City of Clinton
Job Announcement
Public Works Director

The City of Clinton, Iowa (population 26,885) is seeking a Public Works Director. This position is responsible for the supervision of the activities of the Streets, Solid Waste, Grounds, Facilities, Sewer Maintenance, and Fleet Maintenance Departments of the City. The Public Works Director plays an important role in creating and planning long-term programs that develop and aid the growth of the community.

Required qualifications include a Bachelor’s degree from an accredited college or university with major course work in business administration, public administration, or another related field of study, and eight years of supervisory experience in management of municipal public works functions, or a combination of education and experience that would likely provide the required knowledge and abilities. Applicants must be non-users of tobacco products, capable of passing a drug screen, and must pass a criminal background check. The selected candidate must reside in the City of Clinton within six months of employment.

Please see the job description for the Public Works Director for all qualification and duties.

The salary range for the position is $83,283 to $99,860, depending on qualifications.

To apply, please provide the following items no later than Friday, February 21, 2020 by 4:30 P.M.:

- City of Clinton Application for Employment
- Cover Letter
- Resume
- Three (3) Letters of Reference

An application packet will be deemed incomplete and not reviewed if all materials are not submitted. These items are to be submitted to:

City of Clinton
Attn: City Clerk
P.O. Box 2958
Clinton, IA 52733-2958

For questions, please call 563-242-2144 or email lisafrederick@cityofclintoniowa.us.

The City of Clinton is an Equal Opportunity Employer.
City of Clinton
Public Works Department
Public Works Director

Under the supervision of the City Administrator, the Public Works Director is an exempt position under the FLSA. The public works director supervises the activities of various departments in the public works sector. These departments include the streets, solid waste, grounds, facilities, sewer maintenance, and fleet maintenance departments of the city. The public works director plays an important role in creating and planning long-term programs that develop and aid the growth of the community.

Public Works Director Duties & Responsibilities
This job requires candidates to be able to perform responsibilities that include managerial and administrative duties such as the following:
- Monitor and oversee the physical facilities of the city.
- Analyze and assess proposals of the public works staff, and evaluate projects against budget.
- Monitor the work progress of staff and other employees on projects.
- Develop the protocol for hiring outside vendors.
- Create bid specifications and recommend specific vendors for projects.
- Ensure that all works are completed successfully by contractors, vendors, and other public staff members.
- Work includes determining overall goals, objectives, plans and policies to be followed in conducting departmental operations as well as developing capital and operating budgets.
- Work is performed with wide latitude in interpreting and applying policies, rules, and regulations.
- Work is performed under the executive direction of the City Administrator who reviews work for efficiency and effectiveness of operations.

Public Works Director Skills & Competencies
Candidates that possess the following skills may be able to perform more successfully in the job:
- Plans, coordinates, monitors, prioritizes and evaluates the programs and activities of the departments; supervises and directs departmental employees and service contractors engaged in a wide variety of activities to include but not limited to: land use planning, inspection, construction, maintenance, flood control and related tasks; responds to and resolves personnel complaints and problems; resolves union grievances; and maintains a productive work environment.
- Plans, directs and oversees financial resources of the department including development of the budget and expenditure of funds; seeks inter-governmental and external funding where available.
- Serves as consultant to the City Administrator and City Council; analyzes and reports to City Administrator and City Council the future public works needs of the City; oversees the review of plans for public and private improvements to determine compliance with standards and applicable regulations.
• Meets with public, developers, consultants and outside agencies to discuss public and private improvements, legal requirements, and related issues.
• Confers with the public, other city departments, and other governmental and private agencies on public works activities and problems; prepares memoranda and correspondence in relation to the activities of the department.
• Provides developers, contractors, and the general public with technical information related to development; works with and through the engineering department on engineering standards within the City.
• Represents the City at meetings, conferences, intergovernmental committees, and before other organizations.

Physical Demands and Working Environment
Work is performed primarily in the office but requires site visits which requires walking over rough terrain, bending, kneeling, stooping and lifting.

Typical Qualifications
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training
A Bachelor’s degree from an accredited college or university with major course work in business administration, public administration, or another related field of study.

Experience
Eight years supervisory experience in management of municipal public works functions that provides the following knowledge, abilities and skills:
• Thorough knowledge of the principles and practices of the public works organization and management.
• Ability to plan, organize, direct, coordinate, and evaluate the programs of the department.
• Ability to plan, direct and review major construction and capital improvement projects.
• Ability to communicate effectively - orally and in writing.
• Ability to establish and maintain effective working relationships with employees, elected and other city officials, contractors, and the public.

Licenses, Certification and Other Requirements
Possession of a valid driver’s license.

Residency Requirement
Resident of the City of Clinton within 6 months of hire.

