

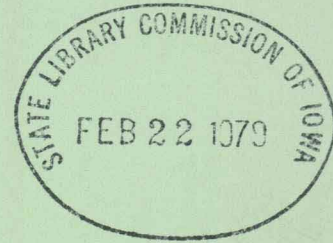
STATE OF IOWA

# Office for Planning and Programming

523 East 12th Street, Des Moines, Iowa 50319 Telephone 515/281-3711

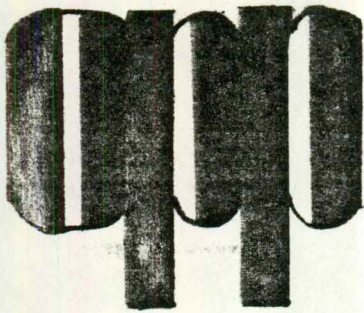
ROBERT D. RAY  
Governor

ROBERT F. TYSON  
Director



PROPOSED  
JOB DESCRIPTIONS  
FOR  
THE CITY OF  
WEST UNION, IOWA

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1978



STATE OF IOWA

# Office for Planning and Programming

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ROBERT D. RAY  
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December 1, 1978

City Council  
City Hall  
West Union, Iowa

Members of the Council:

We are pleased to present our report entitled Proposed Job Descriptions for the City of West Union, Iowa 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, and actual job descriptions.

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 the City of West Union, 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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## TABLE OF CONTENTS

	Page
Letter of Transmittal	
I. Introduction	1
Historical Perspective	1
Components of a Personnel Management System	1
Personnel Policies	1
Job Descriptions	1
Classification Plan	2
Compensation System	3
II. Position and Job Title Conversion	7
III. Proposed Job Descriptions	
City Clerk	8
Police Chief	9
Director of Public Works	10
Account Clerk	11
Street Maintenance Supervisor	12
Laborer	13
Chief Water Treatment Plant Operator	14
Chief Wastewater Treatment Plant Operator	15
Assistant Treatment Plant Operator	16
Police Sergeant	17
Police Officer	18

## I. INTRODUCTION

### Historical Perspective:

In August of 1978, the West Union City Council requested assistance from the Local Government Personnel Service Center of the State of Iowa's Office for Planning and Programming. This assistance was to be in the form of the writing of job descriptions for the employees of the City of West Union. This document is the result of the study that was conducted.

### Components of a Personnel Management System:

There are four basic components of a personnel management system. The four components are: (1) personnel policies; (2) job descriptions; (3) a classification plan and; (4) a compensation system. Proposals for job descriptions are contained within this document. 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 he is to perform his 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 his 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, and 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 began with the writing of job descriptions. Since approximately 13 individual city employees have been reviewed and been reflected in about 11 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 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, requires performance at approximately the same level of difficulty and responsibility, requires 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 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 Council 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 his work in an outstanding manner; it usually evaluates employees on incomplete data; it is subject to the recent behavior bias whereby an employee's performance just prior to the wage setting date is the primary consideration of his evaluation; 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 present only the step plan and a combination step-longevity plan.

A step plan establishes a series of pay ranges consisting of 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 the pay grade reflected in the Classification Plan at step #1. 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, his wages would be frozen at that level unless he were 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, he should be given an increase of at least one step over his current salary.

A step-longevity 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, his base rate should rise at least one step and he will retain his longevity rights. Cost of living increases are computed only on the base rates (as reflected by the five steps) and longevity percentages remain the same.

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. Since the learning curve on the typical job flattens out after three years, this may be quite appropriate.
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. It is important 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 he will know where he stands. 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 his department.

