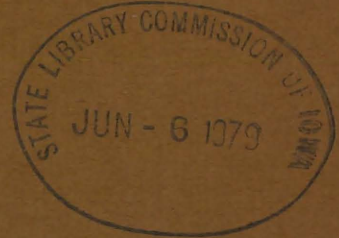


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STATE OF IOWA

Office for Planning and Programming



A PROPOSED PERSONNEL
MANAGEMENT SYSTEM
FOR THE CITY
OF
OELWEIN

May 21, 1979

City Council
City Hall
20 - 2nd Ave. S.W.
Oelwein, IA 50662

Members of the Council:

We are pleased to present our report entitled A Proposed Personnel Management System for the City of Oelwein and we hope it will be of value to you in structuring your current personnel management systems. Contained within this report you will find discussions concerning various components of a personnel management system.

The report is comprised of proposals and we hope you will review them and make any changes that will tailor the material closer to your needs. This material can be very useful to you and we hope you will give it careful consideration and take the necessary steps for adoption and implementation.

We would like to take this opportunity to express our appreciation for the cooperation and help we received from all of the City employees. Although this report represents an end to our active involvement with Oelwein, we will remain available to explain any of our recommendations that the Council may have questions about. Feel free to contact us concerning any questions you may have.

Sincerely,

Staff of the Local Government
Personnel Service Center

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I. INTRODUCTION

INTRODUCTION

Historical Perspective:

In October of 1976, the City Council requested assistance from the Local Government Personnel Service Center of the State of Iowa's Office for Planning and Programming. This help was to be in the form of a comprehensive personnel management proposal and was to be derived from an in-depth study of approximately sixty employees. Due to a backlog of projects, this study was not begun until March of 1979. At that time, a newly constituted City Council again endorsed the need for a personnel management plan and this document is the end result of the study that was conducted.

Components of a Personnel Management System:

There are four basic components of a personnel management system document. The four components are: (1) personnel policies; (2) job descriptions; (3) a classification plan and; (4) a compensation system. In order that the reader may fully understand the uses, limitations and inter-relationships of these components, they will each be described in some detail at this time.

Personnel Policies: These policies describe the procedures for handling common occurrences and problems that may normally be expected in the work environment. They also describe the employee's as well as management's rights and relate many of the fringe benefits such as vacation, sick leave and holidays. They do not tell an employee how to perform their job and should be supplemented by departmental rule books or procedures manuals if that is the intent.

To achieve the optimum amount of equitability and impact, a standardized set of personnel policies should be adopted for all City employees. Although some City officials balk at this notion, there is no reason why the policies cannot be applied across-the-board as long as provisions are made for the around the clock operations and other special needs. These special provisions typically account for less than ten percent of the entire personnel policy package with the other 90 percent being equally applicable to all City employees.

Job Descriptions: Job Descriptions are the foundation upon which the personnel management system is built. They are a written description of the duties and responsibilities of a given position and they outline the skills and abilities needed to satisfactorily perform the job. They also indicate the kind of training and experience a person should possess to be able to perform the job.

As such, job descriptions are very useful management tools. They may be used for recruiting new employees as they outline the qualities that should be present in the job candidates. By setting equitable and work related entry requirements, job descriptions can help insure that recruitment standards are not based on discriminatory criteria. They also allow management some flexibility in managing the work force as they can identify people with similar skills and abilities and thus indicate how employees might be transferred from department to department should staffing needs incur major changes. Job descriptions are also the basis of the compensation program as they identify the skills, knowledges, responsibilities and experience requirements for which management should be paying. Thus they provide the raw data for rank ordering jobs in terms of the appropriate level of compensation, and they also provide the basis for comparing City jobs to other public and private jobs requiring similar qualifications. In terms of legal ramifications, job descriptions can be used to substantiate the "equal pay for equal work" doctrine should the Department of Labor ever investigate a complaint. They may also be used by the Public Employment Relations Board (PERB) for unit determinations and identifying supervisory (exempt) personnel should union elections ever be held. As such, they will be indicative of "past practices" upon which the PERB will base part of its decision. By setting equitable and work-related entry requirements, job descriptions can help insure that recruitment procedures are not based on discriminatory criteria.

What job descriptions do not do is to tell management how well the incumbent is performing on the job or how many people are needed to carry out the work of a department. A job description describes a position and not a person. The questions of efficiency, production and staffing are traditional management problems and can best be answered through techniques such as methods and procedures analysis, time and motion studies, personnel evaluations, or perhaps management by objectives. However, the underlying purpose of all of these methods is to find out what the person should be doing and then determine how closely the person is performing to that standard. Thus job descriptions are helpful in the initiation of this process.

Another point about job descriptions that should be made is that they are not intended to restrict the kinds of related duties that may be assigned to an individual. The "Duties" section of the job description is aimed at major job functions and additional duties may be assigned as long as they are in keeping with the level and general type of work described in the respective job description. The corollary to this statement is that job descriptions are not static and tend to change over time. Thus management should periodically review and update the job descriptions if they are going to be properly used in any of the manners described above.

The Classification Plan: Technically speaking the process of classification begins with the writing of job descriptions. Since approximately sixty individual City employees were reviewed and their functions were reflected in approximately thirty job descriptions, a large amount of grouping by skills, knowledges and responsibilities has already taken place. The next step is to match the job descriptions of comparable levels and then rank the remaining groups to reflect increasing levels of complexity.

The classification plan presented displays two pieces of information. First it shows how the old job titles have been assimilated into the new job descriptions and, secondly, it shows the recommended ranking and degree of differentiation between classification pay grades.

The classification plan is useful in several ways. First, it establishes salaries and wages on a scientific basis and eliminates the arbitrary and whimsical decisions that are so much a part of unstructured compensation systems. The classification system groups all jobs which are basically similar in respect to their nature of work, require performance at approximately the same level of difficulty and responsibility, require similar training and experience at the time of recruitment and, thus, can be equitably compensated within the same pay range. This at least establishes internal consistency and insures that jobs are rewarded in a proper manner in comparison to each other. It also provides the framework for comparing compensation levels within the City to rates paid by other public and private employers for similar employees. Thus the City Council can remain as competitive as it wishes while insuring that it does not pay more than is needed to attract qualified employees.

Another use of the classification plan comes to light when work requirements necessitate the creation of new positions. Through the proper use of the classification plan, the City and department heads can determine whether the new job may be placed within an existing class or, conversely, if a new class needs to be established. In the former case, questions as to what kind of person needs to be recruited and how much they should be paid are resolved immediately by reference to the established job description and assigned pay grade. If a new class must be established, relevant new job descriptions can be developed within the framework of related existing classes and a proper pay level can be established by comparison of the new class to related existing classes and their pay levels.

The Compensation System: The greatest argument in favor of the use of job descriptions and a classification plan is that they provide the basis for a scientific compensation system. In the typical City without an established personnel management plan, the compensation system usually amounts to a yearly salary review connected with the budget setting process. The results are usually an across-

the-board increase for all City employees or a hit and miss attempt to reward employees for their performance during the prior year. This procedure is unsatisfactory in all but the smallest City operations. It tends to perpetuate previous wage inequities; it provides very little motivation for an employee to perform in an outstanding manner; it usually evaluates employees on incomplete data; it is subject to recent behavior bias, an employee's performance in evaluation just prior to the wage setting date is usually the primary consideration; and it is virtually impossible to project and plan future wage trends and budget needs under such a non-system.

There are many types of formal compensation systems such as piece rate systems, bonus and profit sharing systems, longevity systems, step systems, and various combinations of these systems. Since it is felt that the piece rate and bonus plans are inappropriate for City government and that a straight longevity plan would be inadequate, this document will discuss only the step plan and a combination step-longevity plan.

The step plan establishes a series of pay ranges consisting of approximately eight steps each. The increments between steps average about five percent and each range ends one step (or five percent) higher than the preceding range. New employees would start at step one. An unusually well qualified applicant could be brought in at a higher level depending upon the judgment of the employer. Upon successful completion of the probationary period (usually 6 months), the employee would advance to the next step. Upon successful completion of another six months of employment, the employee would be eligible to advance to the third step (an employee would have been with the employer for one year). Such evaluations would occur annually for the next three years and bi-annually for the remaining two salary reviews until the employee has reached the top step after eight years in the same job classification. Assuming the employee reaches the top pay step, their wages would be frozen at that level, unless promoted to another job classification or unless there is an across-the-board cost of living increase. When an employee is promoted to a classification with a higher pay range, an employee given an increase of at least one step above their current salary.

The second type of compensation plan is a shortened version of the step plan combined with a longevity plan. Under this plan, a newly hired employee is treated exactly the same as he would be under the step plan during his first three years of employment. However, after the third year, increases in the employee's wages would come from application of longevity rates. If the employee is promoted to a higher job classification, their base rate should rise at least one step and the employee will retain all longevity rights. Cost of living increases are computed only on the base rates (as reflected by the five steps) and longevity percentages are left alone.

The primary difference between these two plans is that the step-longevity plan is somewhat less expensive for a stable work force than is the pure step plan. Rather than giving five percent increases over a period of ten years, the addition of the longevity plan reduces increases to about two percent after three years. However, both of the plans have several advantages, some of which are outlined below:

1. They provide management with a means of rewarding competent and loyal employees for good or outstanding service. When people are evaluated and eligible for pay increases at known intervals, they are more inclined to improve their performance than they would be if pay increases are an arbitrary annual decision. Thus the pay plan is being used to motivate people. It should be noted that the introduction of longevity rates tends to reward the employee more for loyal service than improved work ability.
2. Equal compensation can be provided for like work of equivalent responsibility within uniform pay ranges. Discrepancies in pay between various offices are alleviated.
3. Budget estimates and the effects of personnel costs can be prepared and determined with accuracy and payroll procedures can be simplified through the use of a limited number of standard rates of pay.
4. They provide a framework within which salary and wage rates may easily be compared to private and public employers within the area. Thus the City can remain cognizant of how its wages compare to the local environment with minimal difficulty.
5. They permit the installation of general pay increases by a given percentage to meet changing conditions affecting the general levels of compensation without disturbing the basic pay structures and the relationships among classes of positions. Thus a cost of living adjustment in the magnitude of about five percent could be accomplished simply by bumping everyone up one pay grade. Adjustments that are not multiples of five can be achieved by moving all ranges upward or downward by the percentage level indicated. Similarly, changing conditions affecting a particular class, such as prolonged vacancies or the inability to recruit people within the current ranges, can be rectified by assigning a different pay grade to that particular class. However, caution should be exercised to insure that an accumulation of individual changes does not distort the class relationships. It should also be noted that changes to the compensation plan are better achieved by using percentages

than lump sum amounts. Percentages preserve the distinction between classes whereas lump sums tend to bring the lower pay grades closer to the higher pay grades.