Other Requirements
Non-user of tobacco products. Compliant with the Smoke Free Air Act.
Ability to pass a criminal background check.
Ability to pass a drug screen.
Supplemental Information
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

Environment
Work is primarily performed in a standard office environment and outdoors with some travel to different sites. Occasionally this position contains an element of risk to personal safety. Incumbents may be exposed to inclement weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may occasionally be exposed to extreme heat, extreme cold, and confined spaces; incumbents may be required to work extended hours including evenings and weekends; and may be required to travel outside city boundaries to attend meetings and trainings.

Physical
While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee occasionally is required to walk, run, stand; climb or balance; twist; and stoop and kneel, and crouch. The employee must occasionally lift and/or push, pull, lift, or carry up to 50 pounds.

Vision
Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Hearing
The noise level in the work environment is usually moderate.
The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.

Signature/Approval

__________________________________________  ____________
Employee                                    Date

__________________________________________  ____________
City Administrator                           Date
City of Clinton
An Equal Opportunity Employer

Application for Employment
Administration Department
611 South 3rd Street
Clinton Iowa 52732

We consider applicants for all positions without regard to race, color, creed, religion, gender, national origin, age, disability, marital status, or any other legally protected status.

GENERAL

Name_________________________________ Social Security No. ________-____-

Home Address__________________________________________________________

Home Phone________________________ Business Phone_____________________

Are you a citizen of the United States? Yes □ No □

If no, do you have a valid work permit? Yes □ No □

Are you 18 years old or older? Yes □ No □

Have you ever been employed or applied for employment with the City? Yes □ No □

If yes, when?________________________________________________________

Position____________________________________________________________

Do you have relatives employed by the City? Yes □ No □

If yes, Name________________________ Relationship________ Position________

In case of emergency, please contact____________________________________

Have you ever been convicted of a felony? Yes □ No □

If yes, explain nature of crime and date of conviction_____________________

Are you a veteran of the United States Military Service? Yes □ No □

Date of active duty____________________________________________________

WORK PREFERENCE

Position applying for:____________________ Date available for work:____________

Are you available and willing to work overtime? Yes □ No □

Are you available and willing to work shift work? Yes □ No □
Employment – Resumes will not be accepted in lieu of completion of this part or any part of this application.

If you are currently employed, may we contact your present supervisor?  Yes  No

Please start with the most recent employer.

1. Name of current/last employer
   Address
   Supervisor’s Name__________________________ Phone (____)  
   Starting Date__________________________ Ending Date__________________________  
   Starting Salary__________________________ per______ Ending Salary__________________________ per______  
   Hours per week__________________________  
   Job Title__________________________  
   Duties__________________________________________________________________________

   Reason for Leaving__________________________

2. Name of previous employer
   Address
   Supervisor’s Name__________________________ Phone (____)  
   Starting Date__________________________ Ending Date__________________________  
   Starting Salary__________________________ per______ Ending Salary__________________________ per______  
   Hours per week__________________________  
   Job Title__________________________  
   Duties__________________________________________________________________________

   Reason for Leaving__________________________

3. Name of previous employer
   Address
   Supervisor’s Name__________________________ Phone (____)  
   Starting Date__________________________ Ending Date__________________________  
   Starting Salary__________________________ per______ Ending Salary__________________________ per______  
   Hours per week__________________________  
   Job Title__________________________  
   Duties__________________________________________________________________________

   Reason for Leaving__________________________

4. Name of previous employer
   Address
   Supervisor’s Name__________________________ Phone (____)  
   Starting Date__________________________ Ending Date__________________________  
   Starting Salary__________________________ per______ Ending Salary__________________________ per______  
   Hours per week__________________________  
   Job Title__________________________  
   Duties__________________________________________________________________________

   Reason for Leaving__________________________
List any special skills in the operation of machinery or equipment.

EDUCATION – Are you a high school graduate or equivalent?  
Yes  [ ]  No  [ ]

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<th>School Name &amp; Address</th>
<th>Course of Study or Major</th>
<th>Type of Degree/Certificate Received</th>
<th>Dates Attended</th>
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If applicable, Typing Speed_____  Shorthand Speed_____

Do you possess any of the following licenses?  
Yes  [ ]  No  [ ]  If yes please check valid license.

Drivers License_________  Chauffeur License_________  Commercial License_________

List any special training (Short courses, workshops, etc.)

REFERENCES –

List the name, address, and phone number of three people with knowledge of your character, work experience, and skills or ability for the job you are applying for. Do not list relatives.

