

Public Works Operations Coordinator

The City of Bondurant, Iowa is accepting resumes until **4:00 p.m. on June 29, 2022**, for the position of Public Works Operations Coordinator. Starting salary between \$61,840 and \$65,000 DOQ. A growing community located in the central Iowa; Bondurant has a population of approximately 8,000. This position will be appointed by the Public Works Director. The position is under general to direct supervision of the Public Works Director and serves as a working supervisor, and is responsible for the planning, organizing, and directing of the daily, and seasonal activities of the Public Works department. The position supervises the general maintenance and cleanliness, and efficient operation of the City's wastewater collection system including manholes, lift stations and equalization basin; all City owned and leased property including parks, public buildings, and roadways; equipment maintenance; signal lights; drinking water systems; and storm water systems; assists in training; keeps maintenance and utility location records; prepares reports and correspondence; assists Director in the preparation of the annual budget and reviews budgetary expenditures; notifies customers in advance when utility services are to be interrupted; and responds to citizen inquiries for information or service. May work nights, evenings, or weekends when inclement weather, emergencies, or when other situations require these hours. This full-time position is compensated on an hourly basis.

Associate's Degree or applicable certificate in related field and five years of progressively responsible public works operations or construction/building type experience including at least two years in a lead or supervisory capacity.

Full position description and application is available at: www.cityofbondurant.com. Resumes should be submitted **by 4:00 p.m. on June 29, 2022: electronic submissions preferred. Please note in the transmittal of your resume if Veterans preference is requested.**

City of Bondurant – John Horton Public Works Director
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