Inherent in the concept of a formal compensation plan is the need to review each employee on a periodic basis. If employees are permitted to advance from step-to-step automatically without regard to meritorious service, the motivational aspects of the pay plan are completely obliterated and it simply becomes an artificial method of inflating the City payroll. Thus it is imperative that evaluation meetings be instituted and that they are conducted in a meaningful way.

One method of structuring an evaluation meeting is through the use of an evaluation form. The actual evaluation form used is not terribly important as most of them cover the same basic areas. The important thing is that the employee and supervisor frankly discuss the categories outlined on the evaluation form and come to an understanding about the employee's strengths and weaknesses. The employee may not necessarily agree with the supervisor's opinions, but at least they will know where they stand. An employee who completely disagrees with the supervisor's rating should be allowed to take his grievance up the ladder to gain at least a third opinion. Although this is bound to happen in a few cases, the vast majority of the evaluation meetings will end up with the employee and supervisor in fairly close agreement about the employee's performance.

Employee evaluations should be performed at the lowest level of employee-supervisor contact possible. The department head should review all of the evaluations done within their department.

II. PERSONNEL POLICIES

* NOTE *

The use of the masculine or feminine gender in references or titles shall be considered to include both genders and is not a sex limitation.

SECTION 1 DEFINITIONS

1.1 APPOINTMENT

The offer of and acceptance of a position either on a regular or temporary basis. An appointment may be withdrawn if it is determined during the probationary period that the person is not qualified for the position either in regard to technical ability or personal suitability.

1.2 COMPENSATION

The salary, wage, allowances, and all other forms of valuable consideration, earned by or paid to any employee by reason of service in any position, but does not include any allowances authorized and incurred incident to employment.

1.3 COMPENSATORY TIME OFF

Time off from scheduled work in lieu of monetary payment for authorized overtime.

1.4 DEMOTION

The assignment of an employee to a position of employment requiring less responsibility or skill and having a lower minimum and maximum salary than the former position.

1.5 DISABILITY

The physical or mental condition of a person which constitutes a substantial handicap, but is unrelated to such person's ability to engage in a particular occupation.

1.6 DISCHARGE

The separation of a permanent employee for cause.

1.7 FRINGE BENEFITS

Employee compensation other than wages, such as, but not limited to: hospitalization insurance, life insurance, holiday pay, vacations, sick leave, retirement, court leave, emergency leave, military leave, injury leave, and longevity pay.

1.8 FULL TIME EMPLOYEE

An employee working at least 40 hours per week on a regularly scheduled basis.

1.9 GRIEVANCE

A difference of opinion between an employee and the employer arising out of a belief on the part of the employee that there was unfair treatment in regard to working conditions or pay.

1.10 IMMEDIATE FAMILY

Includes: parents, step-mother, step-father, step-child, spouse, children, father-in-law, mother-in-law, sister-in-law, brother-in-law, brothers, sisters, grandparents, grandchildren.

1.11 LAY OFF

The involuntary nondisciplinary separation of an employee from a position because of a reduction in forces or funds.

1.12 LEAVE

An approved absence from work other than vacation as provided by these rules and policies.

1.13 OVERTIME

All authorized actual time worked by an employee in excess of regular scheduled hours for the day/week.

1.14 PART TIME EMPLOYEE

An employee who works less than 40 hours per week either on a regular schedule or intermittent basis, and does not accrue benefits (except for workmen's compensation).

1.15 PERMANENT EMPLOYEE

An employee who has successfully completed a probationary period and has been retained on a full time basis.

1.16 POSITION

A group of specific duties, tasks and responsibilities assigned by competent authority to be performed by an employee; a position may be part time or full time, temporary or permanent, occupied or vacant.

1.17 PROBATIONARY PERIOD

The probationary period for new employees is defined in the Union Contract, where a bargaining unit has been established. In other cases, this period is six months, during which time the employee is not allowed to use sick leave or vacation time. However, after the probationary period, these benefits will be available, and have been accruing from the actual date of employment.

1.18 PROMOTION

The assignment of an employee to a position requiring greater responsibilities or skill and having a higher minimum and maximum rate of pay than the former position.

1.19 REJECTION

Separation of an employee during or at the completion of a probationary period.

1.20 SUSPENSION

The temporary separation of an employee without pay, for disciplinary purposes.

1.21 TEMPORARY EMPLOYEE

A person who possesses the minimum qualifications and is hired for a short period of time on a seasonal or emergency basis and who shall not be entitled to the fringe benefits of other employees.

1.22 TERMINATION

The permanent separation of an employee from service, to include: death, rejection, discharge, lay off or retirement.

1.23 TRANSFER

The movement of an employee from one position to another which has the same pay assignment.

SECTION 2 GENERAL

2.1 HOURS OF WORK

The normal work week and overtime regulations are defined in the Union Contract, where one has been established. In other cases, the normal work week is 40 hours, with scheduling to be

by the department head. Time and one-half will be paid for hours worked in excess of the normal work week, subject to taking compensatory time off for overtime at the discretion of the department head. Any such compensatory time shall be at the rate of one and one-half compensatory hours for every hour of overtime worked.

As far as practical, every employee will be assigned to a regular job. However, illness, absence, vacation or other circumstance, may sometimes make it necessary to transfer an employee to a job other than their regular one.

Meal periods and rest periods will be established by department heads.

2.2 HOLIDAYS

The following are observed paid holidays:

1. New Year's Day, Jan. 1.
2. Washington's Birthday, the third Monday in Feb.
3. Memorial Day, the last Monday in May.
4. Independence Day, July 4.
5. Labor Day, the first Monday in Sept.
6. Veterans' Day, Nov. 11.
7. Thanksgiving Day, the fourth Thursday in Nov.
8. Christmas Day, Dec. 25.
9. Employee's Birthday

If a holiday enumerated in this section falls on Saturday, the preceding Friday shall be granted and if a holiday enumerated in this section falls on Sunday, the following Monday shall be granted.

No holiday granted to an employee by this section can be considered as vacation time and shall not be included in the amount of vacation to which an employee is entitled.

An employee shall forfeit the right to payment for any holiday if there is an unexcused absence on the working day immediately preceding or following such holiday.

Where a holiday falls on a scheduled work day, the department shall arrange for the employee to have another day off as holiday, or the employee shall be paid time and one-half for the time worked on such holiday in addition to their regular monthly pay.

Employees who are not full time are not entitled to holiday pay, unless they actually work the holiday, in which case they will be paid time and one-half for the time worked or receive another day off as a holiday.

2.3 VACATION

Full time and permanent employees shall be entitled to a paid vacation. The vacation policy is defined in the Union Contract, where a bargaining unit has been established. In other cases, this policy is as follows:

<u>Years of Continuous Service</u>	<u>Days of Vacation</u>
Completion of 1 year	5 working days
Completion of 2 years	10 working days
Completion of 10 years	15 working days
Completion of 20 years	20 working days

Vacations shall be earned from the anniversary of the last date of employment and must be used within the next anniversary year, unless approved by the department head and Personnel Officer.

All vacations and absences must be reported to the City Clerk's office.

Department heads will have control of the scheduling of all vacations.

A terminated employee shall receive pay for all accrued vacation due. There will be no vacation or sick leave accrual during leave without pay.

2.4 RECORDS AND PAYROLL

The City Clerk shall maintain a personnel record for each employee in the service of the City showing the name, title of position held, the department to which assigned, salary, changes in employment status, evaluations and such other information as may be considered pertinent. Each employee shall promptly report all changes of name, address, and telephone number to the City Clerk. The Civil Service Commission may choose to retain their own records.

Any assignment change in the employment status of an employee shall be reported by the department head to the City Clerk.

Payroll registers shall be kept permanently. All other personnel records, not a part of a current employee's personnel file,

including correspondence, applications, examinations, and reports may be destroyed after ten (10) years upon competent order.

Payroll deductions will include federal income tax, state income tax, social security payments, IPERS, and any other employee approved sum.

2.5 NONDISCRIMINATION

No appointment to nor termination from employment shall be affected or influenced in any manner by consideration of race, creed, sex, age, national origin, marital status, or disability.

No question in any examination, or any employment form, or in any other personnel proceeding shall be so framed as to elicit information concerning political or religious opinions of any applicant or employee.

2.6 RECRUITMENT AND SELECTION

It shall be the policy of management to carry on such recruitment programs as necessary to seek out and secure the most qualified individuals to apply for City positions at all levels of service.

Applications shall be made on forms provided for such purpose by the Office of the City Clerk. Such forms shall require information concerning the applicant's background of training and experience, residence, physical fitness and other information, including references, deemed pertinent by management.

Defective applications may be returned to the applicant with notice to make revisions, provided, that the time limit for receiving applications has not expired.

Any application which indicates that the applicant does not possess the minimum qualifications required for the position may be rejected. Applications shall be rejected if the applicant is physically or mentally unqualified for the performance of duties in the position for which appointment is sought, has made any false statement of any material fact, or attempted to practice any deception or fraud in the application.

2.7 PHYSICAL EXAMINATIONS

At the City's expense before being hired, all prospective employees must satisfactorily pass a physical examination given by a physician designated by the City. Individual departments may require that employees pass an annual physical

examination given by either a City physician or by their own physician at the employee's expense.

2.8 RETIREMENT

The normal retirement age shall be 70, but this may be extended from year-to-year at the discretion of the City Council.

2.9 EMPLOYMENT OF RELATIVES

The employment of relatives in the same department will not be encouraged by management, and Chapter 71 of the Code of Iowa shall apply when appropriate.

2.10 EMPLOYEE EVALUATION

Every department head is required to evaluate the performance of each new employee after six (6) months of employment and every other employee annually thereafter to coincide with budget submission dates. It is recommended that department heads review the evaluation with the employee.

All evaluation records are confidential.

2.11 INCOMPATIBLE ACTIVITIES

An employee shall not become involved in any activity which requires so much time that it impairs attendance or efficiency in the performance of their duties as an employee.

An employee shall not engage in any employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with duties as an employee; or with the duties, functions, and responsibilities of the department by which employed.

2.12 UNIFORMS

Employees who are furnished uniforms are to wear them while working, unless permitted otherwise by the department head. Wearing uniforms while on personal business or service is to be limited to occasional instances and in no case shall the uniform be worn while self-employed, or while working for any other employer. Uniforms are to be maintained and worn in a clean and presentable manner, insofar as possible.

A patch identifying the employee is to be attached by the employee to each shirt and jacket. This patch will be furnished by the City.

