

Submit resume by going to www.cityofwaterlooia.com, clicking on Job Vacancies, reviewing the Equipment Operator I description and following directions to submit cover letter and resume. **We will not accept mailed, faxed, hand-delivered or directly emailed resumes.** Deadline to submit resume is Noon on Friday, September 28, 2018.

**CIVIL SERVICE NOTICE
CITY OF WATERLOO, IOWA
OPEN EXAMINATION

EQUIPMENT OPERATOR I**

DEPARTMENT : **PUBLIC WORKS - STREET**
SALARY : **\$24.72 beginning rate with \$1.00 increase after 6-month probation**
FLSA : **NON-EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **MUNICIPAL EMPLOYEES LOCAL #1177**

GENERAL STATEMENT OF DUTIES

Performs semi-skilled construction, street maintenance and labor functions such as pot hole patching, oiling, shoveling and raking asphalt, finishing concrete, setting concrete forms, directing traffic, erecting barricades, loading, hauling and plowing snow. The work is performed under the general direction of the Operations Supervisor and a Street Foreman. No supervisory responsibilities.

EXAMPLES OF ESSENTIAL FUNCTIONS
(Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Performs routine street repairs such as pot hole patching and oiling, and general maintenance and labor duties such as shoveling and raking asphalt, finishing concrete, setting concrete forms, directing traffic and erecting barricades.
2. Assists in preparation for winter by erecting snow fence, putting chains on tires and plows on trucks.
3. Assists in loading, hauling and plowing snow and operating sand/salt trucks during snow emergencies up to sixteen hours a day.
4. Participates in special service programs such as emergency storm damage clean up.
5. Fills and sets sandbags, erects barricades and assists in monitoring flood pumps during flood emergencies.
5. Cleans roadside ditches of brush with weed trimming equipment or chain saw.
6. Washes vehicles, changes tires, repairs, cleans up and paints City buildings and assists mechanics as needed.
7. Works in busy traffic areas, operating street maintenance vehicle or on foot.
8. Performs street maintenance and repairs in trenches and on uneven ground.
9. Operates heavy duty and rough-riding vehicles and equipment.
10. Lifts and carries items weighing up to one hundred pounds with assistance as needed.

11. Works outside in all weather conditions; works near moving vehicles and equipment and around mechanical hazards; operates equipment and tools that cause vibration; noise level is often loud; atmosphere may contain dust and traffic fumes; visibility might be poor.
12. Performs work of a repetitive nature and varied workload pace.
13. Works independently and with others with minimum supervision.
14. Attends work regularly at the designated place and time.
15. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City, and Street Department safety rules and regulations.
16. Performs all other related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Knowledge of traffic and safety rules.
2. Knowledge of occupational hazards associated with and the safety precautions necessary when working in busy traffic areas or extreme weather conditions.
3. Ability to read street signs, chemical hazard labels and written directions of supervisors.
4. Ability to safely operate a dump truck, snowplow, sand/salt truck, concrete saw, air hammer and other power tools.
5. Ability to work alone when operating snow removal equipment.
6. Ability to complete daily work sheets.
7. Ability to complete assigned work projects without direct supervision.

8. Ability to respond to questions and comments from the general public tactfully and politely.
9. Ability to communicate effectively and maintain working relationships with other City employees, supervisors and the public.
10. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. High school graduate/GED.
2. Minimum one year related street construction experience in all types of weather conditions and knowledge of the use of a wide variety of hand tools found in street construction and maintenance work

OR

- Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.
3. Iowa Class A or B Commercial Driver's License by equipment testing date and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation include habitual violator within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may

be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation including habitual violator within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient strength to perform assigned tasks.
2. Sufficient physical and mental stamina, to work up to 16 hours during snow or other weather emergencies.
3. Sufficient speech and hearing that permits the employee to communicate effectively with coworkers in person or over a radio.
4. Sufficient color vision, depth perception, distance and peripheral vision to safely operate vehicles and equipment in all weather conditions.
5. Sufficient dexterity to safely operate powered and manual street maintenance tools.
6. Sufficient hearing to understand verbal instructions, respond to questions from the public and hear traffic in work areas.
7. Sufficient personal mobility that permits the employee to operate required equipment safely in all types of weather and a variety of road conditions.

MISCELLANEOUS

1. Must wear personal protective equipment such as safety shoes, safety glasses, safety vest, hearing protection, gloves and hard hat.

2. Must comply with City of Waterloo Residency Policy for Critical Employees (physically reside within ten-mile radius of Waterloo City Hall-will be given reasonable compliance period as determined by department head). Must maintain a local telephone number in order to be contacted during emergencies.
3. Must submit to Department of Transportation requirements including pre-employment, post-accident, reasonable suspicion, random and return-to-duty/follow-up alcohol and drug testing.
4. Following a conditional offer of employment, the City of Waterloo requires a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
5. The City of Waterloo reserves the right to conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.
6. Must submit to and pass Civil Service examination procedures, including equipment test and panel interview.

WORK SCHEDULE

Will be assigned a shift that is 7:00 a.m.-3:00 p.m. or 3:00 p.m.-11:00 p.m. or 11:00 p.m.-7:00 a.m. Will generally work Monday through Friday with twenty-minute paid lunch. Will be required to respond to emergency calls on weekends, evenings and holidays. There may be significant overtime during severe snow emergencies or flooding.

Employees hired in this job classification may be cross-utilized in other City departments in emergency and non-emergency situations as determined by the workload. Consequently, hours of work, including starting and ending times, work schedule, rest periods, work duties etc. will vary depending on the department to which the employee is assigned.

EXAMINATION INFORMATION

EQUIPMENT EXAMINATION

Those applicants who meet the minimum qualifications and who have a good driving record based on City of Waterloo driver performance criteria will be required to participate in a driving test that will test skills in operating equipment used in this job classification. An individual must receive a minimum of eighty out of one hundred points to achieve a passing score on the equipment examination. This will be a pass/fail test. **City of Waterloo regular employees who presently hold a Class A or B Commercial Driver's License as a requirement for their job will not be required to participate in the equipment examination.**

ORAL EXAMINATION

Those applicants who pass the equipment examination will be required to appear before an oral examination panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the oral examination. The top applicants, as ranked by their scores on the oral examination, will be the individuals placed on the certified lists. Applicants who qualify as outlined and

who are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Iowa Code and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service-connected disability. Employment is contingent on passing a post job offer physical examination including a drug test. Failure to pass the physical or drug test will result in withdrawal of the employment offer.

TESTING DATE

All qualified candidates who apply by the deadline date will be notified of the time, place and date of the equipment and oral examinations.

A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.

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