

**CITY OF CARTER LAKE  
CURRENT JOB OPENINGS**

**Clerk's Assistant**

The City of Carter Lake is accepting applications for a part-time Clerk's Assistant (29 Hours). Qualified applicant will be proficient in Microsoft products, and have experience with general receptionist, secretarial, and bookkeeping skills. Applications are available at City Hall, 950 Locust St., Carter Lake, Iowa. Applications will be accepted until the position is filled.

**Mechanic/Maintenance worker**

Experience and skills needed to maintain various vehicles and equipment. Knowledge and/or experience in construction work as it relates to streets, water and sewer facilities and maintaining buildings. Must be knowledgeable in record keeping to keep current and adequate records on all vehicles and equipment. High School diploma or G.E.D. Must possess a current valid driver's license with the ability to obtain a commercial driver's license if needed. Applications are available at City Hall, 950 Locust St., Carter Lake, Iowa. Applications will be accepted until the position is filled. This is a full time position with access to all benefits.

**PUBLIC WORKS DIRECTOR**

The City of Carter Lake, IA (population 3,784), is very unique in that it is the only city in Iowa located on the west side of the Missouri River. Carter Lake is located south of Omaha Eppley Airport and across the river from Council Bluffs, Iowa.

The City of Carter Lake, Iowa, is seeking to fill the position of **Public Works Director**

The Public Works Director has the responsibility of planning organizing, directing, and coordinating activities of Public Works Department and participates in the routine maintenance, operation and construction of public works improvements for the City. Will be responsible to evaluate, plan, and direct the construction, operation, and maintenance needs of the City in public works programs including water, wastewater collection system, stormwater, and streets. Competitive salary to be determined based on experience and certifications, plus benefits.

To apply please submit Cover Letter, Resume, and Application by March 15, 2018, to:

City Clerk, Jackie Stender, 950 Locust Street, Carter Lake, IA 51510.

Or electronically to: [Jackie.Stender@carterlake-ia.gov](mailto:Jackie.Stender@carterlake-ia.gov)

**Please Note: Public Works Director Job Description is listed on the following pages**

# CITY OF CARTER LAKE

## JOB SPECIFICATION

**POSITION:** Public Works Director

**DEPARTMENT:** Public Works

**IMMEDIATE SUPERVISOR:** Mayor

### **DUTIES:**

Under general supervision, the purpose of the position is to supervise and manage the Public Works Department in planning, organizing, directing and coordinating activities to maintain the City's infrastructure, traffic control, street cleaning, right-of-way maintenance, snow removal operations; purchase capital equipment; and deliver capital improvements. This position is a working director.

### **Essential Functions:**

*This job requires the ability to perform the essential functions contained in the description. These include, but are not limited to, the following requirements. Reasonable accommodations may be made for otherwise qualified applicants unable to fulfill one or more of these requirements:*

1. Responsible for the supervision of the Public Works employees and organization of daily activities.
2. Operates snowplowing, sanding, and snow removal equipment during winter months, as needed.
3. Inspect streets, connections to the city sewer system, sidewalks, medians, drainage channels, monitors and performs maintenance on lift stations and traffic control devices and related facilities and equipment for needed maintenance and repairs.
4. Recommend the purchase of equipment and write equipment specifications.
5. Assists in preparing the Public Works budget in collaboration with City Clerk and Council. Monitors budget including reviewing and approving expenditures, when appropriate.
6. Assists in planning and coordinating snow removal plan, procedures, and schedules.
7. Coordinates projects with other affected City departments and with federal and state agencies to assure compliance of operations with federal and state laws and regulations.
8. Performs personnel evaluations and assists in employee recruitment, training, and discipline.
9. Maintains sign inventory maintenance program.
10. Responsible for requisitioning necessary materials, tools and supplies, as well as, maintaining an inventory of such.
11. Maintain harmony among workers and resolve grievances. Develop, coach and mentor staff.
12. Oversees construction and maintenance work to determine acceptability and conformance to standards; performs periodic inspections of all work in progress.

13. Utilizes critical thinking and exercises considerable discretion in the resolution of problems and in developing standards for activities.
14. Assists in reviewing and developing departmental procedures and regulations, as well helping to establish departmental goals and priorities.
15. Approves payroll, including allocation of overtime hours worked.
16. Prepares or directs the preparation of regular or special reports.
17. Prepares departmental budget.
18. Confers with and advises the City Council and others concerning public works matters and attends meetings as directed by the Mayor and or City Council.
19. Follows up on citizens questions or concerns in areas pertaining to public works.
20. Represents the city at various functions and serves as a liaison with outside agencies and the general public.
21. Assists in the planning, coordination, and management of public works activities to support Community special events.
22. Will be required to respond to trouble calls or other critical situations, maintaining accurate records and advising the Mayor, as needed. Trouble calls may occur at any time during a 24-hour period, seven days a week.
23. Performs specific duties as assigned by Mayor and other duties as directed or as the situation dictates.

### **Essential Physical and Environmental Demands**

*This job requires the ability to perform the essential functions contained in the description. These include, but are not limited to, the following requirements. Reasonable accommodations may be made for otherwise qualified applicants unable to fulfill one or more of these requirements:*

Work is generally performed both indoors and outdoors year round, periodically during inclement weather, work sites may be dusty, noisy and hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Hearing abilities must be correctable to level adequate to perform essential functions. Incumbents must have the ability to transport themselves to and from work sites and lift up to 75 pounds occasionally and as needed. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough terrain. Must be able to physically enter and exit confined spaces such as sanitary manholes or utility vaults. Incumbent must also be able to work from a ladder at heights greater than four (4) feet.

## **Education, Training, License, Certification and Experience**

1. Graduation from an accredited high school or GED.
2. Associates or Bachelor's degree preferred, in Construction Management, Construction, Engineering, or related field.
3. Must possess and maintain a valid Iowa driver's license.
4. Must possess or be able to acquire an Iowa DNR Water Distribution Grade 1 within 18 months of hire.
5. Five (5) years of public works or related experience.
6. Two (2) years supervisory experience, preferred.
7. The City may accept any equivalent combination of education and experience.

## **Knowledge, Skills and Abilities**

1. Ability to work a varying schedule, including evenings, weekends and holidays, when necessary.
2. Knowledge of materials, methods, practices and equipment used in municipal infrastructure maintenance and related activities.
3. Knowledge of practical elements in civil engineering as they relate to municipal infrastructure maintenance and traffic control.
4. Ability to conduct studies, prepare comprehensive reports and determine cost effective ways for construction and maintaining streets and related systems.
5. Ability to communicate clearly and concisely, both orally and in writing.
6. Ability to read and understand blue prints and schematics.
7. Basic computer skills, including knowledge of MS Office programs Outlook and Word; ability to learn other computer skills.
8. Ability to analyze situations and adopt an effective course of action.
9. Knowledge and understanding of municipal safety and health principles.
10. Ability to establish and maintain effective working relations with City officials, fellow employees, contractors, patrons and the general public.
11. Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time when called out on short notice due to weather conditions, emergencies and similar situations of public necessity.