## II. POSITION AND JOB TITLE CONVERSION

EMPLOYEE'S NAME	PRESENT TITLE	PROPOSED TITLE
<u>Administrative/Clerical Group</u>		
Sue Freidhof	City Clerk	City Clerk
Marvin Youngblood	Police Chief	Police Chief
Mike Bollman	Dir. of Public Works	Dir. of Public Works
Nancy Hanson	Secretary	Account Clerk
<u>Public Works/Plant Operation/Laborer Group</u>		
Richard Chicken	Street Superintendent	Street Maintenance Supervisor
Vern Darnell	Laborer	Laborer
Robert Smid	Laborer	Laborer
Gordon Kleppe	Water Superintendent	Chief Water Treatment Plant Operator
Martin Kohls	Sewer Plant Superintendent	Chief Wastewater Treatment Plant Operator
Archie Martin	Assistant Superintendent	Assistant Treatment Plant Operator
<u>Law Enforcement Group</u>		
Gene Samek	Police Sergeant	Police Sergeant
David Hackley	Police Officer	Police Officer
Marty Fischer	Police Officer	Police Officer

III. PROPOSED JOB DESCRIPTIONS

## 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

Supervises the collection and distribution of funds by the City; prepares and monitors all department budgets and the overall budget; prepares and submits reports concerning budgetary status to each department; supervises the collection of all money and fees due the City, including utility bills; coordinates the payment of all City bills, including the payroll; researches availability of grants for various City projects; applies for grants; administers project funds; coordinates the investment of City funds; ensures that legal requirements of state, local and federal legislation are met by the City; coordinates efforts of, and provides assistance to Cemetery, Library, Airport, and Hospital Boards including advice on availability of funding and advice on preparing budgets; prepares and submits various reports to state and federal government including Annual Financial Report and Road Use Report; maintains City bonds; and serves as radio control for the Police Department.

### 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; ability to analyze difficult administrative problems and to develop and present sound conclusions and recommendations; knowledge of the principles and practices of accounting and auditing; knowledge of municipal accounting, taxation, and revenue management; ability to compile and analyze financial reports; ability to make accurate revenue estimates; ability to speak and write effectively; ability to establish and maintain effective relationships with other administrators and civic groups, and the general public; ability to maintain clerical records of some complexity and to prepare reports from such records.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent, supplemented with two years of accounting courses and two years of responsible administrative experience; or any equivalent combination of training and experience which provides the required knowledges, skills, and abilities.

## 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, and traffic and safety regulations; determines departmental policies; directs enforcement of laws and ordinances, and vice control and suppression; maintains effective manpower in the patrolling districts; 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 and citizens on law enforcement problems; prepares various reports, including monthly reports to the Iowa Bureau of Criminal Investigation; reviews reports submitted by subordinates; patrols city to control traffic, prevent crimes, and apprehend violators; investigates accidents; responds to complaints from public; serves as a school crossing guard; operates radar equipment.

### 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; must meet the minimum standards for Iowa law enforcement officers as specified in the Code of Iowa.

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

## DIRECTOR OF PUBLIC WORKS

### DEFINITION

Under general direction, to plan, organize, and oversee the operations and activities of the City's Public Works Departments; and to perform related duties as required.

### DUTIES

Coordinates activities of and provides guidance to the Street Maintenance Department, Water Treatment Plant, and Wastewater Treatment Plant; schedules and supervises the city-wide program of street and sidewalk construction and maintenance; inspects paved and unpaved surfaces to determine work procedure; supervises the installing of retaining walls, curbs, gutters; supervises street grading and seal coating of streets; supervises snow removal and sanding of streets and sidewalks; supervises weed mowing activities; assists in the projects of the Street Maintenance Department, Water Treatment Plant and Wastewater Treatment Plant when the need arises; operates pickup truck, end-loader, tractor and dump truck; responsible for the planning, designing, construction, and maintenance of the City Park; schedules and inspects the repair and maintenance of equipment; prepares building and use permits; makes on-site inspections of building sites to determine if building or structure conforms to building codes and ordinances; assigns crews to specific job tasks; handles complaints regarding Public Works employees; consults with the Street Maintenance Supervisor, Chief Water Treatment Plant Operator, and Chief Wastewater Treatment Plant Operator and the City Council to determine needs; confers with and advises the City Council and others concerning Public Works operations and activities; prepares and directs the preparation of regular and special reports.

### ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the principles and practices of the Street Maintenance Department, Water Treatment Plant and Wastewater Treatment Plant; knowledge of methods, equipment and materials of the Street Maintenance Department, Water Treatment Plant and Wastewater Treatment Plant; knowledge of local, state and federal laws and guidelines pertaining to Public Works; ability to plan, lay out and administer a work plan; ability to develop working diagrams and plans for the guidance of the crews; ability to establish and maintain effective working relationships within the department, with other departments and with the public.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent, and five years of public works experience in the areas of street maintenance, water treatment operation and wastewater treatment operation including some experience in a supervisory capacity; or any equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

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

## ACCOUNT CLERK

### DEFINITION

Under general supervision, to perform clerical duties in maintaining financial accounts and records; and to perform related duties as required.