2.13 VETERANS PREFERENCE

Any honorably discharged veteran as defined in Chapter 70.1 of the Code of Iowa shall be entitled to preference in appointment, employment and promotion over other applicants of no greater qualifications.

2.14 REEMPLOYMENT

All former employees are considered new hires and have no accumulated rights or benefits from previous employment.

2.15 RESIDENCY

City employees need not live inside the City limits, but must be able to report for work within a reasonable time, if called upon.

2.16 UNION CONTRACTS

In any case where an employee is covered by a union contract, which includes a provision in conflict with this policy, the contract provision will apply. In any case in which the contract is silent, this policy and department policy will apply and be enforced.

2.17 DEPARTMENT RULES

Department heads may establish work rules appropriate for their department, making such rules known to the employees within the department.

SECTION 3 LEAVE

3.1 COURT LEAVE

Any full time employee who is selected for jury duty or is called as a government witness, shall receive a paid leave of absence for the time spent on such duty. Compensation received by the employee from the Court will be turned over to the City, with the exception of meal or travel expenses incurred by the employee. If an employee is summoned as a plaintiff or a defendant in a proceeding involving or arising from outside employment or personal business, the employee shall not be entitled to a leave with pay, but may use accrued vacation to offset the lost time.

3.2 SICK LEAVE

The sick leave policy is defined in the Union Contract, where a bargaining unit has been established. In other cases, sick leave will be earned at the rate of one day per month and be cumulative to 90 days. No sick leave may be used by a probationary employee.

A doctor's certificate will be required by the department head or, in the case of a department head, by the Mayor or Personnel Officer, for any sickness over three days.

An employee must call in sick no later than the hour at which said employee normally reports for work.

Sick leave is not to be paid to a separating employee.

An employee who is injured on the job, and covered by workmen's compensation, shall not have the time used to recover from the injury deducted from their sick leave time.

If an employee becomes medically unfit for their job, an attempt will be made to transfer the employee to a job said employee is capable of performing satisfactorily. If no such job can be found, the employee will be terminated.

3.3 MATERNITY LEAVE

Disabilities caused or contributed to by pregnancy and recovery therefrom shall be covered by accumulated sick leave or vacation before an employee is placed on unpaid leave.

The employer may request a medical certificate from the employee if there is a question as to the employee's physical fitness to continue work before delivery or to return to work after delivery.

An employee hired to replace an employee on "Maternity Leave" is classified as "temporary" and retains a "temporary" classification until the return of the employee, or upon termination of the employee on maternity leave.

If employees who are absent because of other disabling causes receive sick leave pay or disability benefits without any requirement that they first exhaust vacation benefits, the employer cannot impose this requirement on an employee absent for a pregnancy-related cause.

3.4 FUNERAL LEAVE

In case of the death of a person in the immediate family, an employee may be allowed time off with pay, not to exceed three working days.

3.5 UNPAID LEAVE

A leave of absence without pay may be granted by the City. A request for a leave of absence will be presented to the employee's supervisor in writing, but in no case will the leave be granted for more than 90 days. An employee who fails to report for work the first work day after the expiration of the leave will be considered to have quit.

An employee on leave for more than 30 days may be required to take a physical examination before returning to work.

An employee returning from a leave of absence of less than 30 days will be returned to their former job. An employee returning from a leave of more than 30 days will be returned to their former job if practical.

During an unpaid leave, an employee:

- (a) receives no compensation;
- (b) does not earn vacation or sick leave;
- (c) does not collect sick leave benefits;
- (d) does not contribute to retirement programs;
- (e) must reimburse the employer for all group hospital and medical insurance premiums paid while on leave, if coverage is desired to be continuous.
- (f) must reimburse the employer for all coverage under group life and disability insurance, if coverage is desired to be continuous.

3.6 MILITARY LEAVE

Any employee, when ordered by proper authority to active state or federal service is entitled to a leave of absence from government employment for the period of active state or federal service, without loss of status and without loss of pay during the first thirty (30) days of such leave of absence.

3.7 ABSENCE WITHOUT LEAVE

Any absence of an employee from duty, including any absence for a single day or part of a day that is not authorized by a specific grant of leave of absence (including sick leave) will be deemed to be an absence without leave. Any such absence

shall be without pay and may be subject to further disciplinary action. Any employee absent for three consecutive days without leave shall be deemed to have resigned.

SECTION 4 HEALTH AND SAFETY

4.1 HEALTH INSURANCE

All full time employees are eligible to apply for health insurance on the thirtieth (30th) day following their employment date, and the plan becomes effective the first day of the next month following such application. The City will pay the full cost of a single policy. If the employee wishes family coverage, it may be obtained by authorizing a payroll deduction for the added cost, subject to acceptance by the insurance company.

4.2 SAFETY

The City will make all reasonable efforts to provide a clean, safe and healthy place to work. Employees are expected to work safely, wear required safety equipment, observe all posted safety rules and regulations, and keep their work place neat and clean.

Personal safety equipment such as hard hats, safety shoes, safety glasses, special gloves, etc., will be provided by the City when required.

Any accident, no matter how slight, is to be reported to the employee's immediate supervisor at once.

4.3 OSHA

The City will continue to make reasonable provisions to protect the safety and health of its employees in accordance with all applicable Federal and State laws.

SECTION 5 TERMINATIONS

5.1 FOR CAUSE

An employee is subject to discharge, suspension, or demotion for any of the following causes: inefficiency, insubordination, incompetence, failure to perform the assigned duties, narcotics addiction, dishonesty, unrehabilitated alcoholism, negligence, conduct which adversely affects the employee's performance or the department employing him, conviction of a crime involving moral turpitude, conduct unbecoming a public employee, misconduct, or any other just and good cause. In addition, failure to observe published health and safety regulations shall constitute cause for disciplinary action.

5.2 REDUCTION IN FORCE

If and when it becomes necessary to reduce the number of employees because of a shortage of work or limitation of funds, termination of the employee will be accomplished with due consideration to status, length of service, and performance evaluations.

5.3 ATTENDANCE

Regular attendance during all scheduled hours of work, reporting for work on time and continuing to work to the end of the work period are expected of every employee.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action - including discharge.

If, for any reason, an employee cannot report for work on time, they shall telephone the department head or the City Clerk's office as far in advance of their starting time as possible, stating why they are absent and how long they expect to be absent.

Anyone reporting late for work will have their starting time begin from the next 15 minute period after they check in.

SECTION 6 GRIEVANCE PROCEDURE

Any employee or group of employees, other than those covered under collective bargaining agreement, who feel they have not been fairly treated in keeping with policies of the City should first discuss the problem with their immediate supervisor. If the problem is not settled to the employee's satisfaction, the following procedures should be used:

Step 1: The employee shall, within three (3) working days of the date of the grievance, present the grievance in writing to his department head. The department head shall reply in writing within three (3) working days of receipt of the grievance, informing the employee of his decision.

Step 2: In the event that the department head's decision is not satisfactory to the employee, the employee may, within three (3) working days, present his grievance in writing to the Grievance Review Board. This Board shall consist of two (2) department heads who are not parties to the dispute selected by the City Council, and a third member selected by the grievant, who shall be an employee of the City. The Review Board shall, within five (5) working days of receipt of the grievance, arrange to meet with

the grievant, the department head, and witnesses called by either party. The Review Board shall hold an informal hearing and shall issue a written decision within five (5) working days of the close of the hearing. Unless the grievance is an appeal from disciplinary action, the decision of the Review Board shall be final and binding.

Step 3: In the event that the decision of the Review Board does not satisfy the employee and the grievance is an appeal from disciplinary action, the employee may, within five (5) working days, present the grievance in writing to the City Council. The City Council shall review the dispute and, where warranted, meet in executive session within ten (10) working days with the parties to the dispute and witnesses called by either party. A written reply to the employee shall be issued within ten (10) working days after the hearing. The decision of the City Council shall be final and binding.

III. CLASSIFICATION PROPOSALS

CLASSIFICATION PROPOSALS

The next step in the development of a personnel management system for Oelwein is to make specific recommendations about how various positions should be classified. The following table shows current employees grouped by office, their present title, and the proposed title that they would be classified under as a result of this study as reflected by their major duties. Each job class was then evaluated by using the point plan shown in Table II. Thus, the job classes were arranged and ranked according to varying levels of experience, education, responsibility, skills, and working conditions.

It should be noted that the assignment of job titles to individuals was based on responses to the job evaluation questionnaires and follow-up interviews. Although this technique is not infallible and a number of points of contention will undoubtedly arise, the methodology is well established and defensible in the majority of cases. Likewise, the assignment of points is subject to evaluator error and missing information and certain adjustments may have to be made. The point is that these facets are legitimate aspects of the classification process and should be discussed and agreed to before any attempt at implementation are made.

TABLE I
POSITION AND JOB TITLE CONVERSION

<u>Employee's Name</u>	<u>Present Title</u>	<u>Proposed Title</u>
<u>City Clerk's Office</u>		
Peter Gardner	City Clerk	City Clerk
Hazel Moore	Deputy City Clerk	Assistant City Clerk
Karleen Gillen	Secretary	Clerk Typist
Shirley Williams	Accounts Receivable Clerk	Clerk
Coila Huffman	Water Accounts Clerk	Billing Clerk
Jeanette Saurman	Bookkeeper	Account Clerk
Clair Ramlo	Building Inspector	Building Inspector
<u>Sanitation</u>		
Dell Frazer	Sanitation	Garbage Collection Supervisor
David Richards	Laborer	Garbage Collector
Lawrence Westendorf	Laborer/Truck Driver	Garbage Collector
<u>Water Department</u>		
Robert Nowatzki	Water Superintendent	Water Distribution and Sewer Maintenance Supervisor
Kirk Dahl	Laborer	Water Distribution and Sewer Maintenance Worker
Kim Hoofnagle	Water Plant Operator	Water Distribution and Sewer Maintenance Worker
William Quario	Customer Services	Water Servicer
Robert Clarke	Back Hoe Operator	Water Distribution and Sewer Maintenance Equipment Operator

Police Department

E. J. Fortsch
Duane Brandt
David Beckner
Thomas McGinnis
Marty Ringham
Morris Wagner
Phil Fordyce
Bryan Barker
Hal Fritchen
John Shirkey
Lavina Chapman
Debra Fox
Charlotte Fox
Paula Livingston
Darla Hamlett

Chief
Asst. Chief of Police
1st/Sgt.
Sergeant of Police
Patrolman
Patrolman
Patrolman
Patrolman
Patrolman
Patrolman
Meter Maid
Police Dispatcher
Police Dispatcher
Dispatcher
Police Dispatcher