<table>
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<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>TELEPHONE</th>
<th>PLACE OF EMPLOYMENT</th>
<th>LENGTH OF AQUAINTANCE</th>
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All statements made on this application are true and correct. I understand that intentional false statements made on this application will eliminate me from further consideration for employment or will be grounds for dismissal. I authorize the City of Clinton, and all my previous employers, educational institutions, law enforcement agencies, and other organizations named in this application (with the exception of ______________________) to conduct or participate in an investigation of my personal background, work history, educational credentials and police record as may be necessary to verify the information provided in my employment application and to determine my fitness to hold the position for which I have applied.

_________________________________________  ______________________
Applicant Signature  Date
CITY OF CLINTON, IOWA

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

Last Name ___________________________________________ First Name ___________________________ Middle Name ___________________________

__/_____/____ _____/_____/____
Date of Birth Sex Social Security Number

I, ____________________________, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Clinton, Iowa, whether the said records are of a public, private or confidential nature, including criminal histories.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings) and other financial statements of records whenever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me; criminal arrest record; police driving record; and the recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the City of Clinton, Iowa. I also certify that any person(s) who may furnish such information in good faith concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the City of Clinton from any and all liability which may be incurred as a result of collecting such information.

I HEREBY SWEAR AND AFFIRM THAT EACH STATEMENT AND ALL INFORMATION IN OR SUPPLEMENTING THIS APPLICATION ARE COMPLETE, TRUE AND ACCURATELY RECORDED TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE, MISLEADING AND/OR INCOMPLETE INFORMATION ON THIS APPLICATION IS GROUNDS FOR EXCLUSION FROM THE SELECTION PROCESS OR DISCHARGE IF DISCOVERED SUBSEQUENT TO EMPLOYMENT.

A photocopy and/or fax of this release form will be valid as an original thereof, even though the said photocopy/fax does not contain an original writing of my signature.

I have read and fully understand the contents of the "Authorization for Release of Personal Information".

_________________________________________  ___________________________
Signature of Applicant                     Date

The City of Clinton, Iowa is an equal opportunity employer.
Iowa Division of Criminal Investigation  
Support Operations Bureau, 1st Floor  
215 E. 7th Street  
Des Moines, Iowa  50319  
(515) 725-6066  
(515) 725-6080  Fax

Clinton City Clerk's Office  
611 South 3rd Street  
Clinton  Iowa 52732  
(563) 244-3421  
Fax: (563) 244-3426

DCI Account Number: __________________________ (if applicable)

I am requesting an Iowa Criminal History Record Check on:

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<tr>
<th>Last Name (mandatory)</th>
<th>First Name (mandatory)</th>
<th>Middle Name (recommended)</th>
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<tr>
<th>Date of Birth (mandatory)</th>
<th>Gender (mandatory)</th>
<th>Social Security Number (recommended)</th>
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<td></td>
<td>□ Male</td>
<td>□ Female</td>
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Waiver Information: Without a signed waiver from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a waiver signature from the subject of the request.

Waiver Release: I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law.

Waiver Signature: __________________________________________

Iowa Criminal History Record Check Results

As of ________________, a search of the provided name and date of birth revealed:

☐ No Iowa Criminal History Record found with DCI

☐ Iowa Criminal History Record attached, DCI #______________

DCI initials__________

DCI-77 (08/25/10)
Waiver Information:

Iowa law does not require a waiver. However, without a signed waiver from the subject of the request any arrest over 18 months old, without a final disposition, cannot be released to a non-law enforcement agency.

Deferred judgments where DCI has received notice of successful completion of probation also cannot be released to non-law enforcement agencies without a signed waiver from the subject of the request.

If the “No Iowa Criminal History Record found with DCI” box is checked, it could mean that the information on file is not releasable per Iowa law without a waiver.

General Information:

The information requested is based on name and exact date of birth only. Without fingerprints, a positive identification cannot be assured. If a person disputes the accuracy of information maintained by the Department, they may challenge the information by writing to the address on the front of this form or personally appearing at DCI headquarters during normal business hours.

The records maintained by the Iowa Department of Public Safety are based upon reports from other criminal justice agencies and therefore, the Department cannot guarantee the completeness of the information provided.

The criminal history record check is of the Iowa Central Repository (DCI) only. The DCI files do not include other states’ records, FBI records, or subjects convicted in federal court within Iowa.

In Iowa, a deferred judgment is not considered a conviction once the defendant has been discharged after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain specified multiple offense crimes, i.e. second offense OWI. If a disposition reflects that a deferred judgment was given, you may want to inquire of the individual his or her current status.

A deferred sentence is a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.

Any questions in reference to Iowa criminal history records can be answered by writing to the address on the front of this form or calling (515) 725-6066 between 8:00 a.m. and 4:30 p.m., Monday - Friday.

REMINDER - (1) Send in a separate Request Form for each last name, (2) a fee is required for each last name submitted, (3) a completed Billing Form must be submitted with all request(s).

Iowa law requires employers to pay the fee for potential employees’ record checks.