### DUTIES

Prepares various financial records and reports; serves as a cashier and collects money for permits, licenses, fees and taxes; collects fines for City parking tickets; maintains all records for the Water Department; assists in the preparation of departmental payrolls, making necessary deductions; prepares ambulance billings; maintains complete files on regular accounts and correspondence; prepares periodic fiscal statements of various department's operations; types various reports, letters, and correspondence; furnishes information to the public on a variety of matters.

### ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the principles, procedures, and terminology used in financial record keeping; ability to perform bookkeeping; ability to understand and follow oral and written directions; ability to type from clear copy or rough draft at a reasonable rate of speed; ability to get along with others.

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

## STREET MAINTENANCE SUPERVISOR

### DEFINITION

Under direction, to plan, organize, and supervise and participate in the maintenance, repair and construction of the city streets and alleyways; to supervise and participate in the maintenance and care of the city's park grounds, buildings; and to perform related duties as required.

### DUTIES

Plans, schedules, assigns, directs and participates in the maintenance, repair and improvement of city streets, gravel roads, curbs, and sidewalks; directs and participates in emergency operations necessitated by windstorms, snow, and ice; repairs, maintains, and operates street sweeper, end-loader, snow plow, sand spreader, blower, dump truck, and jack hammer; repairs and installs storm sewers and intakes; installs and replaces signs and posts.

### ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the materials, methods, equipment and current practices used in the maintenance, improvement, and repair of the City's buildings, parks, streets and roads; knowledge of the uses of various concrete and asphaltic mixes; knowledge of the proportioning, the mixing, placing, and finishing of concrete and asphaltic mixes; ability to supervise 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 equivalent, and four years of experience in street maintenance operations; or any equivalent 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.



## LABORER

### DEFINITION

Under immediate supervision, to perform routine unskilled and limited skilled manual work in a wide range of street maintenance activities; and to perform related duties as required.

### DUTIES

Assists in cleaning and unclogging storm sewer intakes; performs manual labor on water-shed and street repair projects; operates truck, end loader, street sweeper, snow blower, sand spreader, welder, cutting torch, bar mower, and chain saw; repairs and maintains equipment; repairs and replaces park equipment and signs.

### ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of power and hand tools; knowledge of equipment used in the maintenance, repair and improvement of streets and roads; ability to understand and follow written and oral instructions; ability to perform heavy manual labor for extended periods of time under unfavorable weather conditions.

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

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

## CHIEF WATER TREATMENT PLANT OPERATOR

### DEFINITION

Under general direction, to supervise and participate in the operation and maintenance of the water treatment plant; and to perform related duties as required.

### DUTIES

Operates and maintains the water treatment plant, equipment, and facilities; plans, schedules, and performs operations including general equipment and preventive maintenance work; supervises and participates in cleaning, maintenance, and repair of buildings and equipment; takes daily readings from pumps and chlorinators; gathers and analyzes samples of drinking water from various locations throughout the city; prepares various monthly reports including information on gallons of water used and pounds of chlorine used; supervises and participates in the reading of water meters; locates buried water and sewer lines; mows grass near pump houses and water towers; periodically starts pumps; and records readings from gauges and meters at the sewage treatment plant.

### ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. 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 as related to water supply; knowledge of the occupational hazards of the plant and of necessary safety precautions; ability to establish and maintain effective working relationships with subordinates and the public; ability to maintain records and prepare clear and concise reports.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent, and three years of experience in the operation and maintenance of a water distribution system, or any equivalent combination of training and experience that provides the required knowledges, skills, and abilities.

Required Special Qualifications. Possession of a valid Grade II Water Treatment Certificate issued by the State of Iowa.

## CHIEF WASTEWATER TREATMENT PLANT OPERATOR

### DEFINITION

Under general direction, to supervise and participate in the operation and maintenance of the equipment and facilities of the wastewater treatment plant; and to perform related duties as required.

