



City of Clive (IA)

## Operations Specialist - Public Works

<b>SALARY</b>	\$27.78 - \$36.11 Hourly	<b>LOCATION</b>	Clive, IA
<b>JOB TYPE</b>	Regular Full-time	<b>JOB NUMBER</b>	00332
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Operations
<b>OPENING DATE</b>	06/16/2025	<b>CLOSING DATE</b>	7/6/2025 11:59 PM Central

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### JOB SUMMARY

Performs manual labor and semi-skilled and skilled work often involving the operation of light-to-heavy-duty construction and maintenance equipment.

Each employee is expected to; respect others, be customer driven, present a positive attitude, teaming environment, be honest and have integrity, be innovative and creative, communicate effectively, deal courteously with customers and co-workers, and maintaining effective relationships with others.

### JOB FUNCTIONS

#### Examples of Essential Job Functions

- Drives and operates trucks, tractors, and other motorized equipment with various attachments.
- Performs installation, maintenance, and repair work on various sizes of pipes and conduits.
- Fabricates special equipment for maintenance or construction projects.
- Operates and climbs ladders used in maintenance activities; trims, plants, or removes trees.
- Sets and resets posts and replace or add new signs.
- Calculates or estimates amounts of materials needed for projects.
- Reads and interprets various types of meters and measuring devices.
- Makes mechanical and non-mechanical repairs to equipment.
- Performs construction work using a variety of materials; performs a variety of grounds, facilities, and other general maintenance activities.
- Loads and unloads a variety of materials manually or using lifting equipment.
- Performs snow removal using a variety of equipment.
- Collects and disposes of refuse along right of ways, parks or city owned buildings.
- Performs all duties in a manner consistent with proper safety policies and procedures; reads and interprets blueprints, technical manuals, construction drawings and Safety Data Sheets.
- Maintains records related to equipment and materials usage and other job activities.
- Regular attendance is essential to this position.

### EMPLOYMENT STANDARDS AND QUALIFICATIONS

#### Required Knowledge, Skills and Abilities

- Two years of experience in laboring work including the use of tools and equipment common to general construction, maintenance, and repair work.
- Must possess a valid type B Commercial Driver License with airbrake endorsement within 60 days of employment. Must obtain a valid type A Commercial Driver License and any required endorsements within six months of appointment.
- Knowledge of the types and uses of common hand tools, materials, and equipment used in general construction, maintenance, and repair work; knowledge of the precautions necessary to work safely with and around mechanized construction and maintenance equipment.
- Skill in the use of tools, machinery, motorized vehicles, and other items common to general construction, maintenance, and repair work; skill in the use of measurement and diagnostic equipment common to general construction, maintenance, and repair work.
- Ability to lead a small crew of workers; ability to perform manual tasks involving physical strength and endurance under variable weather conditions; ability to understand and carry out specific verbal or written instructions; ability to operate motorized vehicles and other motorized equipment; ability to calculate or estimate the amounts of materials needed; ability to effectively communicate with others; ability to establish and maintain effective working relationships with citizens or public service organizations, supervisors, co-workers, other city employees, and vendors.
- Ability to present positive attitude to residents, co-workers and contractors.
- Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies and training.

## **EDUCATION, TRAINING AND EXPERIENCE**

### Required Education

High school diploma or equivalent GED/HiSET

### Preferred Education

Commercial applicator's license for State of Iowa.

### Preferred Experience

One year of operating light and medium construction equipment

### Required Qualifications

- Shall establish residency within a thirty (30) mile radius of City Hall, 1900 NW 114<sup>th</sup> Street, within the first three months of employment.
- Shall be generally available for off-hour emergencies, snow duty and/or work assignments.
- Shall possess a valid Class B Commercial Driver License (CDL) with air brakes and any required endorsements and/or restriction removals issued by the State of Iowa, as required by the department, within sixty days of appointment and have a good driving record for the past three years.

## **PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

### Required Physical Activities

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, repetitive motions.

### Physical Characteristics of the Job

Heavy work, exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.

