

Submit resume by going to www.cityofwaterlooiaowa.com clicking on Job Vacancies, reviewing the Equipment Operator II 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, August 17, 2018.

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

**OPEN EXAMINATION
EQUIPMENT OPERATOR II
PUBLIC WORKS - STREET DEPARTMENT**

This may be an 11:00 p.m. – 7:00 a.m. shift after training is completed

DEPARTMENT : STREET
SALARY : \$25.77 per hour with \$1.00 increase after 6-month probation
FLSA : NON-EXEMPT
CIVIL SERVICE : INCLUDED
BARGAINING UNIT : MUNICIPAL EMPLOYEES LOCAL #177

GENERAL STATEMENT OF DUTIES

Performs skilled construction and street maintenance involving the safe operation of mixer, pulverizer/mixer, mechanical sweeper, end loader, grader, roller track excavator and wheeled backhoe and Equipment Operator I equipment such as snowplow, dump truck and salt/sand truck and Equipment Operator I functions such as pothole 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. Operates mixer, pulverizer/mixer, mechanical sweeper, end loader, grader, roller, track excavator and wheeled backhoe and Equipment Operator I equipment such as snowplow, dump truck and salt/sand truck.
2. Performs routine street repairs such as pothole 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.
3. Assists in preparation for winter by erecting snow fence, putting chains on tires and plows on trucks.
4. Assists in loading, hauling and plowing snow and operating sand/salt trucks during snow emergencies.

5. Participates in special service programs such as emergency storm damage clean up.
6. Assists in projects such as cleaning, mowing and maintenance of property.
6. Fills and sets sandbags, erects barricades and assists in monitoring flood pumps during flood emergencies.
7. Cleans roadside ditches of brush with weed trimming equipment or chain saw.
8. Washes vehicles, changes tires, repairs, cleans and paints City buildings and assists mechanics and welder as needed.
9. Works in busy traffic areas, operating street maintenance equipment or on foot.
10. Performs street maintenance and repairs in trenches and on uneven ground.
11. Performs work of a repetitive nature and varied workload pace.

12. Works independently and with others with minimum supervision.
13. Attends work regularly at the designated place and time.
14. Works outside in all weather conditions; works near moving vehicles and equipment; operates equipment and tools that cause vibration; noise level is often loud; atmosphere may contain dust and fumes from traffic.
15. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City and Public Works safety rules and regulations.
16. Performs all other related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Knowledge of traffic and safety rules.
2. Ability to safely operate specified equipment as well as dump truck, snowplow, sand/salt truck, concrete saw, air hammer and other power and hand tools used in street construction and maintenance work.
3. Knowledge of occupational hazards associated with and the safety precautions necessary when working in busy traffic areas or extreme weather conditions.
4. Ability to learn the City street layout.
5. Ability to read street signs, chemical hazard labels and written directions of supervisors.
6. Ability to work alone when operating snow removal equipment.
7. Ability to complete daily work sheets.
8. Ability to complete assigned work projects without direct supervision.
9. Ability to respond to questions and comments from the public tactfully and politely.
10. Ability to communicate effectively and maintain working relationships with other City employees, supervisors and the public.
11. Ability to work with people from a broad variety of social, economic, racial, ethnic and

educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. High school diploma/GED.
2. Minimum two years of related street construction experience in all types of weather conditions. Experience must be verifiable.

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

3. Valid Class A or B Commercial Driver's License 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 within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of ten 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 within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; three or more at-fault accidents 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 stamina, both physical and mental, to work double shifts during snow 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; sufficient dexterity to safely operate powered and manual street maintenance tools; sufficient hearing to understand verbal instructions, respond to questions from the public and hear traffic in work areas.
5. 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 hardhat.
2. Must comply with City of Waterloo Residency Policy for Critical Employees (must live within 10-mile radius of Waterloo City Hall within period as determined by department head). Must maintain a local telephone number where can be contacted quickly.
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. Must submit to and pass Civil Service examination procedures including an equipment test involving Street Department vehicles and equipment operated in this classification and a 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 generally caused by weather. There may be significant overtime during severe snow emergencies or flooding.

EXAMINATION INFORMATION

EQUIPMENT EXAMINATION

All qualified applicants who apply by the deadline date will be required to participate in an equipment examination that will test skills in operating equipment used in this job classification. An applicant must receive a minimum of 80 out of 100 points to achieve a passing score on the equipment examination. The equipment examination will count 60% of the overall test score.

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 applicant must receive a minimum average score of 60 points out of 100 to achieve a passing score on the oral examination. The oral examination will count 40% of the overall test score. The top applicants, as ranked by their scores as determined by combining 60% of the equipment examination score with 40% of the oral examination score will be the individuals placed on the certified lists. Appointment is contingent on passing a physical examination including a drug test and possession of a good driving record based on the City of Waterloo driver performance criteria. Applicants who qualify as outlined and who are full time regular employees of the City of Waterloo will 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 Code of Iowa 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.

TESTING DATE

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

A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.

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