



AGENDA
REGULAR MEETING OF THE NEVADA CITY COUNCIL
MONDAY, JUNE 14, 2021 – 6:00 P.M.
NEVADA CITY HALL, COUNCIL CHAMBERS – 1209 6TH STREET

Notice to the Public: The Mayor and City Council welcome comments from the public during discussion on agenda items. If you wish to speak, please complete a card found on the podium near this agenda and hand it to the City Clerk before the meeting. When your name is called, please step to the podium, state your name and address for the record, and speak. The Mayor may limit each speaker to five minutes. If you wish to present written materials and/or a signed petition in addition to your oral presentation, those materials need to be delivered to the City Clerk by noon on the Wednesday prior to the meeting to be included in the Council packet. The normal process on any particular agenda item is that the motion is placed on the floor, input is received from the audience, the Council is given an opportunity to comment on the issue or respond to the audience concerns, and the vote is taken. On ordinances, there is time provided for public input when recognized by the Chair. In consideration of all, if you have a cell phone, please turn it off or put it on silent ring. The use of obscene and vulgar language, hate speech, racial slurs, slanderous comments, and any other disruptive behavior during the Council meeting will not be tolerated and the offender may be barred by the presiding officer from further comment before the Council during the meeting and/or removed from the meeting. **The Council may be meeting in the Council Chambers, however, seating is very limited to ensure social distancing, all others are encouraged to participate via Zoom, so long as that option is available, due to the COVID-19 Pandemic.**

<https://us02web.zoom.us/j/87961733099?pwd=UERoTDIiUXZhcZlQI9ML0ZOeEI0dz09>

OR by phone: (312) 626-6799, (646) 558-8656, (301) 715-8592

Webinar ID: 879 6173 3099 Password: 287321

****If you would like to speak regarding an agenda item or during public forum prior arrangements are REQUIRED. Written documents may also be submitted.***

Please call City Hall at 515-382-5466 or email kwright@cityofnevadaiaowa.org by 4:00 p.m. Monday, June 14, 2021

1. Call the Meeting to Order
2. Roll Call
3. Approval of the Agenda
4. PUBLIC HEARING(S)
 - A. Proposal to Sell Certain Property located within the Amended and Restated Urban Renewal Area, Lot 3 of Airport Road, Plat 6
 1. Public Hearing
 2. Resolution No. 111 (2020/2021): A Resolution approving Disposition of Urban Renewal Property by and between the City of Nevada, Iowa and Developer and Authorization to Enter into a Purchase Agreement
5. Approval of CONSENT AGENDA (Any item on the Consent Agenda may be removed for separate consideration.)
 - A. Approve Minutes of the Regular Meeting held on May 24, 2021
 - B. Approve Payment of Cash Disbursements, including Check Numbers 75790-75902 and 946-954 Electronic Numbers (Inclusive) Totaling \$537,761.32 (See attached list)
 - C. Approve Iowa DOT 5-year Maintenance/Repair Agreement
 - D. Approve Schindler Elevator Upgrade Order Agreement for \$7,821.00
 - E. Approve Fiscal Year 2021/2022 Retail Cigarette/Tobacco Permits for:

1. Renewal - Fareway Store, #426, 1505 South B Avenue
2. Renewal - Casey's General Store #2306, 1138 Lincoln Highway
3. Renewal - Casey's General Store #3319, 1800 South B Avenue
4. Renewal - Good & Quick Co, 519 Lincoln Highway
5. Renewal - Dollar General Store #1536, 1705 South B Avenue

6. MAYOR'S APPOINTMENTS

- A. Approve Re-Appointments of the following Board/Commission Recommendations
 1. Board of Adjustment – Reappoint Greg Madsen
 2. Planning & Zoning – Reappoint Paul Malefski
 3. Historic Preservation Commission – Reappoint Barbara Howard and John Hall
 4. Library Board – Reappoint Priscilla Gammon

7. PUBLIC FORUM: Time set aside for comments from the public on topics of City business other than those listed on the agenda – no action may be taken. (Please keep your comments to five minutes or less.) This is an opportunity for members of the audience to bring to the Council's attention any item not listed on the agenda. Comments are limited to five (5) minutes per citizen, and the City will notify citizens when their time has expired. Speakers may not yield their times to others, and as a general rule this is not a time for exchange of questions. The Mayor has the authority to reduce the time allowed for comment in accordance with the number of persons present and signed up to speak.