Police Chief
Assistant Police Chief
Police Sergeant
Police Sergeant
Police Officer
Police Officer
Police Officer
Police Officer
Police Officer
Police Officer
Parking Enforcement Officer
Police Radio Operator
Police Radio Operator
Police Radio Operator
Police Radio Operator

Wastewater Treatment Plant

Milton Campbell
Joseph Pirillo
Alfred Loveland

Supt.
Shift Operator
Shift Operator

Wastewater-Treatment-Plant Supv.
Wastewater-Treatment-Plant Operator
Wastewater-Treatment-Plant Operator

Library

Doris Felix

Librarian

Library Director

Street Department

Richard Hansen
Eugene Larson
Lyle Van Camp
Robert Yocum
Elmer Ehlers
James Moore

Street Commissioner
Laborer
Street Department
Laborer
Laborer
Machine Operator
and Truck Driver
Street Maintenance
Street Department
Truck Driver

Street Maintenance Supervisor
Equipment Operator I
Equipment Operator I
Equipment Operator I
Equipment Operator II
Equipment Operator II
Equipment Operator II
Equipment Operator II
Truck Driver

Gary Trewin
LaVern Vargason
James Baker

Fire Department

Wallace Rundle
Paul Teague
Larry Miller
Ronald Lukeroth
Michael Thoma

Fire Chief
First Captain
Lieutenant
Engineer
Fire Engineer

Fire Chief
Fire Captain
Fire Lieutenant
Fire Fighter
Fire Fighter

Equipment Maintenance

LaVern Westendorf
Ray Schuler

Mechanic/Truck Driver
Asst. Mechanic and
Truck Driver

Equipment Mechanic
Truck Driver/Automotive
Service Worker

Cemetery

Carl Lenius

Sexton

Cemetery Supervisor

CLASSIFICATION

The classification method used in this proposal is a combination of the grade description and point systems. This particular system was developed by the Midwestern Consortium of Higher Education Institutes Advancing Community Development at the Institute of Urban Studies - the University of Texas at Arlington. Essentially, grade description involves dividing the job hierarchy into a number of pay groups or grades, and then assigning every organizational job to a particular grade classification. After formulating and studying job descriptions and job specifications, jobs are then grouped into classes or grades that represent different pay levels ranging from low to high. Common types of tasks, skills, knowledge, responsibilities, and job conditions can be identified through the process of job analysis. Accordingly, certain jobs then become grouped together into a common grade or classification.

The point system is, by a wide margin, the most commonly used wage and salary administration method in the United States. All point plans consist of various compensable job factors or characteristics. Standard point system commonly utilize four main job-factor sets: skill, effort, responsibility, and job conditions. Each factor is subdivided into degrees that define the relative extent and amount of that factor that is required for each of a series of jobs. For example, experience, which is one of the most commonly used job factors, could be subdivided into four degrees: First degree, no experience; second degree, two years-knowlegable of job functions; third degree, four years-promotable-able to train others; fourth degree, six years-knows full content of job-needs little or no supervision. A precise set scale of points is assigned to the degrees of each factor. When evaluating a job, the proper degree for each factor is determined and the respective point values are added to obtain a final total job score.

The method we utilize is a combination of the above two systems. After the completion of the job descriptions we rate the jobs and then we classify them according to point values. We group jobs together that are similiar in point totals. The points merely serve as guidelines showing the approximate level of jobs in the job hierarchy. We then place the groups of jobs at various levels in the classification plan. Each job class was evaluated using the point system shown in Table II. Thus the job classes were arranged and ranked according to varying levels of experience, education, responsibility, skills, and working conditions. The assignment of points may be subject to evaluator error from missing information and certain adjustments may have to be made by the Council.

TABLE II
POINT ASSIGNMENT STANDARDS

Category	Level and Definition			
Experience	1 No experience required - entry level - trained on the job.	2 Two years- knowledgable of job functions.	3 Four years- promotable- able to train others.	4 Six years- knows full content of job - needs little or no supervision.
Education	1 None required.	2 Completion of high school <u>OR</u> 1-2 years of special training.	3 High School degree <u>Plus</u> 2 yrs. of college or other special training.	4 Four year college degree or more.
Responsi- bility	1 Virtually none- can do little harm.	2 Basic responsi- bility for themself and their work - can do some harm.	3 Responsible for their work and possibly expensive equipment - may supervise a few other people - can do a lot of harm.	4 Responsible for large division or section - total responsibility
Skills (manipulative or manual dexterity)	1 None.	2 Beginners level of skill on equipment or machinery - learning to type or operate.	3 Journeyman level or well accomp- lished typist, mechanic, operator, etc.	4 Expert at what they do.
Working Conditions	1 Normal office conditions.	2 Exposed to un- pleasant weather conditions.	3 Periodic exposure to hazardous or dangerous situations.	4 Constant exposure to hazardous or dangerous situations.

TABLE III CLASSIFICATION POINT ASSIGNMENT

COUNTY/CITY OELWEIN

DEPARTMENT _____

Position	.3 Exper.				.2 Educ.				.2 Respon.				.2 Skills				.1 Work. Cond.			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
City Clerk				X				X				X			X			X		
Fire Chief			X			X						X			X				X	
Library Director		X						X			X				X			X		
Police Chief				X		X						X			X				X	
Account Clerk		X				X				X				X				X		
Assistant City Clerk		X					X				X			X				X		
Billing Clerk		X				X				X				X				X		
Clerk		X				X				X				X				X		
Clerk Typist		X				X				X				X				X		
Assistant Police Chief				X		X					X				X				X	
Parking Enforcement Officer	X					X				X				X				X		
Police Officer	X					X					X				X				X	
Police Radio Operator	X					X					X			X				X		
Police Sergeant		X				X					X				X				X	
Fire Captain			X			X					X				X				X	
Fire Fighter	X					X					X				X				X	
Fire Lieutenant			X			X					X				X				X	
Building Inspector			X			X					X				X				X	
WWTP Operator		X				X					X				X				X	
Cemetery Supervisor		X				X					X				X				X	
Garbage Collection Super.		X				X					X				X				X	
Street Maint. Super.				X		X					X				X				X	
Water Distrib. & Sewer Main. Super.			X			X					X				X				X	
WWTP Super.			X			X					X				X				X	
Equipment Mechanic		X				X					X				X				X	

IV. JOB DESCRIPTIONS

TABLE IV
JOB TITLE INDEX

CLASS CODE

CLASS TITLE

GENERAL ADMINISTRATIVE AND CLERICAL GROUP

General Administrative Series

0001	City Clerk
0002	Fire Chief
0003	Library Director
0004	Police Chief

Clerical and Fiscal Series

0101	Account Clerk
0102	Assistant City Clerk
0103	Billing Clerk
0104	Clerk
0105	Clerk Typist

PUBLIC SAFETY GROUP

Police Series

0201	Assistant Police Chief
0202	Parking Enforcement Officer
0203	Police Officer
0204	Police Radio Operator
0205	Police Sergeant

Fire Series

0301	Fire Captain
0302	Fire Fighter
0303	Fire Lieutenant

INSPECTION AND LABORATORY GROUP

Inspection Series

0401	Building Inspector
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Laboratory Series

0501	Waste-Water-Treatment Plant Operator
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CUSTODIAL, LABOR, AND TRADES GROUP

Labor and Trades Supervision Series

0601	Cemetery Supervisor
0602	Garbage Collection Supervisor
0603	Street Maintenance Supervisor
0604	Water Distribution and Sewer Maintenance Supervisor
0605	Waste-Water-Treatment Plant Supervisor

CLASS CODE

CLASS TITLE

Skilled Trades Series

0701

Equipment Mechanic

Equipment Operator Series

0801

Equipment Operator I

0802

Equipment Operator II

0803

Truck Driver

0804

Truck Driver/Automotive Service
Worker

Labor Series

0901

Garbage Collector

0902

Water Distribution and Sewer
Maintenance Equipment Operator

0903

Water Distribution and Sewer
Maintenance Worker

0904

Water Servicer

CITY CLERK

DEFINITION

Under general administrative direction, to participate in and supervise the City budgetary processes and financial activities; and to perform related duties as required.

DUTIES

Assembles all departmental budget requests and prepares overall budget; supervises the collection of all money and fees due the City; coordinates the distribution and payment of all City bills including payroll; coordinates with the Treasurer the investment of idle City funds; performs duties of City Treasurer as required; assists in the coordination of various departments; Secretary to the City Council, keeping appropriate records; assists various committees, boards and commissions as needed; ensures that legal requirements are met, notices, ordinances, amendments, and Council proceedings are published; prepares records and reports such as annual Public Report; assists negotiator in negotiations.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the principles and methods of public administration; knowledge of the organization, functions, and problems of municipal government; knowledge of the principles and methods of public finances; knowledge of the principles and practices of accounting and auditing; knowledge of municipal accounting, taxation, and revenue management; knowledge of budgetary processes; ability to analyze difficult administrative problems and to develop and present sound conclusions and recommendations; ability to compile and analyze financial reports; ability to make accurate revenue estimates; ability to select and supervise employees; ability to speak and write effectively; ability to establish and maintain effective working relationships with department heads, City Council, civic groups, news media and the public; may have to be bondable.

Minimum Education, Training, and Experience. Graduation from an accredited college or university with an emphasis in accounting and public administration and four years of responsible administrative experience; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

0001

FIRE CHIEF

DEFINITION

Under general administrative direction, to plan, organize and direct the fire prevention and suppression activities of the City; and to perform related work as required.

DUTIES

Plans, directs and reviews activities of personnel performing fire inspections, the prevention and suppression of fires, and training; makes recommendations for the establishment and maintenance of an adequate fire defense during major fires; directs fire-fighting; makes assignments and supervises subordinates in the care and maintenance of equipment, the station, and other supplies; supervises subordinate officers in the development and operation of fire training and fire prevention programs; initiates and advises the Mayor and City Council on the development of specific ordinances and regulations; reviews reports on departmental activities; prepares reports for city officials and state and national organizations concerning fire prevention and suppression; supervises tests of equipment and inspections of personnel, equipment and quarters; prepares department budget estimates; supervises the preparation and maintenance of records and reports; maintains records of changes in floor plan, and electrical and heating changes in business offices in the City; prepares long-range plans for the development of the department; attends and participates in public functions concerning fire prevention and control problems; responds to emergency calls if needed when off duty.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of fire administration including organization, staffing, financing, and management; knowledge of equipment and maintenance, records and reports; knowledge of modern fire prevention and inspection methods; knowledge of modern fire-fighting techniques and problems including those involved in industrial, commercial and residential structures; knowledge of the laws and regulations relating to the control and prevention of fires; knowledge of the capabilities and limitations of a wide variety of fire-fighting equipment; knowledge of fire alarm transmission, equipment maintenance and drill procedures; ability to plan, lay out and review the activities of the department and to maintain discipline; ability to inspect the effectiveness of a fire-fighting organization and to recognize and institute improvements as needed; ability to prepare and review reports; ability to establish and maintain satisfactory working relationships with subordinates, other officials and the public; ability to address various types of audiences effectively.

