



Position Announcement

24 N Center Street, Marshalltown, IA 50158

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www.marshalltown-ia.gov

hr@marshalltown-ia.gov

The City of Marshalltown is an equal opportunity employer

Position: Civil Engineer Assistant II

Department: Public Works, Engineering

FLSA Classification: Full time non exempt (hourly)

Civil Service Classification: Covered by Civil Service

Pay Grade/Range: Non Union pay matrix Grade 5, \$56,368-75,808

Application Process: All applicants must submit a City of Marshalltown Employment Application electronically to the City Human Resource Director at hr@marshalltown-ia.gov. Applications can be found at www.marshalltown-ia.gov under employment opportunities.

Closing Date: Open until filled.

General Statement of Duties

Performs responsible and difficult engineering work in directing and performing a variety of municipal engineering functions; does related work as required.

Distinguishing Features of the Class

This is responsible and difficult technical work involving the planning, organization, design, development, and coordination of public works projects. The work is performed under the general direction and supervision of the Public Works Director/City Engineer but some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the Public Works Director/City Engineer, other City employees, contractors, developers, contract engineers and architects, community group representatives, and the general public.

Examples of Essential Work (Illustrative Only)

- Performs land and construction surveys, make other measurements, calculations, and measurements accordingly;
- Performs design and drafting of sewer, grading, paving, erosion and landscaping projects under the supervision of the City Engineer;
- Performs project inspection and administration as required;
- Performs computer aided drafting and design and Geographic Information Systems functions as required for city projects and for city mapping, works with other agencies to ensure that information provided is accurate;
- Perform inspections such as driveway and sidewalks in new subdivisions for construction in the city right of way;
- Performs special projects for police departments and other city departments such as surveying of police scenes using special equipment;
- Conducts lab testing of samples taken from job sites such as concrete;
- Conducts surveys of rights of way, sidewalks, driveways, and flood plain elevations;
- Attends meetings, conferences, and workshops as requested and authorized;
- Performs related work as required.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of construction technology related to all City engineering activities;
- Thorough knowledge of construction and maintenance methods, materials, and equipment as municipal public works;
- Thorough knowledge of the laws and regulations applicable to City engineering activities;
- Thorough knowledge of current traditional and electronic survey principles and practices;
- Thorough knowledge of public right-of-way and easement laws;
- Thorough knowledge of utility placement and coordination;
- Knowledge of work zone safety of contractors;
- Ability to read and interpret engineering plans, blueprints, and contract specifications;
- Ability to make complex engineering calculations;

- Ability to communicate well with engineers, supervisory personnel, contractors, and the general public both verbally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with other City employees, supervisory personnel, federal, state, and local compliance agency representatives, contractors, developers and the general public concerning public works projects, plans, and construction;
- Ability to prepare accurate and reliable reports containing findings, technical data, financial forecasts and data, plans, conclusions, and recommendations (project specifications and estimates);
- Ability to operate a personal computer using standard word processing, spreadsheet, database, GIS, and CAD applications appropriate to assigned duties;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of engineering and project management tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to thoroughly and accurately document field activities;
- Ability to diffuse difficult situations and answer questions in the field or provide information to a superior to answer;
- Ability to exercise ingenuity and inventiveness in the performance of assigned tasks;
- Ability to exercise tact, patience, and courtesy;
- Ability to be on-call;
- Ability to consistently maintain regular and punctual attendance at work;
- Ability to communicate in English.

Acceptable Experience and Training

- Graduation from a college or trade school of recognized standing with a Certificate in Construction Engineering Technology; or a related field; and
- One year experience in the practice of electronic survey, CAD, and GIS, preferably including some supervisory experience; and
- One year experience in construction of civil engineering projects; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a valid Drivers License issued by the State of Iowa.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the Public Works Director/City Engineer, other City employees, supervisory personnel, property owners, contractors, developers, and the general public concerning public works projects and construction;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to perform skilled engineering design and contract management tasks, observe and evaluate projects in process and upon completion and review and produce a variety of written and technical documents;
- Vision ability for close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard, survey equipment, and physically inspect construction projects;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to enter and exit vehicles and personally inspect engineering and construction projects at sites characterized by rough terrain;
- Ability to climb or balance; stoop, kneel, crouch, or crawl.
- Ability to occasionally lift and/or move up to 25 pounds.
- Ability to pass employment physicals including drug testing.