### DUTIES

Collects sludge and wastewater samples at various times and locations within the wastewater treatment plant and at industrial sites so that tests for dissolved oxygen levels, suspended solid levels and ph balance may be conducted; maintains records; prepares daily and monthly reports for the Public Works Director, federal and state agencies; collects and records gauge readings so that proper pumping pressures, wastewater flows and digestion processes may be maintained; confers with engineers; operates end-loader, pickup truck, sewer rodding machine and mower; supervises and assists in the maintenance, cleaning, and repair of buildings and equipment.

### ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Thorough knowledge of the principles, practices, and methods used in the operation of a wastewater treatment plant; knowledge of the occupational hazards of the plant and of necessary safety precautions; ability to plan, schedule, and supervise the work of employees engaged in the operation and maintenance activities; ability to establish and maintain effective working relationships with subordinates and the public; ability to read and interpret meters, gauges, and charts; ability to maintain records and prepare clear and concise reports.

Minimum Education, Training, and Experience. Graduation from high school or an equivalent, and five years of experience and training in sewage disposal operations; or any equivalent combination of experience, education and training which provides the required knowledges, skills, and abilities.

Required Special Qualifications. Possession of a valid Grade II Wastewater Treatment Certificate issued by the State of Iowa.

## ASSISTANT TREATMENT PLANT OPERATOR

### DEFINITION

Under general supervision, to maintain and operate the facilities of the water treatment plant and the wastewater treatment plant; and to perform related duties as required.

### DUTIES

Read water meters and records data; washes filters and tanks; cleans troughs; greases equipment and machinery; mows grass and removes snow from areas near the water plant and water towers; repairs breaks in water mains; performs laboratory tests to determine the effectiveness of waste water treatment operations; operates equipment to clean out sewer lines; repairs broken sewer lines; replaces or repairs damaged manholes; periodically starts pumps and reads meters and gauges at the water treatment plant and the wastewater treatment plant.

### ENTRY REQUIREMENTS

Required Knowledges, Skills, and Abilities. Knowledge of the principles, practices, materials, and equipment pertaining to the construction, maintenance and operation of a water purification and distribution system and of a sewage treatment system; ability to maintain effective working relationships with other employees and the general public; knowledge of the geography and street locations of the City and vicinity; ability to walk for long periods of time and to work outside under varying conditions; ability to write legibly.

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

Required Special Qualifications. Possession of a valid Grade I Wastewater Treatment Certificate issued by the State of Iowa.

## POLICE SERGEANT

### DEFINITION

Under direction, to participate in crime prevention and law enforcement activities; to supervise and coordinate activities of subordinate officers; and to perform related duties as required.

### DUTIES

Assigns police officers' work schedules; visits the scenes of crimes, emergencies, or accidents; to assist and supervise subordinates; instructs subordinates in police patrol work and related law enforcement problems; apprehends and arrests law violators; testifies in court; directs traffic; investigates accidents; issues summons; gives information; chalks car tires and tickets cars for overtime parking; serves as a school crossing guard; looks for signs of fire while on patrol; operates gas pumps at the airport as necessary; receives and files tickets and fines; records all citations; prepares monthly reports concerning department activities; prepares watch list.

### 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; knowledge of police records; ability to direct personnel in their work and advise on technical police problems of investigation and arrest; 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 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.

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

## POLICE OFFICER

### DEFINITION

Under general supervision, to enforce local, state, and federal laws and ordinances; and to perform related work as required.

### DUTIES

Patrols an assigned area in car or on foot to control traffic, prevent crimes, and apprehend violators; checks to see that doors of buildings are locked at night; responds to radio messages or telephone instructions and appears at scenes of emergency, disorder or crime; requests ambulances and tow trucks to report to the scenes of accidents; 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 renders first aid; issues summons; reports abandoned or damaged vehicles; investigates circumstances of crimes and questions witnesses; helps examine crime scenes to obtain clues and gather evidence; participates in training and practices in the use of firearms; answers citizen inquiries; arrests or assists in arrest of suspects; completes various forms and reports; verifies identity of accident victims taken to hospital.

### 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; ability to remember names, faces and details of incidents.

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.

