The City of Mitchellville Iowa invites applications for the position of: Public Works Assistant Director

Salary Range: $30.00/hour

Open Date: 07/30/2026

Close Date: 08/11/2026

Information

The City of Mitchellville is accepting applications for the position of **Assistant Public Works Director**. This full-time position assists with the operation and maintenance of the City's streets, stormwater systems, parks, utilities, and public infrastructure, with a primary focus on streets, snow removal, equipment operation, and general maintenance.

This position is intended for candidates working toward full water and wastewater certification and provides opportunities for training and advancement within municipal public works operations.

Due to emergency response responsibilities, the selected candidate must reside within a reasonable response distance as determined by the city.

Qualifications

- High school diploma or equivalent required
- Valid Iowa Class B CDL with Air Brakes endorsement required
- Experience in street maintenance, heavy equipment operation, construction, grounds maintenance, or related public works experience preferred
- Ability to work toward required Iowa DNR water and wastewater certifications
- Must participate in CDL-required drug and alcohol testing
- Must successfully pass a Motor Vehicle Record (MVR) check and maintain an acceptable driving record.
- Strong communication, organizational, and teamwork skills required
- Ability to work in all weather conditions and perform physically demanding tasks

Primary Responsibilities

Streets & Stormwater

- Assist with maintenance of streets, signs, storm sewers, catch basins, and sidewalks
- Perform snow and ice removal operations
- Assist with street repairs, vegetation control, and roadway maintenance
- Maintain street maps and related records as needed

Grounds & Facilities

- Maintain City-owned grounds, trails, retention basins, and facilities
- Perform mowing, trimming, weed control, leaf removal, and general upkeep
- Assist with tree and vegetation maintenance as needed

Water & Wastewater Support

- Assist certified operators with water and wastewater system maintenance and inspections
- Participate in training and certification programs required for advancement
- Assist with emergency response and utility repairs as needed

Equipment & General Operations

- Operate and maintain City vehicles, equipment, and tools
- Assist with equipment inspections, repairs, and maintenance records
- Support departmental projects, emergency operations, and other assigned duties

Application Process

Applications will be accepted through the required 10-day posting period. Applicants must submit:

- City of Mitchellville Employment Application
- Resume
- Cover Letter
- References

Applications may be submitted to:
City of Mitchellville
204 Center Avenue North
Mitchellville, IA 50169

or by email to: Clerk@mitchellville.org
For questions regarding the position, contact City Hall at (515) 967-2935

Applications are available:

- In person at City Hall
- By email request
- On the City website: mitchellville.org

Disclaimer:
All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position. The City of Mitchellville is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Iowa Code Chapter 35C – Veterans Preference in Public Employment:
The City provides preference to qualified veterans and eligible spouses in accordance with Iowa law. Applicants claiming veterans' preference must provide required documentation at the time of application as specified by Iowa Code Chapter 35C.