A. Presentation of Officer of the Year Award, Officer Ryan Hutton

B. Juneteenth Day Proclamation

8. OLD BUSINESS

- A. Approve Pay Request No. 12 for the Central Business District Project from Con-Struct Inc. in the amount of \$495,239.64
- B. Approve Pay Request No. 5 and No. 6 for the Wastewater Treatment Facility, Phase 1 from Wenthold Excavating in the amount of \$247,453.91 (#5) and \$220,604.96 (#6)
- C. Discussion and Appropriate Follow-up on Request to reduce a portion of the sewer charge on 414 E Avenue

9. NEW BUSINESS

- A. Resolution No. 112 (2020/2021): A Resolution approving Updated Job Descriptions and New Evaluation Tool for all Employees
- B. Ordinance No. 1018 (2020/2021): An Ordinance Amending Chapter 15 and 17, Mayor and Council Compensation
- C. Approve Purchase of 8 Sets of Fire Turnout Gear for the Fire Department

10. REPORTS – City Administrator/Mayor/Council/Staff

11. ADJOURN

The agenda was posted on the official bulletin board on June 10, 2021, in compliance with the requirements of the open meetings law.

Posted June 10, 2021

E-Mailed June 10, 2021

W:\OFFICE\COUNCIL\AGENDAS-COUNCIL\2020-2021\2021-06-14.DOC



AGENDA MEMO
REGULAR MEETING OF THE NEVADA CITY COUNCIL
MONDAY, JUNE 14, 2021 – 6:00 P.M.
NEVADA CITY HALL, COUNCIL CHAMBERS – 1209 6TH STREET

4. PUBLIC HEARING(S)

- A. Proposal to Sell Certain Property located within the Amended and Restated Urban Renewal Area, Lot 3 of Airport Road, Plat 6Public Hearing
 - 1. Resolution No. 111 (2020/2021): A Resolution approving Disposition of Urban Renewal Property by and between the City of Nevada, Iowa and Developer and Authorization to Enter into a Purchase Agreement
Enclosed you shall find the resolution to approve the disposition of 51.20 acres at Lot 3 of Airport Road, Plat 6. Staff recommends approval.

8. OLD BUSINESS

- A. Approve Pay Request No. 12 for the Central Business District Project from Con-Struct Inc. in the amount of \$495,239.64. **Enclosed you shall find the pay request from Con-Struct for the CBD Project. HR Green and staff have reviewed and recommend approval.**
- B. Approve Pay Request No. 5 and No. 6 for the Wastewater Treatment Facility, Phase 1 from Wenthold Excavating in the amount of \$247,453.91 (#5) and \$220,604.96 (#6). **Enclosed you shall find the pay requests from Wenthold Excavating. HR Green and staff have reviewed and recommend approval.**
- C. Discussion and Appropriate Follow-up on Request to reduce a portion of the sewer charge on 414 E Avenue. **Enclosed you shall find a request from Dolly Pearce to credit a portion of her sewer charges due to water not going down the drain.**

9. NEW BUSINESS

- A. Resolution No. 112 (2020/2021): A Resolution approving Updated Job Descriptions and New Evaluation Tool for all Employees. **Enclosed you shall find a resolution approving the revised job descriptions and a new evaluation tool. Also enclosed are the revised job descriptions and tool for review. Staff has reviewed and recommend approval.**
- B. Ordinance No. 1018 (2020/2021): An Ordinance Amending Chapter 15 and 17, Mayor and Council Compensation
Enclosed you shall find an Ordinance amending the compensation for the mayor and council members. Also enclosed is a compensation survey of other cities. The compensation has not been changed in many years.
- C. Approve Purchase of 8 Sets of Fire Turnout Gear for the Fire Department
Enclosed you shall find an action form giving the history, details and options.

RECEIVED
JUN 01 2021
CITY OF NEVADA

Proof Of Publication in
NEVADA JOURNAL

Item # 4A
Date: 6/14/21

CITY OF NEVADA
1209 6TH STREET
NEVADA, IA 502010530

STATE OF IOWA, STORY COUNTY

I, Amy Kokott, on oath depose and say
that I am the Legal Clerk of NEVADA JOURNAL, a weekly
newspaper, published at Ames, Story County, Iowa that the
annexed printed:

CITY OF NEVADA
Public Hearing Notice- Proposed Sale of Property

was published in said newspaper 1 time(s) on

May 27, 2021

the last day of said publication being the
27th day of May, 2021

Amy Kokott
Legal Clerk

Nancy Heyrman
Notary Public, State of Wisconsin, County of Brown

5.15.23
My commission expires

sworn to before me and subscribed in my presence by this the
27th day of May, 2021