Minimum Education, Training, and Experience. Increasing responsible administrative experience in city fire-fighting activities, supplemented by extensive in-service training courses in fire science and administration; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

Required Special Qualifications. Must possess a valid chauffeur's license issued by the State of Iowa.

LIBRARY DIRECTOR

DEFINITION

Under direction, to plan, coordinate, and direct the activities and personnel associated with the operation of the municipal library; and to perform related duties as required.

DUTIES

Plans and directs the development of new library services and programs; initiates research projects to improve existing services and promote new services; directs the development of library resources, books, and related materials; makes decisions on the purchasing of new books for the library; supervises the hiring of non-professional library personnel; schedules and supervises the activities of library personnel; plans and participates in library programs; assists patrons with establishing memorials, making contributions, or setting up programs; coordinates the library's public relations efforts; addresses private and civic groups concerning library services; assists the Library Board and City Council in preparing the annual operating budget; administers the library's reference section and assists with answering complex reference questions; coordinates the library's activities with the Central Iowa Library Service and the Des Moines based Regional Library; maintains various records and reports.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Considerable knowledge of the principles and practices of modern library administration; considerable knowledge of the principles and practices of library science; considerable knowledge of books, authors, and book selection; considerable knowledge of the principles and practices of public administration; ability to plan, develop, and coordinate the activities, programs, and services of a municipal library; ability to supervise the activities of library personnel; ability to establish and maintain effective working relationships with the library staff, Library Board, and the public; ability to communicate ideas in both written and oral forms.

Minimum Education, Training, and Experience. Graduation from an accredited college or university with a degree in library science; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

0003

POLICE CHIEF

DEFINITION

Under general administrative direction, to plan, organize, and direct the crime prevention and law enforcement activities of the City, including the formulation of policies and regulations governing activities of the department; and to perform related duties as required.

DUTIES

Plans and supervises programs of crime prevention and detection, traffic and safety regulations; determines department policies; directs enforcement of laws and ordinances, vice control and suppression; supervises ambulance service and parking meter enforcement; directs subordinates in all aspects of their jobs; maintains effective manpower in the patrolling districts; conducts research, evaluates operating techniques and procedures and makes recommendations for improvements as necessary; coordinates activities with other city, county, state and federal law enforcement agencies; confers with City officials, civic groups and citizens on law enforcement problems; assists in the development of laws and ordinances regarding public safety; prepares an annual departmental budget; supervises the preparation of reports and reviews reports submitted by subordinates.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of modern municipal police administration and organization; knowledge of scientific methods of crime detection and criminal identification; knowledge of the laws governing custody of persons, search and seizure, and rules of evidence; ability to supervise and control effectively the work of subordinates performing varied operations; ability to effectively lead subordinate officers and to assign, direct, and evaluate their work; ability to maintain favorable working relations with City officials, the officials of other jurisdictions and the general public; ability to prepare activity reports, assignments and other regular and special reports.

Minimum Education, Training, and Experience. Increasingly responsible supervisory experience in law enforcement work, supplemented by in-service training and courses in police science and administration.

0004

ACCOUNT CLERK

DEFINITION

Under general supervision, to perform the processing of accounting system records and the preparation of fiscal reports; and to perform related duties as required.

DUTIES

Completes the posting of revenue and expenditures, the reconciliation of balances, and the preparation of financial statements; assists in the maintenance and closing of general and subsidiary ledgers and accounts at the end of the fiscal year and the preparation of new ledger and journal sheets; operates a "mini-computer"; writes expense checks; files and maintains files of check copies and receipts; assists in the billing and posting of water bills when necessary; assists in receiving payments; assists in sorting mail; assists in answering telephone, answering questions or referring caller to appropriate person.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Thorough knowledge of clerical accounting methods, forms, and techniques; knowledge of the principles of financing reporting; knowledge of accounting codes, classifications and terminology pertinent to clerical maintenance; knowledge of standard office procedures and practices; ability to read and post numeric data with speed and accuracy; ability to make standard arithmetical computations quickly and accurately; ability to work with increasing discretion and responsibility; ability to establish and maintain effective working relationships with other employees and the public; skill in the use of an adding machine, mini-computer, and standard office machines.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent and two years of clerical experience in an area related to clerical account maintenance; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities; may have to be bondable.

0101

ASSISTANT CITY CLERK

DEFINITION

Under general direction, to perform general clerical and administrative work of more than average difficulty in assisting the City Clerk with administrative functions; to be responsible for assigned tasks; and to perform related duties as required.

DUTIES

Prepares payroll checks and payments for federal withholding, IPERS, and social security; prepares OSHA and workman's compensation reports; prepares warrants for the payment of bills; prepares bank deposits; maintains time records for various departments; operates a "mini-computer" for various bookkeeping purposes; types various forms and reports; coordinates and supervises various clerical personnel in the performance of their duties; coordinates with various departments the completion of various forms and reports; maintains inventory and orders office supplies; provides information to the public regarding licensing requirements and other record information; checks and arranges material for City Council meetings such as invoices, statements, renewals and applications for various licenses; files and indexes official records such as notices, ordinances and resolutions; acts for City Clerk and attends City Council meetings when City Clerk is absent.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of modern office practices and procedures, as they apply to the preparation and care of complex and voluminous files and records; knowledge of the principles, procedures, and terminology used in financial recordkeeping; knowledge of the custody of official City documents; ability to maintain clerical records of some complexity and prepare reports from such records; ability to make work decisions in accordance with rules and general procedures; ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form; ability to supervise employees; ability to establish and maintain effective working relationships with other employees and the public; skill in the use of office machines; may have to be bondable.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent and two years of college specializing in public or business administration and two years of responsible supervisory clerical or office management experience; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

0102

BILLING CLERK

DEFINITION

Under general supervision, to perform clerical tasks involved in the billing and posting of various accounts; and to perform related duties as required.

DUTIES

Maintains garbage route book, notifies news media of cancellation or changes in route; calculates costs to be charged to individuals for services rendered by the City; operates a "mini-computer"; sends out bills and delinquent notices; gathers all information for opening and closing of accounts; keeps records and compiles information by customers and others pertaining to Customer bills; balances cash drawer; posts cash payments; assists in receiving payments; assists in sorting mail; assists in answering telephone and referring calls to proper personnel.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the principles and methods of bookkeeping; knowledge of standard office procedures and practices; ability to maintain records; ability to read and post numeric data with speed and accuracy; ability to understand and carry out oral and written instructions; ability to make standard arithmetical computations quickly and accurately; ability to establish and maintain effective working relationships with other employees and the public; ability to respond to complaints courteously and tactfully; skill in the use of an adding machine, mini-computer, and standard office machines.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent and one year of experience in clerical work with experience in record and bookkeeping; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities; may have to be bondable.

0103

CLERK

DEFINITION

Under general supervision, to perform a variety of clerical tasks which require some independent judgment and the application of basic departmental policies; and to perform related duties as required.

DUTIES

Prepares for mailing, claims and bills from various departments for services rendered; notifies persons of past due bills; prepares and files claims in Small Claims Court; files and maintains files of bills and claims; answers telephone; provides assistance to persons by answering inquires and complaints pertaining to bills and claims or refers caller to appropriate personnel; assists in selling cemetery plots; assists in receiving money for payments of bills; assists with posting; assists in receiving and routing incoming mail.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of modern office procedures and practices; ability to establish and maintain filing system; ability to complete routine bookkeeping entries; ability to post and to perform arithmetic computations with speed and accuracy; ability to sort and file a variety of material with accuracy following a designated system; ability to establish and maintain an effective working relationship with other employees and the public; ability to respond to complaints courteously and tactfully; skill in the operation of standard office machines.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent and one years of clerical experience; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities; may have to be bondable.

0104

CLERK TYPIST

DEFINITION

Under general supervision, to perform a variety of secretarial and clerical tasks; and to perform related duties as required.

DUTIES

Types correspondence such as letters, memos and claims; assembles materials for meetings and conferences; takes and transcribes correspondence, minutes of meetings and conferences; files various correspondence; collects money for payment of bills for services rendered by the City; assists in receiving visitors and answering telephone; assists in receiving and routing incoming mail; assists Account Clerk, Billing Clerk and Clerk when needed.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the proper usage of punctuation and grammar; knowledge of modern office procedures and practices; ability to establish and maintain filing system; ability to maintain effective working relationships with other employees and the public; ability to respond to complaints courteously and tactfully; ability to follow oral and written instructions; skill in the use of standard office machines.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent and one year of clerical experience; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

0105

ASSISTANT POLICE CHIEF

DEFINITION

Under general direction, to assist in the administration of all aspects and functions of the Police Department; and to perform related duties as required.

DUTIES

Supervises the investigation of crimes occurring within the City; conducts interviews of witnesses and suspects; instructs subordinates in investigative techniques; apprehends law violators, secures and preserves evidence, makes arrests; recovers and impounds stolen property; conducts personal background checks; prepares reports and reviews reports of subordinates; appears in court to present evidence and testimony; performs routine patrol assignments, accident investigation, radar, traffic control, etc.; answers emergency calls by operating an ambulance and rendering first-aid as each situation requires; completes various reports and delivers assorted permits; assumes departmental command in the absence of the Police Chief.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of departmental rules and regulations, federal, state, and local laws; knowledge of modern police practices and methods, including methods employed in crime detection and criminal investigations; ability to plan, direct, control, and evaluate work of subordinates; ability to prepare various reports and forms clearly and concisely; ability to effectively communicate with individuals collectively and individually; ability to command and direct the activities of subordinates under diverse situations; ability to become EMT-A trained; ability to establish effective working relationships with the public and subordinates.

Minimum Education, Training, and Experience. At least five years experience as a police officer, with increasingly responsible supervisory experience in law enforcement and courses in police science being desirable.

Required Special Qualifications. Possession of a valid chauffeur's license issued by the State of Iowa.

0201

PARKING ENFORCEMENT OFFICER

DEFINITION

Under supervision, to enforce laws and regulations governing the parking of vehicles on public streets; and to perform related duties as required.

