

EMPLOYMENT OPPORTUNITY

The City of Anamosa is seeking a **Streets Department Laborer** to perform various tasks related to maintaining and repairing City-owned streets, properties, and facilities. This position will be required to perform scheduled and emergency tasks, within the City of Anamosa Streets Department. This is a full-time position with benefits; including employee insurance (health/dental/vision/life/disability), IPERS retirement, and a flex benefit plan. Starting salary will be \$24.32/hour (\$50,585.60/year), DOQ/DOE.

Required qualifications:

- High school diploma or equivalency.
- A valid Driver's License issued by the State of Iowa.
- Some experience in the proper maintenance and repair of vehicles and equipment.
- Experience in the operation and maintenance of small power tools.
- The ability to walk long distances on a daily basis.
- Experience with the materials, methods, equipment and current practices used in the maintenance, repair and improvements of streets and roads.
- Knowledge of concrete materials and be able to perform concrete repairs.
- Able to work in confined or close space areas.
- Job duties require frequent lifting of objects in excess of 30 pounds.
- Be able to perform standing work for long periods of time.
- Be in good physical health as determined by a pre-employment physical.
- Be able to pass a drug and alcohol test.
- Required to perform evening, weekend, and off-hour emergency duties as assigned.
- Required to work outside under various weather and working conditions.
- Ability to establish and maintain effective relationships with co-workers and the public.

Special Qualifications:

- Commercial Driver's License, with Tanker endorsement, issued by the State of Iowa is preferred.
- Chemical applicator's license may be required
- Minimum 2 years' experience in a Public Works Department or similar occupation is preferred.
- Must be able to be trained in first aid and CPR.

A complete job description and city application is available online at www.anamosa-iowa.org or at Anamosa City Hall, 107 S. Ford Street, Anamosa, Iowa 52205.

The deadline to apply for this position is Friday, July 5th, 2024, at 4:30pm.

Applicants should mail, email, or deliver a completed city application to:

City of Anamosa
Attn: Jeremiah Hoyt, City Administrator
107 S. Ford Street
Anamosa, IA 52205
anamosa.employment@gmail.com

City of Anamosa - Job Description

Full-Time

Identification

Position Title	Streets Laborer
Department	Streets
Immediate Supervisor	Streets Superintendent

Job Summary

The Full-Time Streets Laborer performs work under the general supervision of the Streets Department Superintendent. Depending on the specific assignment, the Streets Laborer may be required to report to other respective department directors. The Chief Administrative Officer of the City of Anamosa is the City Administrator. The duties and responsibilities include, but are not limited to, general work within the Streets Department, Wastewater Department, and Water Department; such as shoveling, truck driving, snow plowing, mowing, concrete maintenance/repairs, etc. Responsibilities also include maintenance and orderly repair of the City's vehicles and equipment. The employee will be required to work within the above-listed departments as needed. Any confusion or dispute over the daily responsibilities of the employee will be resolved by the City Administrator. The employee will be responsible for tracking the time spent working in each department for payroll purposes.

Principal Duties & Responsibilities:

- Performs work as assigned, but not limited to; water & sewer line repairs, sewer jetting, water testing, service orders, cutting and chipping trees and brush, snow plowing, street repair sanding and salting icy surfaces, mowing city grounds, and maintenance of equipment and facilities.
- Operates graders, end loaders, tractors, mowers, trucks, as well as other equipment in a skilled manner.
- Loads, hauls and unloads heavy objects and materials used in street maintenance activities.
- Performs basic construction work as needed on municipal facilities.
- Completes routine custodial duties necessary for upkeep of City facilities.
- Provides assistance to other City departments as requested and directed.
- Performs related duties as assigned by respective department head or City Administrator.
- Follows the Policies and Procedures outlined in the City's Personnel Manual or advised by supervisory employees.

Physical and Environmental Conditions:

Frequent transportation between City facilities, job locations, various functions, and meetings at other sites either within or outside of the City is required.

While performing the duties of this job, the employee is regularly required to sit, crouch, kneel, stand, walk, bend, reach, lift, handle, carry, feel, talk, hear, and see. The noise level in the work environment is usually moderate.

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Qualifications:

- Must have high school diploma or equivalency.
- Must have a valid Driver's License issued by the State of Iowa.
- Some experience in the proper maintenance and repair of vehicles and equipment.
- Experience in the operation and maintenance of small power tools.
- Must have the ability to walk long distances on a daily basis.
- Experience with the materials, methods, equipment and current practices used in the maintenance, repair and improvements of streets and roads.
- Knowledge of concrete materials and be able to perform concrete repairs.
- Able to work in confined or close space areas.
- Job duties requires frequent lifting of objects in excess of 30 pounds.
- Be able to perform standing work for long periods of time.
- Be in good physical health as determined by a pre-employment physical.
- Be able to pass a drug and alcohol test.
- Will perform evening, weekend, and off-hour emergency duties as assigned.
- Must be able to work under various weather conditions and work conditions.
- Ability to establish and maintain effective relationships with co-workers and the public.