FEE: \$29.93
AD #: 0001405797
ACCT: 37490

NANCY HEYRMAN
Notary Public
State of Wisconsin

#1405797
NOTICE OF PUBLIC HEARING ON
PROPOSED SALE OF PROPERTY

The City Council of the City of Nevada, Iowa, will conduct a public hearing on the Proposal to Sell the Property on the 14th Day of June 2021, at its meeting set to begin at 6:00 o'clock P.M. in the Council Chambers, City Hall, 1209 6th Street, Nevada, Iowa, to hear public comment on the proposed sale of the area in the City of Nevada, Story, County, Iowa and legally described as follows:

Lot 3 of Airport Road, Plat 6 in the City of Nevada, Story County, Iowa

Said Tract of Land being subject to and together with any and all easements of record.

Said Tract of Land contains 51.20 Acres

Due to federal and state government recommendations in response to COVID-19 pandemic conditions, the meeting may also be accessible electronically via Zoom at the following:
<https://us02web.zoom.us/j/87961733099?pwd=UERoY0lUXZhc2ZlQl9ML0ZOeElOdz09>

Or by Phone: (312) 626-6799, Webinar ID: 879-6173-3099 Password: 287321

It is your privilege to attend said hearing to express your views concerning the proposed changes, or you may submit your comments in writing to the City Clerk not later than 4:00 o'clock P.M. on the 14th Day of June, 2021. At the conclusion of the Public Hearing, the City Council may determine to dispose of the Property to the Developer, or in the event additional proposals are received, to the developer whose proposal, if carried out, would be in the best interests of the City in light of the Plan and development objectives of the City. Additional information available at City Hall.

CITY OF NEVADA, IOWA
Kerin Wright, City Clerk

Published in the Nevada Journal
on May 27, 2021 (1T)

RESOLUTION NO. 111 (2020/2021)

**A RESOLUTION APPROVING DISPOSITION OF URBAN RENEWAL PROPERTY AND
AUTHORIZING EXECUTION OF AN OPTION TO PURCHASE REAL PROPERTY BY AND
BETWEEN THE CITY OF NEVADA, IOWA AND DEVELOPER**

WHEREAS, by Resolution No. 046 (2012/2013), adopted December 12, 2012, this Council found and determined that certain areas located within the City are eligible and should be designated as an urban renewal area under Iowa law, and approved and adopted the Amended and Restated Urban Renewal Plan; and

WHEREAS, the Plan provides, among other things, for the disposition of property to promote commercial and industrial development in the Urban Renewal Area; and

WHEREAS, the City has received an initial proposal from AK System Solutions and its subsidiaries (the "Developer") which details the acquisition and development of certain real property currently owned by the City and located in the City of Nevada, Story County, Iowa to establish a storage warehouse facility as anticipated by the Plan, for the purchase price of \$15,000 per acre. The property is legally described as:

LOT 3 OF AIRPORT ROAD, PLAT 6 IN THE CITY OF NEVADA, STORY
COUNTY, IOWA

SAID TRACT OF LAND BEING SUBJECT TO AND TOGETHER WITH ANY AND
ALL EASEMENTS OF RECORD.

SAID TRACT OF LAND CONTAINS 51.20 ACRES (the "Property"); and

WHEREAS, the City has prescribed and followed reasonable competitive procedures and extended a full and fair opportunity to all developers interested to submit a proposal for the disposition of the Property in accordance with the statutory requirements of Chapter 403, Code of Iowa, and particularly section 403.8; and

WHEREAS, the City received no additional offers for the Property; and

WHEREAS, the City held a public hearing on June 14, 2021 in accordance with Iowa Code §364.7 to dispose of the real property; and

WHEREAS, upon approval of this proposed sale, the City would negotiate an option purchase agreement to provide that, as a condition precedent to the Developer's purchase of the Property from the City, the Developer would enter into a development agreement with the City regarding the development of the Property, upon terms and conditions acceptable to the City;

WHEREAS, this Council has determined that the option purchase agreement and proposed sale of the Property is in the best interests of the City and the residents thereof and the performance by the City of its obligations thereunder is a public undertaking and purpose and in furtherance of the Plan and the Urban Renewal Law.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NEVADA, IOWA:

1. The City Council hereby determines that the potential disposal of the Property to the Developer, as set forth in their proposal, will benefit the health, safety, welfare of, and is in the best interests of the residents of the City.