DUTIES

Patrols an assigned area, issuing citations to vehicles parked overtime or otherwise illegally parked; answers questions from the public concerning travel directions, parking regulations and general information about the city; maintains records of citations issued; makes minor repairs of defective parking meters on the street, reports location of faulty parking meters; marks tires to determine overtime parking offenders.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the laws, rules and regulations pertaining to the parking of vehicles in the City; ability to remain calm in tense situations; ability to establish and maintain effective working relationships with co-workers and the public; knowledge of the operation of parking meters; ability to work steadily without close supervision and under adverse weather conditions.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent; or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

0202

POLICE OFFICER

DEFINITION

Under general supervision, to enforce local, state, and federal laws and ordinances, performs criminal investigations, traffic control and investigations; and to perform related duties as required.

DUTIES

Patrols an assigned area in a motor vehicle and on foot to control traffic, prevent crimes, and apprehend violators; responds to radio messages or telephone instructions and appears at scenes of emergency, disorder or crime; familiarizes self with assigned area and with persons living in area; notes suspicious persons, establishments, or activities, and takes immediate action or reports observances to a superior; directs traffic; appears in court on and off duty; transports prisoners; reports to scenes of accidents, and investigates causes and results of accidents; answers emergency calls by operating an ambulance and rendering first-aid as each situation requires; performs special assignments as directed; collects money from parking meter drop boxes; serves warrants as the need arises; completes written reports of findings; issues summons; reports abandoned or damaged vehicles; investigates circumstances of crime and questions witnesses; helps examine crime scene to obtain clues and gather evidence; participates in training and practices in the use of firearms; occasionally relieves and acts for a superior officer; answers citizen inquiries; arrests or assists in arrest of suspects; processes subjects, completes various forms and reports.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Ability to read and understand departmental policies, rules, instructions, laws, regulations and police literature; ability to relate with people of different segments of society with tact and diplomacy; ability to perform duties under stress; ability to analyze situations and adopt a quick effective and reasonable course of action; ability to write clear, accurate and grammatical reports; ability to follow oral directions; ability to drive an automobile safely and efficiently; ability to learn the use and care of small firearms; keen observation and ability to remember names, faces and details of incidents; ability to become EMT-A trained; good physical and mental health.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent, and must meet the minimum standards for Iowa law enforcement officers as indicated by the Code of Iowa.

Required Special Qualifications. Possession of a valid chauffeur's license issued by the State of Iowa.

0203

POLICE RADIO OPERATOR

DEFINITION

Under supervision, to operate the police communication system on an assigned shift by receiving and transmitting emergency calls, complaints and requests for information and dispatching appropriate officers and equipment to the scene, keeping appropriate records; and to perform related duties as required.

DUTIES

Answers phone calls and obtains necessary information for further action; operates a radio console, receiving and transmitting messages and requests for assistance; maintains and types log of all calls on which an officer is dispatched; completes various forms and reports; types monthly arrest log and accident reports, logs new warrants or cancels old; monitors all alarm systems; sorts tickets and completes clerical tasks; sells dog and bicycle licenses; dispatches police personnel, equipment and other emergency needs; uses a telephone receiving, relaying and transmitting messages and directing complaints; inquiries and information to the appropriate parties; monitors the service status of all mobile units; maintains a log of radio calls received and transmitted; broadcasts descriptions of stolen vehicles and wanted or missing persons in addition to other information as directed by the shift supervisor; provides needed information to officers by using a teletype; answers general questions of the public; may work in conjunction with other law enforcement agencies.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of streets and boundaries of the City; knowledge of radio codes and alarm codes; knowledge of City procedures and state statutes pertaining to civil and criminal law procedures; knowledge of methods and techniques of operating radio transmitting equipment; ability to speak clearly and consisely and to maintain good voice control; ability to react quickly and calmly in an emergency and to perform more than one task at a time; familiarity with teletype equipment and ability to type; ability to complete various forms and reports on a daily basis.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent, preferably with some experience in radio communication; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

0204

POLICE SERGEANT

DEFINITION

Under direction, to supervise and coordinate the activities of subordinate officers and to perform related duties as required.

DUTIES

As shift supervisor assigns police officers to designated posts; informs members of command regarding changes in regulations and policies; visits the scenes of crimes, emergencies, or accidents to assist and supervise subordinates; personally handles the more difficult complaints and problems; instructs subordinates in police patrol work and related law enforcement problems; supervises and participates in investigations of violations of federal, state and local laws; collects and preserves evidence; apprehends and arrests law violators; submits reports, daily activity, etc.; reads and forwards reports of subordinates to superior officers; answers emergency calls by operating an ambulance and rendering first-aid as each situation requires; maintains and updates various files and dispositions; assists in training of junior officers; testifies in court, directs traffic, investigates accidents, issues summons, gives information, aid, operates radar; ensures proper appearance of the shift; may perform duties described under Police Officer.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of local, state, and federal laws and ordinances; knowledge of the capabilities and limitations of the operating units in the department and the ability to deploy personnel effectively, direct them in their work and advise on technical police problems of investigation and arrest; knowledge of police records; ability to analyze law enforcement problems and to adopt effective programs of action; ability to plan and coordinate the work of subordinates; ability to prepare accurate and comprehensive reports; ability to take leadership in developing and maintaining a working environment that is characterized by efficiency and cooperation; ability to become EMT-A trained; ability to relate with the general public.

Minimum Education, Training, and Experience. At least two years experience as a police officer, and must meet the minimum standards for Iowa law enforcement officers as indicated by the Code of Iowa.

Required Special Qualifications. Possession of a valid chauffeur's license issued by the State of Iowa.

0205

FIRE CAPTAIN

DEFINITION

Under general direction, to perform supervisory firefighting and administrative work as shift commander; and to perform related work as required.

DUTIES

Makes daily work assignments, maintains records and answers fire phone and dispatches proper personnel and equipment, ensures subordinates have proper equipment; responds to alarms and directs the route to be taken to the fire; at fire makes decisions as to fire-fighting methods to be employed, and need for additional assistance, and directs fire-fighting and related life and property protection until relieved by a superior officer; supervises and participates in the upkeep of station and grounds; inspects and tests fire equipment and apparatus; if needed operates any fire apparatus or equipment; keeps log and other periodic and special activity records; assumes command in absence of superior officer.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of various technical tactics for different types of fires, knowledge of the principles and practices of fire prevention and suppression; ability to resolve minor grievances revolving around people that live and work in a cooperative setting; ability to perform work duties in all weather environments, and adverse conditions; knowledge of the use and maintenance of fire-fighting equipment and apparatus; knowledge of departmental rules and regulations; knowledge of City streets, fire hazards and fire-fighting resources, such as personnel, equipment, water supply and communications; working knowledge of City codes relating to fire safety; knowledge of first aid; ability to lead men, to plan, lay out and direct their work and to maintain effective discipline and morale; ability to keep records and prepare reports; ability to establish and maintain effective working relationships with fellow employees and the public.

Minimum Education, Training, and Experience. Five years of firefighting experience, supplemented by in-service training courses in fire science; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

Required Special Qualifications. Must possess a valid chauffeur's license issued by the State of Iowa.

0301

FIRE FIGHTER

DEFINITION

Under general supervision, to perform general fire fighting and rescue work in response to alarms and emergency calls; to drive and operate fire equipment and apparatus; to participate in general fire fighting work and related training activities; to participate in station maintenance; and to perform related duties as required.

DUTIES

Responds to alarms by driving fire equipment to fire scene and emergencies as ordered; at scene performs, forcible entry into structures, rescue work, salvage, ladder work, fire apparatus operation, fire suppression; depending on type of fire may direct streams of water or chemicals onto fire; operates a pumping engine to increase water pressure from street mains to hose lines; may operate an aerial ladder; creates openings in buildings for ventilation or entrance, uses hand tools including picks, axes, crowbars; operates power generators, smoke ejectors, power saws, administers first aid to victims; performs assigned duties in maintaining apparatus, quarters, building, equipment, and grounds; participates in training and instruction programs; assists the staff of the Police Department on ambulance calls as required.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of technical firefighting principles and techniques; knowledge of mechanical principles; ability to learn technical firefighting principles and techniques and principles of hydraulics as applied to fire suppression; knowledge of City streets; ability to follow oral and written instructions; ability to function as a team member, working under mental pressure and physical hardships; ability to perform heavy manual labor for extended periods, under adverse conditions, such as the extreme heat or cold; ability to maintain effective working relationships with fellow employees and the public.

Minimum Education, Training, and Experience. Any combination of training and experience which provides the required knowledges, skills and abilities.

Required Special Qualifications. Must possess a valid chauffeur's license issued by the State of Iowa.

0302

FIRE LIEUTENANT

DEFINITION

Under general direction, to lead and participate in firefighting work; supervises and coordinates activities of subordinates assigned to a specific shift; and to perform related duties as required.

DUTIES

Responds to fire alarms by driving fire equipment to fire scene and emergencies; notifies volunteer fire fighters of fire calls; directs and assists in the work of extinguishing fires and in performing related life and property protection; assists in training of new employees and volunteers; supervises and participates in the upkeep of all apparatus and equipment, and maintenance of the station and grounds; when required operates fire apparatus or equipment; helps maintain records and reports; assumes command in absence of the Fire Captain.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of technical firefighting principles and techniques; knowledge of the use and maintenance of fire-fighting equipment and apparatus; knowledge of departmental rules and regulations; knowledge of City geography, fire hazards and firefighting resources; knowledge of City codes related to fire safety; knowledge of first aid; knowledge of building construction methods and materials; ability to operate all types of firefighting equipment and apparatus and to instruct others in such operation; ability to lead and train subordinates, maintaining effective discipline and morale; ability to keep records and prepare reports.

Minimum Education, Training, and Experience. Four years of firefighting experience, supplemented by in-service training courses in fire science and supervision; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

Required Special Qualifications. Must possess a valid chauffeur's license issued by the State of Iowa.

0303

BUILDING INSPECTOR

DEFINITION

Under direction, to inspect buildings and building construction for compliance with City building codes and zoning ordinances; to inspect electrical wiring, heating and plumbing for compliance with City codes and ordinances; and to perform related duties as required.

