



City of Clive (IA)

Operations Specialist - Public Works

CLASS CODE	OPSPPW	SALARY	\$28.61 Hourly
ESTABLISHED DATE	July 06, 2023	REVISION DATE	November 10, 2025

JOB SUMMARY

Performs manual labor and semi-skilled to skilled work often involving the operation of light-to-heavy-duty construction and maintenance equipment. Work involves maintaining, repairing, and constructing City infrastructure, including streets, stormwater systems, traffic control devices, and public grounds.

Each employee is expected to respect others, be customer-driven, present a positive attitude, function as part of a team, act with honesty and integrity, be innovative and creative, communicate effectively, deal courteously with customers and co-workers, and maintain effective working 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, conduits, valves, hydrants, and other water distribution components.
- Maintains and repairs streets and right-of-ways, including patching, paving, curb and sidewalk replacement, joint and crack sealing, and debris removal.
- Performs snow removal and ice control using a variety of equipment and chemical applications.
- Participates in tree and brush pruning, mowing, landscaping, and right-of-way maintenance.
- Constructs, repairs, and cleans intakes, grates, storm sewers, and other drainage facilities; performs jetting/vacuum cleaning and CCTV inspection of wastewater and stormwater collection systems.
- Installs and maintains traffic signal systems, fiber optic systems, and traffic control devices; paints pavement markings; maintains work zone safety setups.
- Maintains, fabricates, repairs, and replaces street signs, posts, and traffic control devices, maintaining related inventories.
- Performs mechanical and non-mechanical repairs on equipment, including welding, sandblasting, and painting.
- Cleans tools and equipment after use and stores them properly.
- Reads and interprets blueprints, technical manuals, construction drawings, and Safety Data Sheets.
- Collects and disposes of refuse along rights-of-way, parks, or City-owned buildings.
- Maintains records related to equipment, materials usage, and other job activities.
- Assists the public by responding to inquiries and complaints and taking appropriate action.
- Provides assistance and support in City emergencies.
- Attends required safety and technical training.

- Regular attendance is essential to this position.

EMPLOYMENT STANDARDS AND QUALIFICATIONS

Required Knowledge, Skills, and Abilities:

- Knowledge of construction, maintenance, and repair methods, materials, and tools.
- Skill in operating construction and maintenance equipment.
- Knowledge of safety precautions for working around mechanized equipment and in public rights-of-way.
- Ability to calculate or estimate materials needed for projects.
- Ability to read and interpret blueprints, maps, and technical documents.
- Ability to communicate effectively and courteously with others.
- Ability to lead small crews, perform strenuous physical labor under varying weather conditions, and maintain positive working relationships.
- Ability to perform all duties safely and in accordance with established policies and training.

EDUCATION, TRAINING AND EXPERIENCE

Required Education:

High school diploma or equivalent (GED/HiSET).

Preferred Experience:

One year operating light or medium construction equipment.

Preferred Certifications:

Iowa Commercial Pesticide Applicator's License.

Licensing and Other Requirements:

- Must possess or obtain a valid Class A Commercial Driver License (CDL) with air brakes and any required endorsements within six months of appointment.
- Must maintain a good driving record for the past three years.
- Must establish residency within a 30-mile radius of City Hall (1900 NW 114th Street, Clive) within three months of employment.
- Must be generally available for off-hour emergencies, snow duty, and work assignments.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities:

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

Physical Characteristics of the Job:

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

Must be able to lift and move items up to 150 pounds with assistance; remove/replace manhole covers weighing

up to 80 pounds; climb into and out of 24-inch openings and equipment cabs; and use tools weighing 30 pounds or more.

Vision Requirements:

Frequent near and far visual acuity, depth perception, color vision, and field of vision required to safely perform job duties and operate equipment; corrective lenses permitted.

Environmental Characteristics:

Work is primarily outdoors with seasonal exposure to cold, heat, wind, rain, and snow. Work may involve confined spaces, poor lighting, noise, vibration, wetness/humidity, fumes, dust, uneven ground, and mechanical or traffic hazards. Some assignments may involve unpleasant social situations, high work pace, and irregular hours.

Equipment Essential to the Job:

- Vehicles and heavy equipment including dump trucks, loaders, backhoes, graders, skid loaders, tractors, and aerial lifts.
- Specialized equipment such as snow and ice control equipment, combination jet/vacuum trucks, street sweepers, CCTV sewer inspection units, pavement marking and joint sealing trailers, excavators, pothole patching trailers, tractors with batwing mowers, and GPS units.
- Power and hand tools including grinders, drills, saws, compressors, pumps, and wrenches.
- Measurement and diagnostic tools such as tape measures, levels, and pressure gauges.
- Safety equipment and clothing including gloves, goggles, gas monitors, rain gear, and ear protection.
- Personal computers, telephones, and other office or field communication equipment.

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.