2. The Mayor and City Administrator, with advice from the City Attorney, are hereby authorized and directed to negotiate an option purchase agreement to with the Developer to provide that, as a condition precedent to the Developer's purchase of the Property from the City, the Developer would enter into a development agreement with the City regarding the development of the Property within six (6) months of this Resolution, upon terms and conditions acceptable to the City.

3. The proposal of the Developer represents the best interests of the City with respect to the development of the Property, and the proposal of the Developer is hereby accepted and approved with the conditions set forth herein.

4. The Mayor and City Administrator, with advice from the City Attorney, are hereby authorized and directed to execute such documents as may be necessary to carry out the disposition of the Property.

5. All resolutions or parts thereof in conflict herewith are hereby repealed.

PASSED AND APPROVED this 14th day of June, 2021.

Brett Barker, Mayor

Attest:

Kerin Wright, City Clerk

Moved by Council Member __, seconded by Council Member __, that Resolution No. 111 (2020/2021) be adopted.

AYES: —
NAYS: —
ABSENT: —

The Mayor declared Resolution No. 111 (2020/2021) adopted.

I hereby certify that the foregoing is a true copy of a record of the adoption of Resolution No. 111 (2020/2021) at the regular Council Meeting of the City of Nevada, Iowa, held on the 14th day of June, 2021.

Kerin Wright, City Clerk

NEVADA CITY COUNCIL - MONDAY, MAY 24, 2021 6:00 P.M.

1. CALL TO ORDER

The City Council of the City of Nevada, Iowa, met for a meeting in the Council Chambers of Nevada City Hall located at 1209 6th Street, Nevada, Iowa. Mayor Brett Barker, convened the meeting at 6:00 p.m. on Monday, May 24, 2021, pursuant to the rules of the Council. The agenda was posted on the official bulletin board in compliance with the open meeting law.

2. ROLL CALL

The roll was called indicating the following named Council Members present and absent. Present: Jason Sampson, Dane Nealson, Sandy Ehrig, Luke Spence, Barb Mittman. Absent: Brian Hanson.

Staff Present: Erin Clanton, Jordan Cook, Kerin Wright, Tim Hansen, Jeremy Rydl, Ray Reynolds, Ric Martinez, Larry Stevens and Mike Roth.

Also in attendance were: Karen Selby, Linda Griffith, Emily Schwicherath and John Hall.

3. APPROVAL OF AGENDA

Motion by Jason Sampson, seconded by Dane Nealson, to approve the agenda. After due consideration and discussion the roll was called. Aye: Sampson, Nealson, Mittman, Spence, Ehrig. Nay: None. The Mayor declared the motion carried.

4. PUBLIC HEARING(S)

A. FY20/21 Budget Amendment #2

1. Public Hearing – Public hearing regarding the FY21 Budget Amendment #2

At 6:00 p.m. Mayor Barker announced that this is the time and place set for a public hearing as advertised in the Nevada Journal on May 6, 2021. The public hearing is for the FY21 Budget Amendment #2.

There were no written or oral objections to the aforementioned recommendation. The Public Hearing was closed at 6:01 p.m.

2. Resolution No. 106 (2020/2021): A Resolution approving the FY20/21 Budget Amendment #2

Motion by Luke Spence, seconded by Barb Mittman, to adopt Resolution No. 106 (2020/2021). After due consideration and discussion the roll was called. Aye: Spence, Mittman, Nealson, Sampson, Ehrig. Nay: None. The Mayor declared the motion carried.

B. Proposed Development Agreement with M&R Properties, Iowa LLC

1. Public Hearing – Proposed Development Agreement with M&R Properties Iowa, LLC

At 6:01 p.m. Mayor Barker announced that this is the time and place set for a **public hearing** as advertised in the Nevada Journal on **May 13, 2021**. The public hearing is **for the proposed development agreement with M&R Properties Iowa, LLC.**

There were **no written or oral objections** to the aforementioned recommendation. Public Hearing closed at 6:02 p.m. The proposed Development Agreement with M&R Properties Iowa, LLC, will be reviewed at the June 14th regular City Council meeting.