Special Qualifications:

- Commercial Driver's License, with Tanker endorsement, issued by the State of Iowa is preferred.
- Chemical applicator's license may be required
- Minimum 2 years experience in a Public Works Department or similar occupation is preferred.
- Must be able to be trained in first aid and CPR.

Other Remarks:

Equipment Used: Hand tools, power tools, trucks, snow plow, backhoe, maintainer, end loader, street sweeper, skid loader, mower, snow equipment, and jetting equipment.

Probationary Period: 90 days. At the end of such period an evaluation shall be completed to determine extension of employment to permanent status.

Residency Requirement: It is preferred that the employee reside in the Anamosa School District within one (1) month after serving probationary period.

Regular Work Week: 40 hours/week.

Pay Rate: TBD by City Council

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this job. They are not intended to be a comprehensive list of all responsibilities, duties, and skills required for this position.



Employment Application

(PLEASE PRINT)

Qualified applicants are considered for all positions without regard to race, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or hardship.

Date of Application: _____

Position(s) Applying For: _____

Referral Source: Advertisement Friend Relative Employment Agency Other

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Phone Number (____) _____ Social Security Number _____
area code

Have you filed an application here before? Yes No Date _____

Have you ever been employed here before? Yes No Date _____

Are you currently employed? Yes No

Are you a citizen of the United States? Yes No If not, do you possess an Alien Registration Card? Yes No

If not, do you possess an Alien Registration Card? Yes No If yes, give Registration Number _____

Are you available to work? Full Time Part Time Temporary Regular

Are you on lay-off and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Do any of your friends or relatives, other than your spouse, work for the City of Anamosa? Yes No

If yes, list name(s) _____

Have you been convicted of a misdemeanor or felony within the last 7 years? Yes No

If yes, please explain _____

Have you ever been convicted of a moving traffic violation in the last 3 years? Yes No

If yes, please explain _____

Employment Experience

List each job held. Start with your Present or Last job. Include military service assignments and volunteer activities.

Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Hrly. Rate/Salary		
	Start	Final	
Supervisor			
Reason for Leaving			
Employer	Dates		
	From	To	
Address			
Job Title	Hrly. Rate/Salary		
	Start	Final	
Supervisor			
Reason for Leaving			
Employer	Dates		
	From	To	
Address			
Job Title	Hrly. Rate/Salary		
	Start	Final	
Supervisor			
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Give name, address and phone number of three references not related to you.

1. _____

2. _____

3. _____

Military

Are you a veteran of the U.S. military service? Yes No

If yes, what was your Branch of U.S. military service? _____

Education

	Elementary	High School	College/University	Graduate/Professional
School Name				
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities.				

Honors Received: _____

Summarize your office experience. List specific duties and responsibilities. List finance experience and also computer office software that you have had training and/or experience using (i.e. Excel, Word, Powerpoint, etc.). Outline tasks that you performed using the various software. Explain office experience that you have had dealing with filing, organizing, and contact with the public. If necessary use the back side of this page.

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

_____ PC	_____ MS Office Professional	_____ MS Outlook
_____ Excel_	_____ Word	_____ Access
_____ Power Point	_____ Calculator	_____ Fax
_____ Email	_____ Internet	

State any additional information you feel may be helpful to us in considering your application.

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Anamosa, whether the said records are of a public, private or confidential nature, including criminal histories. The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings) and other financial statements of records whenever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me; and the recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the City of Anamosa. I also certify that any person(s) who may furnish such information in good faith concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the City of Anamosa from any and all liability which may be incurred as a result of collecting such information.

I HEREBY SWEAR AND AFFIRM THAT EACH STATEMENT AND ALL INFORMATION IN OR SUPPLEMENTING THIS APPLICATION (PERSONAL AND PHYSICAL EVALUATION) ARE COMPLETE, TRUE AND ACCURATELY RECORDED TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE, MISLEADING AND/OR INCOMPLETE INFORMATION ON THIS APPLICATION IS GROUNDS FOR EXCLUSION FROM THE SELECTION PROCESS OR DISCHARGE IF DISCOVERED SUBSEQUENT TO EMPLOYMENT.

A photocopy and/or fax of this release form will be valid as an original thereof, even though the said photocopy/fax does not contain an original writing of my signature.

I have read and fully understand the contents of the "Authorization for Release of Personal Information".

Signature of applicant:

Date:

The City of Anamosa is an equal opportunity employer.