Essential Working Conditions

- The noise level in the work environment is usually moderate in the office and very loud in the field;
- Employee is regularly exposed to outside weather conditions.

City of Marshalltown Benefits & Retirement Information

Insurance

Employees in this class of employment and their eligible dependents are eligible for group health coverage on the first day of the month immediately following start date of employment

Medical/Dental

- Health Partners
- \$20 Office visit co-pay when PPO providers are utilized
- \$500 single/\$1,000 family deductible
- \$1250 single/\$2500 out of pocket maximum
- Major medical 90%/10% co-insurance if PPO providers are utilized
- Annual wellness/preventive benefits paid at 100% for eligible routine physicals, vision exams, etc.
- Prescription drug plan coverage along with mail order prescription drug service available for maintenance medications in a 90-day supply for the cost of \$60 per 90-day prescription for brand name and \$30 per 90-day prescription for generic.
- Dental plan covers preventive check up at 100%, along with 80% coverage for basic services (fillings, root canals) and 50% coverage for major services (bridges, crowns). \$1,500 annual benefit maximum per plan member and \$1,500 orthodontia lifetime benefit per plan member.

Voluntary Avesis Vision Plan

- Annual allowance for contact lenses or frames and lenses.
- Discounts for Lasik Surgery

Life Insurance

- Employee Life insurance and AD&D of one times the employee's annual salary paid at 100% by the City.
- Supplemental term life insurance may be purchased for the employee up to \$300,000.
- Life coverage may be purchased for spouse up to \$150,000, and for eligible dependent children (\$2,000, \$5,000, \$7,500 or \$10,000).

Long Term Disability Insurance

- 180 day waiting period (period of time you must be disabled before benefits begin).
- Benefit is 60% of base salary with a maximum of \$3,000/month
- Benefit continuation to age 65
- The City currently pays 100% of the LTD premium for employees

Flexible Benefit Plan

- Medical and/or Dependent care spending accounts may be established that allow an employee to set aside a portion of earnings to pay for unreimbursed medical care and/or dependent care expenses on a pre-tax basis.

Employee Assistance Program

- Available at no cost to the employee and family members to provide short-term counseling, referral services, and resources to assist with personal issues.

Vacation The vacation schedule is as follows:

1 week after 1 year, 2 wks after 2 yrs, 3 wks after 5 yrs, 4 wks after 12 yrs

Paid Holidays & Personal Days

9 paid holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, and a Floating Holiday for Christmas; and 2 personal days granted on employees anniversary date.

Sick Leave

Sick leave is earned from the first pay period of employment. A full-time employee will earn four hours per each two-week pay period, to a maximum accumulation of 1,040 hours.

Retirement plan

Employees in this classification of employment are required by state law to contribute to the Iowa Public Employees' Retirement System (IPERS). Although the principal focus of IPERS is to provide an adequate retirement plan for career public employees, even if employees do not retire under IPERS the contributions made by the employee will always be their money.

Continuation of health/dental insurance when no longer employed by the City

Non-union City employees who are covered by the City's group medical/dental plan and life insurance on the day prior to a defined "normal" retirement with IPERS or termination of their employment due to a disability are eligible to continue their existing group coverage. The City pays 50% of the premium for non-union employees (including spouse and eligible dependents covered by the plan) who have at least 15 years of continuous service in a position that was eligible for insurance benefits.

Retirement Health Savings Plan

Upon separation of employment or retirement with the City, eligible severance vacation and sick time (25% payout for employees who have a normal retirement and have 15 years of service or more) will be converted into a RHS account on a tax deferred basis. These RHS account dollars can be used to pay for medical expenses such as: health insurance premiums, Medicare premiums, COBRA premiums, co-pays, deductibles, prescriptions, and other qualified expenses defined by the IRS.

Deferred Compensation and Individual Retirement Accounts (IRAs) (Policy 3.14)

Deferred compensation (Section 457 of the IRS code) is a method to enable public employees to defer federal and state income taxes on a portion of their savings. Taxes are paid on the savings and earnings when withdrawn, usually during retirement, when the employee is presumably in a lower tax bracket.

ICMA (International City/County Management Association) administers the City's deferred compensation plans and both traditional and Roth IRAs. These plans are available for regular employees who are regularly scheduled to work at least 520 hours per year. Employees may elect to contribute to these plans through payroll deductions.