DUTIES

Interprets City codes and ordinances for permit and license applications; reviews plans for proposed construction for compliance with codes and ordinances and suggests modifications to obtain conformity; investigates complaints of violations of codes and ordinances; performs inspections of buildings and all construction for which a building permit is required to determine that the building or structure meets building codes and zoning ordinances; performs inspections of new electrical wiring, heating and plumbing to determine that it meets codes and ordinances; requires corrections to be made when deficiencies are discovered, assists builders and owners in determining how corrections may be made; reviews all applications for permits and licenses; issues permits and licenses or declines issuance and suggest modifications to obtain conformity; maintains liason with local contractors, buildings, and architects; Secretary to the Board of Appeals and the Zoning Board of Adjustments, keeping appropriate records; attends various meetings such as the Planning Commission meetings and provides technical assistance.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the materials, practices and methods used in building construction and other forms of construction, wiring, plumbing and heating; knowledge of the defects that may occur and methods used to correct them; knowledge of local, state and federal codes, ordinances and guidelines; knowledge of the materials and instruments used in construction and inspection of buildings, plumbing, heating and electrical wiring; ability to read and intrepret plans, specifications, and blueprints and to compare them with construction in progress; ability to maintain and update records; ability to maintain effective working relationship with contractors, construction and plumbing crews, electricians, other employees and the public.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent with four years of responsible experience in construction, plumbing, heating and electrical work; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

0401

WASTEWATER-TREATMENT-PLANT OPERATOR

DEFINITION

Under direction, to perform skilled and technical work in conducting standard tests on wastewater, sludge, and other samples; assisting in the operation of an activated sludge wastewater treatment plant; and to perform related duties as required.

DUTIES

Performs laboratory tests to determine the effectiveness of wastewater treatment operations; conducts chemical and oxygen demand tests; tests pH; tests suspended and settleable solids and conducts tests to determine the percentage of oxygen depletion in samples; collects composite samples of wastewater to determine levels of solids and volatile solids; prepares reagents; operates and checks motors, valves, screens, pumps, gauges, clarifiers, boilers, heat exchangers, digesters, and similar equipment; performs repair and maintenance work on equipment; cleans and lubricates equipment; determines the amount of nitrates, phosphates, and ammonia in the plant effluent and river samples; performs tests to determine carbon dioxide content of gas produced by digesting sludge; participates in plant research projects; maintains records of laboratory tests conducted and of chemicals and materials used; performs duties requiring the operation of light and medium trucks; performs general building maintenance and custodial tasks; makes operating decisions in the absence of supervisor.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Considerable knowledge of laboratory tests and techniques, as applied to wastewater treatment and control; knowledge of the fundamentals of chemistry and bacteriology; considerable knowledge of the principles and practices of wastewater treatment plants and operations; knowledge of the principles of chemistry; ability to use standard laboratory equipment; ability to read and interpret from gauges the operating status of plant equipment; ability to operate water pollution control equipment; ability to maintain standard records and prepare reports; ability to establish and maintain effective working relationships with representatives of other agencies, fellow employees, and the public; ability to communicate ideas in both written and oral forms.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent, supplemented by courses in chemistry, bacteriology, and other phases of wastewater treatment and two years of experience in a wastewater treatment plant; or any equivalent combination of training and experience which provides the required knowledges, skills and abilities.

Required Special Qualifications. Possession of the appropriate Iowa Wastewater-Treatment-Plant-Operator's certificate.

0501

CEMETERY SUPERVISOR

DEFINITION

Under general direction, to supervise the operation and maintenance of the municipal cemetery; to be responsible for the cemetery grounds and facilities, and to perform related duties as required.

DUTIES

Sells burial lots; shows burial plots to prospective purchasers; operates and supervises the operation of mowers, sod cutters, and light trucks; performs routine maintenance on all equipment; supervises subordinate employees in maintaining the cemetery; lays out location of all graves, and monument foundations; keeps records of lot sales, burials, locations of graves, cash receipts and foundation installations; supervises the digging and filling of graves, locating, and digging; supervises the construction of foundations for stones and monuments, planting and trimming hedges and shrubs, grading and sodding graves, seeding, watering, fertilizing, mowing, spraying of weeds, edging, and removal of snow from roads, walks, and paths; raises graves as needed; keeps daily time records, and other records concerning cemetery administration.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the principles and practices of grounds care and maintenance; knowledge of landscaping, and horticulture as applied to ground maintenance; knowledge of the use of mowers, trucks, sprayers, and other equipment used in the maintenance of a cemetery; ability to establish and maintain effective working relationships with subordinates and the public; ability to maintain a sympathetic relationship, particularly with relatives and friends of the deceased; ability to understand and follow oral and written instructions; ability to maintain records; ability to plan, assign, and direct the work of manual workers.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent and two years of responsible experience in cemetery or park maintenance and care or any combination of training and experience which provides the required knowledges, skills, and abilities.

0601

GARBAGE COLLECTION SUPERVISOR

DEFINITION

Under general supervision, to supervise and assist in the collection of refuse; to operate truck during refuse collection; and to perform related duties as required.

DUTIES

Operates truck in refuse collection; supervises the collection of garbage and transportation of same to land fill; assists in actual collection when needed; monitors work of other employees performing refuse collection activities; maintains time cards for self and employees under supervision; informs public of proper collection procedure; confers with and advises City Council and others on garbage collection and related matters.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of municipal refuse and garbage collection policies and procedures; knowledge of geographical and physical layout of the City; ability to supervise employees; ability to communicate ideas both in oral and written form; ability to establish and maintain effective working relationships with other departments and the public.

Minimum Education, Training, and Experience. Any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

Required Special Qualifications. Possession of a valid chauffeur's license issued by the State of Iowa.

0602

STREET MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, to plan, organize, and supervise the maintenance, repair and construction of city streets; and to perform related duties as required.

DUTIES

Plans, schedules, assigns and directs the maintenance, repair, and improvement of city streets; organizes and directs emergency programs necessitated by windstorms, snow and ice; purchases parts and supplies for the repair and maintenance of vehicles; prepares bi-monthly payroll; prepares the budget for the maintenance and repair of city streets; inspects city streets to determine where repairs will be made; schedules and assigns the use of construction and maintenance equipment; estimates the amount of materials, supplies, and equipment needed for planned work; schedules and inspects the work of repair and maintenance crews and equipment; supervises street cleaning activities; investigates complaints; supervises the grading of streets for paving; supervises the installation of safety devices; maintains records of hours worked, vacation and sick leave used for subordinates; reports all accidents to the City Clerk's office.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities: Knowledge of the principles and practices of street maintenance administration; knowledge of the materials, methods, equipment and current practices used in the maintenance, repair, and improvement of streets and roads; knowledge of the proportioning of, the mixing, placing, and finishing of, and the uses of various concrete and asphaltic mixes; knowledge of the principles and practices of City budgeting, ability to organize, direct, and coordinate the work of a large maintenance and construction operation; ability to plan, layout, and administer a comprehensive work program, to estimate costs, and to supervise and direct the day-to-day operations of the crews; ability to establish and maintain effective working relationships with others.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent and six years of increasingly responsible experience in public works or other construction and maintenance activities; or any combination of training and experience which provides the required knowledges, skills, and abilities.

0603

WATER DISTRIBUTION AND SEWER MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, to direct, supervise, and participate in the installation, maintenance and repair of water and sewer lines and mains, and in the operation of the water distribution system; to ensure efficient water plant operation and water quality; and to perform related duties as required.

DUTIES

Schedules, assigns, supervises and assists maintenance personnel in the construction, installation, maintenance and repair of water and sewer lines, catch basins and manholes; assists in conducting tests to determine water line pressure; assists in locating mains and services; inspects work sites and work performed to insure proper procedures are utilized and that quality standards are met; starts and stops motors, pumps, filters, chemical feeders and other equipment in the plant; collects water samples and performs tests; observes condition of water entering plant and adjusts additions of purifying chemicals and softening agents; orders chemicals required and keeps records of chemicals used; prepares technical summary and operating reports; reviews plant log records, guages, meters, and other plant testing and measuring devices to see that equipment is functioning properly; keeps records and prepares daily and monthly reports on plant operations; assists in the preparation of the budget; maintains personnel records and records showing work performed; confers with and advises City Council and others concerning water plant and water and sewer systems.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the practices, materials, and equipment used in the maintenance and construction of the water distribution and sewer system; thorough knowledge of the principles, practices, and methods used in water treatment and pumping operations; considerable knowledge of the operation and maintenance of mechanical and electrical equipment used in the water treatment and pumping plant; knowledge of bacteriology and modern laboratory techniques and procedures related to water supply; considerable knowledge of the occupational hazards and the appropriate safety precautions of the work; ability to plan and supervise the work of subordinates; ability to complete various forms and reports; ability to understand and follow maintenance and construction plans and diagrams; ability to establish and maintain effective working relationships within the department, with other departments, and with the public.

Minimum Education, Training, and Experience. Considerable experience in maintenance and construction of water and sewer lines and in general water works operations, including some supervisory experience; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

Required Special Qualifications. Possession of the appropriate Iowa Water-Treatment-Plant-Operator's Certificate.

WASTEWATER-TREATMENT-PLANT SUPERVISOR

DEFINITION

Under general direction, to perform skilled and responsible work in the operation and maintenance of the equipment and facilities of an activated sludge wastewater treatment plant; and to perform related duties as required.

DUTIES

Supervises and participates in the operation, inspection, and maintenance of motors, valves, bar screens, vacuum filters, and grease removal equipment, pumps, clarifiers, boilers, grit chamber, heat exchangers, digesters, and other related equipment; establishes work schedules and maintains supply inventory; budget preparation and control responsibilities; assumes responsibility in starting, regulating, and stopping electric motors and pumps to maintain water flow or to control the flow of sewage and sludge; takes readings from meters, gauges, pumping charts, and related controls to monitor pumping rates; prepares and maintains daily logs and charts on readings and tests; on occasion repairs and performs periodic maintenance on equipment; performs some maintenance duties in keeping the plant and equipment clean and in order; records readings of gauges and meters to maintain proper pumping pressures, waste water flows, and digestion processes.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the materials and equipment used in the operation of water and sewage treatment plants; knowledge of the principles and practices of plant operations and administration; ability to read and interpret from gauges the operating status of plant equipment; considerable knowledge of the principles, practices, and procedures used in waste water operations; pumps, and other equipment used; considerable knowledge of the occupational hazards and of the precautionary measures involved with the operation of the plant; ability to effectively communicate instructions to subordinates; ability to follow oral and written instructions; ability to use standard mechanical tools necessary to make repairs and perform plant operation reports; ability to read and interpret meters, gauges, and charts.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent supplemented by related college level course work and four years of responsible mechanical experience involving the installation, repair, and maintenance of pipe lines, pumps, valves, filters, machinery and equipment, or operation of related equipment in a sewage or water treatment; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

Required Special Qualifications. Possession of the appropriate Iowa Wastewater-Treatment-Plant Operator's certificate.

