

# City of Adel Job Posting

## *Street Laborer*

The City of Adel, a growing suburb in the vibrant Des Moines metropolitan area with a population of approximately 6,153, is accepting applications for the non-exempt position Street Laborer. This is a full-time position reporting directly to the Street Superintendent in the Public Works Department.

The Street Laborer performs a variety of basic and semi-skilled work in the operation and maintenance of the City's streets, sidewalks, forestry, and other public areas.

The incumbent will assist the Street Superintendent in the daily activities of the Street Department and be a hands-on operator of a variety of heavy and light equipment. Tasks include street repairs, pot-hole patching, street sweeping, snowplowing, street sign maintenance, pavement marking, grading gravel roads, and mowing.

The incumbent will also work on special projects and in conjunction with other City departments, including assisting the Public Works Director as needed with tasks such as emergency response and other duties as assigned.

A complete job description may be found at [www.adeliowa.org](http://www.adeliowa.org) and at Adel City Hall.

Prior related experience is preferred. High school diploma or equivalent is required. Must possess or be able to obtain within six months a Class B Commercial Driver's License. A pesticide applicator's license will also be required, but not immediately.

Some evening and weekend work is required.

The annual salary range for this position is \$45,000 to \$49,400, with a starting salary commensurate with qualifications and experience. The City offers a comprehensive benefit package including State of Iowa retirement.

Interested applicants must submit a cover letter, resume, and a City application (which may be found at [www.adeliowa.org](http://www.adeliowa.org)) to Anthony Brown, City Administrator, at [abrown@adeliowa.org](mailto:abrown@adeliowa.org) or by drop-box or mail to 301 South 10<sup>th</sup> Street, Adel, Iowa, 50003.

This job posting will remain open until the position has been filled. Interested applicants are encouraged to apply as soon as possible. An initial review of candidates will be completed on Tuesday, June 28, 2022, with interviews being scheduled shortly thereafter. For more information on this opportunity, please call (515) 993-4525 or email [abrown@adeliowa.org](mailto:abrown@adeliowa.org) or [nschenck@adeliowa.org](mailto:nschenck@adeliowa.org)

The City of Adel is an Equal Opportunity Employer.

# City of Adel

## Street Laborer

**Department:** Street Laborer  
**Reports To:** Street Superintendent  
**FLSA Status:** Non-Exempt

**Written By:** Kip Overton  
**Approved By:** Anthony Brown

**Council Review and Approval on September 8, 2020**

**Staff Update based on recent revision to similar job description: June 3, 2022**

### **Summary Description:**

Under the general direction and supervision of the Street Superintendent, the Street Laborer assists in the operation and maintenance of the City's streets, alleys, roads, equipment, and grounds. The incumbent is responsible for general maintenance of City streets, sidewalks, forestry, and other public areas. The incumbent will also work on special projects and in conjunction with other City departments as directed.

### **Appointment/Selection:**

Selection is based upon the recommendation of the Director of Public Works, subject to the approval of the City Administrator. Selection shall be based upon merit and qualification.

### **Knowledge, Skills, and Abilities:**

- Ability to read and understand City maps and drawings for infrastructure locations as well as be able to draft maps and sketches.
- Knowledge of the operating characteristics and ability to use various tractors with attachments, specialized equipment including, but not limited to graders, backhoes, and other earth moving machines, mowers, weed eaters, chain saws, hedge trimmers, bench grinders, jet washers, ladders, and hand tools used in various street and grounds maintenance functions.
- Ability to perform a variety of laboring and semi-skilled tasks in the operation, maintenance, and repair of various types of equipment and structures.

- Knowledge of proper chemical storage and use for those chemicals and solvents required to carry out the position responsibilities and maintenance of the corresponding Material Safety Data Sheets (MSDS).
- Knowledge of confined space risks.
- Ability to follow written and oral directions and effectively communicate both verbally and in writing.
- Ability to establish and maintain positive, professional working relationships with staff, contractors, and vendors.
- Ability to use contemporary technology, including computers, telephones, social media, and software management programs.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time, and be flexible.
- Ability to work independently
- Ability to multi-task daily, performs with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Ability to manage self and organize daily work and special projects effectively.
- Implement professional standards while performing job duties and acts in accordance with the expectations of the City's Employee Handbook

**Essential Functions (The following is a list of typical duties and not meant to be exclusive or inclusive):**

- Monitors condition of the City streets, sidewalks, and public areas, and assures problems are corrected in a timely manner.
- Keep records of street projects and maintenance of vehicles and equipment.
- Obtain estimates and quotes for various work projects or equipment as needed.
- Maintain knowledge of applicable new local, state, and federal laws, mandates, and regulations, policies, and procedures and contemporary public works trends and initiatives. Assist in scheduling and inspecting the work of repair and maintenance crews and equipment. Check paved surfaces and determine work procedures necessary to repair/patch surfaces.

- Assist in the activities of City workers during City celebrations and other approved activities and special events, including activities related to setting traffic cones, setting barricades, and placing trash receptacles.
- Assist in the care and maintenance of street trees and trees on other municipally owned property and right-of-way, as directed.
- Perform minor mechanical repairs to City equipment and buildings facilities.
- Participates in the City's animal control activities.
- Assist in grave openings and closings for the cemetery.
- Assist private contractors regarding problems encountered when undertaking specific public works projects previously authorized, including work on City facilities and public land.
- Estimate the amount of material, supplies, and equipment needed for planned work.
- Respond to citizen complaints, taking remedial action when necessary, and reporting the same in a timely manner to the Street Superintendent
- Recommend policies and procedures to the Street Superintendent to enhance the effectiveness and efficiency of department operations.
- Inspect problem areas to determine the nature of work required.
- Ensure compliance with OSHA standards and the City's Safety Program.
- Attend appropriate City Council and council committee meetings as requested.
- Work with City and County emergency management and respond to all critical incidents and hazardous events in accord with the City and County all hazards plan / emergency operation plan.
- Perform winter street maintenance, including snow and ice removal, operation of snow removal equipment, loading salt/sand.
- Perform other duties as directed by the Street Superintendent, the Director of Public Works, or City Administrator, including working overtime hours.

**Peripheral Duties:**

- Attend seminars, professional/district meetings, and workshops related to public works duties and responsibilities. Keep apprised of developments/changes in municipal government.

- Complete necessary C.E.U. hours as required for all licenses/certifications.

### **Experience and Training:**

- High school diploma or equivalent.
- Possession of a pesticide applicator's license or ability to possess within six (6) months of being hired into the role of Street Laborer.
- Must possess a valid Iowa driver's license and obtain a Class B Commercial Driver's License within six (6) months of hire. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.

### **Tools and Equipment Used:**

- Personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, first aid, and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications.
- Heavy road, excavation, and construction equipment, including but not limited to backhoe, dump truck, snowplow equipment, tractors and various attachments, front loader, etc.
- Hand and power tools commonly associated with public works tasks and maintenance of public works equipment.

### **Work Environment/Frequent Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is occasional low/moderate level office noise in addition to frequent moderate / high noise exposure of public works maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.

- Frequent use of physical strength requiring the moving, lifting, pushing, carrying, and pulling of objects weighing up to 50 pounds or more with or without reasonable accommodation.
- Frequent use of hands to handle objects, tools, or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff, and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Requires clerical, forms, numerical, and verbal perception.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind, snow, heat or cold.
- Occasionally crawling and occasional lifting, pushing, pulling, and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.
- Employee may be exposed to darkness, close quarters, poor lighting, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, microbiological hazards, and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.

*The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Acknowledgement:**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Adel reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Adel. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Adel has a similar right.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

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