### Environmental Characteristics

The work is performed primarily outside and includes seasonal exposure to cold, heat, wind, rain, snow, and other weather conditions. The worker is also exposed to awkward or confining work space, darkness or poor lighting,

dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Also, the work may expose the employee to unpleasant social situations, a significant work pace pressure and irregular work hours.

**APPENDIX TO:** Operations Specialist

**DEPARTMENT:** Public Works

**REPORTS TO:** Public Works Director

Additional Essential Job Functions

- Maintains and repairs streets, right-of-ways including patching, paving, replacing and removing curbs and sidewalks, joint and crack sealing, and debris removal.
- Participates in maintenance work such as pruning trees and brush, mowing, landscaping, snow plowing, ice control, chemical application and cleaning streets.
- Maintains, fabricates, repairs, and replaces street signs, posts and traffic control devices and inventories materials.
- Participates in the painting of pavement markings on roadways and parking lots.
- Performs installation and maintenance of traffic signal systems and fiber optic systems.
- Maintains work zone safety set up and traffic control functions.
- Performs the locating of city owned utilities to prevent damage of said utilities.
- Constructs, repairs, and cleans intakes, grates, storm sewers and other drainage facilities.
- Performs routine maintenance and minor repairs including welding, sandblasting, and painting on vehicles and equipment and makes necessary adjustments to ensure proper working order.
- Cleans tools and equipment after use and stores in appropriate locations.
- Occasionally attends approved division related seminars and workshops to improve technical knowledge and abilities and evaluate new techniques. Attends safety training seminars.
- May be required to assist as directed with other divisions' or other city departments' activities.
- Assist the public by listening to complaints, inquiries, and problems, and taking the appropriate actions necessary to correct them and advise a supervisor or the Administrator when necessary.
- Perform a variety of customer service duties including reading, repairing, and installing water meters. Delivering shutoff notices for nonpayment of water bill or during emergency water main operations.
- Perform maintenance and repair activities in the water distribution system including water main breaks, valves, hydrants, and related appurtenances.
- Take water samples for water quality testing.
- Assist other personnel as directed in the operation and maintenance of the collection system, equipment and other related appurtenances.
- Perform jetting/vacuum cleaning and CCTV inspection of the wastewater collection system.
- Perform jetting/vacuum cleaning and CCTV inspection of the stormwater collection system.
- Provides assistance and support in city emergencies.
- Shall possess a valid Class A Commercial Driver License (CDL) with air brakes and any required endorsements and/or restriction removals issued by the State of Iowa, as required by the department, within six months of appointment.

**Other Physical Requirements**

- Must be able to lift and move items weighing up to 150 pounds with the assistance of another employee but without assistance of a portable hoist.
- Must be able to remove and replace manhole covers weighing up to 80 pounds with a lever.
- Must be able to climb into and out of 24 inch openings.
- Must be able to climb into or out of employer's equipment.
- Must be able to use tools weighing 30 pounds or more.

**Other Equipment Essential to the Job**

- Snow and Ice Control Equipment
- Combination Jet/Vacuum truck
- Street Sweeper
- Closed Circuit Televising (CCTV) sewer inspection truck
- Motor Grader
- 26" Concrete Pavement Saw
- Excavation Shoring Equipment

- Pavement Marking Unit
- Joint Sealing Trailer
- Pavement Breaker
- Rubber Track Excavator
- Skid Loader
- Fork Lift
- Scissor Lift
- Pothole Patching Trailer
- Mosquito Sprayer
- Tractor w/batwing mower and snow blower
- Sewer Cleaning Easement Machine
- GPS Equipment
- Variable Message Sign (VMS)
- Various Equipment Hauling Trailers

The City of Clive retains the authority to change the job duties included in this job description at anytime. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

## Benefits

Please click on the link to ready more about the benefits the city of Clive offers to its employees: [Benefits Guide](#).

Visit the city's website for more information about our community and staff: <https://www.cityofclive.com/>

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### Employer

City of Clive (IA)

### Address

1900 NW 114th Street

Clive, Iowa, 50325

### Phone

515-223-6220

### Website

<http://www.cityofclive.com>