EQUIPMENT MECHANIC

DEFINITION

Under general supervision, to perform skilled mechanical work of a journeyman level in the maintenance, repair and overhaul of all types of trucks, construction, and maintenance equipment; and to perform related duties as required.

DUTIES

Diagnoses mechanical, electrical and hydraulic malfunctions or failures; removes, repairs, overhauls and installs gasoline and diesel powered engines; inspects, adjusts and replaces defective and worn-out parts; repairs and replaces all components of the drive train, brakes, air lines, springs, fuel and water lines, carburetors, fuel pumps, gauges, condensers, coil, and other component parts of equipment; performs road service to repair failures; tunes and adjusts engines; straightens frames and axles; repairs and rebuilds hydraulic jacks, pumps and cylinders; operates standard testing equipment; may drive single axle truck.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Considerable knowledge of the methods, materials, tools and techniques used in the repair and maintenance of light and heavy duty construction equipment; considerable knowledge of the principles of internal combustion engines; skill in the care and use of all tools employed in engine repair and adjustment; skill in locating and correcting defects in construction and maintenance equipment; ability to understand and effectively carry out written and oral instructions.

Minimum Education, Training, and Experience. Three years of experience as an automotive or diesel mechanic; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

Required Special Qualifications. Must possess a valid chauffeur's license issued by the State of Iowa.

0701

EQUIPMENT OPERATOR I

DEFINITION

Under general supervision, to operate the less complex motorized equipment in construction, maintenance, and repair work; and to perform related duties as required.

DUTIES

Operates various types of motorized equipment including street sweepers, end loaders, trucks, rubber tire tractors, mowers and other equipment of comparable difficulty in performing the less complex construction and maintenance work; sweeps streets, excavates trenches; hauls and spreads paving material; loads and unloads trucks by using an end loader; during winter, spreads sand and salt and removes snow from streets; assists in varied construction and repair work; pours concrete and lays blacktop; does minor servicing and maintenance on assigned equipment.

ENTRY REQUIREMENTS

Required Knowledges Skills, and Abilities. Some knowledge of the mechanical operation of construction equipment; knowledge of operating hazards and of applicable safety precautions; knowledge of and skill in operating various types of construction equipment; some knowledge of street construction and maintenance; ability to maintain and make minor repairs to light equipment; ability to understand and follow written and oral instructions; ability to perform manual labor for extended periods under unfavorable weather conditions.

Minimum Education, Training, and Experience. Some experience in the operation of motorized construction equipment, or any combination of training and experience which provides the required knowledges, skills, and abilities.

Required Special Qualifications. Must possess a valid chauffeur's license issued by the State of Iowa.

0801

EQUIPMENT OPERATOR II

DEFINITION

Under general supervision, to operate complex motorized construction, maintenance and repair equipment; and to perform related duties as required.

DUTIES

Operates complex motorized equipment in performing skilled construction and repair work; including the operation of maintainers, bulldozers, road oilers, trucks or tractors, snow plows, payloaders, end loader; and other equipment of comparable difficulty; cuts and finishes grades; prepares sub-grades; makes cuts and fills, excavates trenches; moves earth; spreads materials; removes snow from streets; operates a sander; lubricates and makes minor mechanical repairs and adjustments to equipment; keeps records; cleans catch basins, replaces street signs.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the operation and mechanical functions of heavy specialized construction equipment; knowledge of operating hazards and of applicable safety precautions; knowledge of the materials, practices and methods of street construction; ability to maintain and make minor repairs to equipment; ability to understand and follow written and oral instructions; ability to establish and maintain effective working relationships with fellow workers.

Minimum Education, Training, and Experience. Considerable experience in the operation of heavy equipment, or any combination of training and experience which provides the required knowledges, skills, and abilities.

Required Special Qualifications. Must possess a valid chauffeur's license issued by the State of Iowa.

0802

TRUCK DRIVER

DEFINITION

Under general supervision; to operate single axle truck equipped with dump box to transport and dump loose materials such as sand, gravel, crushed rock, or bituminous paving materials; to drive truck equipped with blade to plow snow or equipped with box to spread sand; to perform related duties as required.

DUTIES

Drives truck engaged in hauling materials, supplies, and refuse; operates hand and foot controls to tilt box and dislodge and dump materials; operates the necessary levers to raise and lower blade attachments to push or scrape snow from road surfaces; operates controls to engage the power take-off in order to spread sand or salt; performs routine mechanical maintenance of equipment operated; patches roads, cleans culverts, cuts brush, helps with bridge repair and performs other routine unskilled manual tasks.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the operation and mechanical function of a single axle truck; knowledge of operating hazards and of applicable safety precautions; ability to understand and follow written and oral instructions; ability to operate heavy trucks and perform manual labor for extended periods of time.

Minimum Education, Training, and Experience. Some experience in the operation of heavy equipment or some previous trucking experience; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

Required Special Qualifications. Must possess a valid chauffeur's license issued by the State of Iowa.

0803

TRUCK DRIVER/AUTOMOTIVE SERVICE WORKER

DEFINITION

Under supervision; operates a single axle truck equipped with a dump box to transport loose materials; to perform semi-skilled work in servicing automotive vehicles and equipment; and to perform related duties as required.

DUTIES

Drives a truck engaged in hauling materials; operates controls to tilt box and dislodge and dump materials; changes oil and lubricates automobiles, trucks, and other automotive equipment; services vehicles with gasoline and oil and maintains records of amounts used; changes and repairs tires; installs and services batteries; replaces oil filters, air cleaners, mufflers, spark plugs, light bulbs, fan belts, and other mechanical parts; receives and stores incoming freight; on occasion, operates salt or sand trucks; assists an equipment mechanic in the repair of automotive equipment by performing the less skilled tasks; performs janitorial duties in shop and office areas.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the operation of a single axle truck; knowledge of the operating hazards and applicable safety precautions in operating a truck; some knowledge of the less complex mechanical components of automotive equipment; some knowledge of the lubrication requirements of automobiles and trucks; ability to understand and execute written and oral instructions; ability to maintain simple records; some skill in the use and care of tools, equipment, and materials applicable to the work.

Minimum Education, Training, and Experience. Any combination of training and experience that provides the required knowledges, skills, and abilities.

Required Special Qualifications. Possession of a valid chauffeur's license issued by the State of Iowa.

0804

GARBAGE COLLECTOR

DEFINITION

Under immediate supervision, to perform heavy manual work in the collection of residential refuse; and to perform related duties as required.

DUTIES

Checks assigned refuse truck; reports mechanical or other problems to a supervisor; may operate truck in refuse collection activities; picks up and empties garbage and refuse; empties containers into refuse truck; picks up other debris and places in truck; operates mechanisms for loading, compressing, and dumping refuse and garbage; directs driver in safe movement of refuse truck in alleys, driveways, etc., assists in periodic washing and cleaning of refuse trucks; informs citizens of proper collection procedures.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Some knowledge of municipal refuse and garbage collection policies and procedures; ability to understand and carry out oral and written instructions; ability to perform strenuous physical work for extended periods of time; ability to establish and maintain effective working relationships with the public.

Minimum Education, Training, and Experience. Any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

Required Special Qualifications. Possession of a valid chauffeur's license.

0901

WATER DISTRIBUTION AND SEWER MAINTENANCE EQUIPMENT OPERATOR

DEFINITION

Under general supervision, to operate equipment in the construction and repair of water and sewer lines; and to perform related duties as required.

DUTIES

Operates back hoe to dig ditches; assists in constructing, installing, maintaining and repairing water and sewer lines such as laying tile, flushing, jetting, and rodding clogged lines; assists in tapping water and sewer lines for residential and business hookups; assists in repairing and maintaining pumps, wells, water hydrants and water and sewer mains; assists in locating mains and lines; performs custodial duties and maintains grounds.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the methods of sewer and water maintenance; knowledge of the materials, tools, and equipment used in sewer and water line maintenance and repair; ability to perform heavy manual labor for extended periods of time under unfavorable weather conditions; ability to understand and follow written and oral directions.

Minimum Education, Training, and Experience. Some experience in general construction and sewer or water line construction, maintenance and repair; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

Required Special Qualifications. Possession of a valid chauffeur's licensed issued by the State of Iowa.

0902

WATER DISTRIBUTION AND SEWER MAINTENANCE WORKER

DEFINITION

Under general supervision, to perform manual labor on water and sewer lines; and to perform related duties as required.

DUTIES

Constructs, installs, maintains and repairs water and sewer lines such as laying tile, flushing, jetting, and rodding clogged lines; taps water and sewer lines for residential and business hookups; repairs and maintains pumps, wells, water hydrants and water and sewer mains; drives and operates trucks and other equipment needed to perform construction, maintenance, and repair activities; assists in locating mains and lines; assists in conducting tests to determine water line pressure; assists in the reading and recording of information from guages within the water treatment plant; assists in collecting water samples and performing tests in accordance with standard procedures and well-defined techniques; performs custodial duties and maintains grounds; on occasion installs or removes water meters.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the methods of sewer and water maintenance; knowledge of the materials, tools, and equipment used in sewer and water line maintenance and repair; knowledge of general laboratory techniques and procedures; ability to take accurate readings, to keep routine records, and to make mathematical computations; ability to perform heavy manual labor for extended periods of time under unfavorable weather conditions; ability to understand and follow written and oral directions.

Minimum Education, Training, and Experience. Some experience in general construction and sewer or water line construction, maintenance and repair; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

Required Special Qualifications. Possession of a valid chauffeur's license issued by the State of Iowa; possession of the appropriate Iowa Water-Treatment-Plant-Operator's Certificate.

0903

WATER SERVICER

DEFINITION

Under general supervision, to locate water lines, read and service water meters; and to perform related duties as required.

DUTIES

Locates and inspects water lines and curb boxes; reads water meters and records findings; maintains records of meter readings; frequent contact with customers involving the disposition of complaints; checks to see that meters are functioning properly; checks for leaks in customer's houses and on service lines; tests, dismantles and cleans meters; removes, resets and installs meters; replaces bent, rusted or worn meter parts; receives customer complaints; locates and turns on and off main valves, lines, and customer service in the City; provides general information to customer; assists at Water Treatment Plant.

ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the mechanical design, parts, and operation of water meters, water service components and tools used for testing and repairing; knowledge of the municipal water main network; knowledge of the geographical layout of the City; ability to establish and maintain effective working relationships with the public, and deal with complaints courteously; skill in the use of tools in making minor plumbing and mechanical repairs and installations.

Minimum Education, Training, and Experience. Experience in the installation, maintenance and repair of water meters; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

Required Special Qualifications. Possession of a valid motor vehicle operator's license issued by the State of Iowa.

0904

