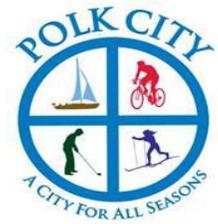


The City of Polk City is accepting applications for a Public Works Operations Specialist I. The Operations Specialist will be responsible for the grounds maintenance, the city's water, sanitary sewer, storm sewer, streets, parks and trail systems, and other public works related maintenance. The operation of heavy machinery is a requirement of the position, and the employee will be required to hold both a valid Iowa Driver's license and commercial license, with class B airbrakes at the time of hire.

The salary range for the position \$52,943.71-\$73,764.26, with an expected starting wage between \$52,943.71-\$62,461.68, depending on qualifications. The position includes excellent benefits, paid time off, and is an IPERS covered position. Please submit resume, cover letter, and 3 references to Randy Franzen, Public Works Supervisor at [rfranzen@polkcityia.gov](mailto:rfranzen@polkcityia.gov). Electronic submissions are required. Email or telephone inquiries for the position may be directed to Randy Franzen at 515-984-6233. The first review of applications will take place on March 30, 2026. Position will remain open until filled. A copy of the job description can be found below.



## City of Polk City

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**Title:** Operations Specialist I  
**Department:** Public Works  
**Status:** Regular Full-Time  
**Reports to:** Public Works Supervisor  
**Supervises:** None  
**Pay Grade:** N2

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### POSITION FUNCTION:

Under general to direct supervision of the Public Works Supervisor, performs manual labor, semi-skilled and skilled work often involving the operation of light to heavy-duty construction and maintenance equipment. Employee must show fundamental knowledge of how to use the machinery and the general ability to follow instructions. This full-time position is compensated on an hourly basis.

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### DUTIES AND RESPONSIBILITIES:

1. Performs duties relating to building and grounds maintenance.
2. Mows grass and weeds, cuts brush, trims trees, and performs site cleanup.
3. Constructs and repairs buildings, playground equipment, fences and other park facilities using manual labor and equipment as needed.
4. Safely operates maintenance and construction equipment, which may include, but is not limited to: snow removal equipment, street sweeper, dump trucks, tractors, mowers, chain saws, weed-eaters, and other equipment as needed.
5. Operates painting equipment to maintain the appearance of facilities and streets.
6. Loads and unloads heavy objects, materials, and supplies as needed.
7. Performs routine maintenance and repairs on equipment.
8. Operates snowplows, sanding, and salting equipment. Clears snow and ice accumulations from streets and sidewalks, which may include operating a snow blower, and a shovel to manually remove snow as needed.
9. Assists other city departments as directed.
10. Repairs, replaces, and maintains street signs and markers.
11. Attends safety meetings and seminars as required.
12. Installs water meters in consumer establishments using hand tools as needed.
13. Operates truck, tractor, loader, backhoe, mower, and street sweeper to construct, maintain, and repair city streets.
14. Performs manual labor in the repair and construction of streets and other facilities.
15. Operates painting equipment to paint hydrants, crosswalks, curbs, and other street and sidewalk markings.
16. Assists with the repair and installation of sewer and water lines.
17. Turn water service off or on for new customer/occupants.

18. Perform weekend duties inclusive of reading of master water meter(s) and sewer flows and water & sewer testing, and parks maintenance every seventh weekend.
19. Performs routine maintenance and repairs on equipment.
20. Mow, weeds, cuts brush, trims trees, and cleans up site by raking and/or hauling to the landfill.
21. Must be available 24 hrs. Per day, 7 days per week for snow removal duties unless time off has been arranged in advance.
22. Assist the Public Works Supervisor with lift station maintenance when requested.
23. Set up City Council meeting room for meetings. This may involve moving tables and chairs into different configurations.
24. Assist Public Works Supervisor with various projects when requested.
25. Respond to water/sewer emergencies when requested.
26. Performs other duties as apparent or assigned and assist other departments

#### **Any duties assigned by the Public Works Director**

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by the Public Works Director or City Manager.

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#### **SKILLS AND ABILITIES:**

1. Ability to follow one or two-step verbal or demonstrated instructions.
2. Ability to perform simple addition and subtraction, copy figures, count and record numbers.
3. Ability to read and write identifying information, request supplies verbally or in writing.
4. Ability to operate, light-to-heavy duty construction equipment in a safe and competent manner.
5. Basic skills in equipment maintenance.
6. Ability to perform water and sewer testing.
7. Ability to perform manual labor for extended periods of time often in inclement weather.
8. Ability to use a cellular telephone and a telephone.
9. Knowledge of traffic laws and regulations involved in equipment operation.
10. Knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment.
11. Ability to establish and maintain an effective working relationship with co-workers and the public.
12. Ability to pass a post-offer employment physical and a CDL required drug screen and participate in CDL-required drug screen policy testing.

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#### **TRAINING AND EXPERIENCE:**

1. High School diploma or equivalent G.E.D.
2. Three years of light and medium construction equipment operations, or two years in a mechanical position.
3. Shall possess and maintain a valid Class A or B Commercial Driver's License with Air Brakes and any required endorsements and /or restriction removals issued by the State of Iowa. This certification must be obtained within 30 days of employment and have a good driving record for the past three years.
4. Shall possess and maintain Iowa Certified Pesticide Applicator Certification, valid in all categories necessary for the department. This certification must be obtained within 60 days of employment.

5. Preferred to possess and maintain State of Iowa (DNR) Water Distribution Grade 1 or 2 certification.
6. Preferred to possess and maintain State of Iowa (DNR) Water Treatment Grade 2 certification
7. Preferred to possess and maintain State of Iowa (DNR) Waste Water Treatment Grade 1 certification.

### **Equipment and Materials Used:**

Truck and attachments, tractor and attachments, loaders and backhoes, mowers and attachments, trimmers, street sweeper, air compressor, snow plows, electrical welding equipment, combustible gas welding equipment, skid loaders, snow blowers, pumps, drills, saws, grinders, ladders, generators, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-axe, winch, hoses, oil, forklift, concrete and asphalt tools, hydraulic tools, traffic control equipment, calculator, telephone, mobile telephone, SDS information, OSHA regulations, and other equipment as required.

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### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

1. Intermediate periods of standing, walking and sitting, bending, grasping, pushing, pulling, squatting, twisting and kneeling.
  2. Ability to lift up to 100 pounds.
  3. Frequent kneeling, crawling, crouching, lifting, pushing, pulling, reaching, handling, carrying objects, talking, hearing, near and far sight acuity.
  4. Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind, snow, heat or cold.
  5. Ability to tolerate low to moderate noise exposure of machinery and equipment.
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### **OTHER NECESSARY REQUIREMENTS:**

1. Pre-employment drug testing and criminal background history check
  2. Valid Iowa Driver's License
  3. Valid Iowa Commercial Driver's License, class B with airbrakes
  4. Shall be generally available for off-hour emergencies and/or work assignments and be able to respond in less than thirty (30) minutes.
  5. Shall establish residency within thirty (30) miles, which takes less than 30 minutes to drive to the department maintenance facility under normal driving conditions within the first six months of employment with the city.
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### **OTHER PREFERRED REQUIREMENTS:**

1. Grade 1 Iowa Wastewater Treatment Operator license (DNR)
2. Grade 2 Iowa Water Distribution Operator license (DNR)
3. Grade 2 Iowa Water Treatment Operator license (DNR)
4. Pesticide Spraying License, 3OT (Ornamental Turf), 5 (Aquatics), 6 (Roadside)
5. Mosquito Spraying License, 7D