5. Approval of CONSENT AGENDA (Any item on the Consent Agenda may be removed for separate consideration.)

Motion by Luke Spence, seconded by Sandy Ehrig, to **approve the following consent agenda items:**

- A. Approve Minutes of the Regular Meeting held on May 10, 2021
- B. Approve Payment of Cash Disbursements, including Check Numbers 75686-75786 and Electronic Numbers 939-944 (Inclusive) Totaling \$805,848.07 (See attached list)
- C. Approve Financial Reports for Month of April, 2021
- D. Approve Renewal of Class "E" Liquor License (LE), Wine, Beer and Sunday Sales for Casey's General Store #2306, 1138 Lincoln Hwy, Effective July 1, 2021
- E. Approve Renewal of Class "C" Liquor License, Outdoor Service and Sunday Sales Permit for Keith Tillotson d/b/a/ Sports Bowl, 1229 12th Street, Effective June 3, 2021
- F. Approve recommendation for Probationary Firefighter Status for Zach Larson
- G. Resolution No. 107 (2020/2021) Approving Amendment to the Story County Hazard Mitigation Plan
- H. Resolution No. 108 (2020/2021) Approving Local Match Resolution for the Hazard Mitigation Grant Program
- I. Approve Human Service Agreements for Fiscal Year 2020/2021:
 1. Assault Care Center Extending Shelter and Support - \$1,058
 2. Boys & Girls Club of Story County - \$2,420
 3. Central Iowa RSVP - \$1,335
 4. Community and Family Resources - \$1,580
 5. Good Neighbor Emergency Assistance - \$2,286
 6. Good Samaritan Fund - \$2,875
 7. Harmony Clothing Closet - \$1,184
 8. Heartland Senior Services - \$1,670
 9. Legal Aid Society of Story County - \$3,471
 10. Mid-Iowa Community Action - \$1,715
 11. Nevada Community Band - \$699
 12. Nevada Community Resource Center - \$21,740
 13. Nevada Parent Teacher Association - \$799
 14. Raising Readers in Story County - \$1,120
 15. Salvation Army - \$3,240
 16. YSS of Eastern Story County/Rosedale Shelter - \$6,592

After due consideration and discussion the roll was called. Aye: Spence, Ehrig, Mittman, Neilson, Sampson. Nay: None. The Mayor declared the motion carried.

6. PUBLIC FORUM

- A. Mayor Barker swore in Probationary Volunteer Firefighter Zach Larson
- B. Emily Schwickerath, representing Congressman Randy Feenstra's office, appeared before council to make introductions and provide contact information.

7. OLD BUSINESS

- A. Ordinance No. 1017 (2020/2021): An Ordinance Amending the City Code of Nevada, Iowa by Adding Chapter 114, Electric Transmission Franchise with ITC Midwest LLC, third reading

Motion by Jason Sampson, seconded by Sandy Ehrig, to **adopt Ordinance No. 1017 (2020/2021), third and final reading.** After due consideration and discussion the roll was called. Aye: Sampson, Ehrig, Mittman, Nealson, Spence. Nay: None. The Mayor declared the motion carried.

- B. Approve Change Order No. 5 for the Central Business District Infrastructure Project from Con-Struct, Inc., in the amount of \$14,604.89

Motion by Barb Mittman, seconded by Luke Spence, to **approve Change Order No. 5 for the Central Business District Infrastructure Project from Con-Struct, Inc., in the amount of \$14,604.89.** After due consideration and discussion the roll was called. Aye: Mittman, Spence, Ehrig, Nealson, Sampson. Nay: None. The Mayor declared the motion carried.

- C. Discussion and Appropriate Follow Up on COVID-19 Pandemic Policies
 - 1. Resolution No. 109 (2020/2021): A Resolution Repealing the Facemask Policy and amending the COVID-19 Policy

Motion by Luke Spence, seconded by Sandy Ehrig, to **adopt Resolution No. 109 (2020/2021).** After due consideration and discussion the roll was called. Aye: Spence, Ehrig, Mittman, Nealson, Sampson. Nay: None. The Mayor declared the motion carried.

8. NEW BUSINESS

- A. Resolution No. 110 (2020/2021): A Resolution approving Master Agreement for Online Payment and Processing, Application Development and Website services with NIC Iowa for the City of Nevada and Parks and Recreation Concessions and authorize the City Clerk to electronic sign the documents

Motion by Jason Sampson, seconded by Dane Nealson, to **adopt Resolution No. 110 (2020/2021).** After due consideration and discussion the roll was called. Aye: Sampson, Nealson, Spence, Ehrig, Mittman. Nay: None. The Mayor declared the motion carried.

- B. Approve Special Class C 5-Day Liquor License for Story County 4-H Fair Association, 220 H Avenue, Effective June 16, 2021 to June 21, 2021

Motion by Dane Nealson, seconded by Luke Spence, to **approve Special Class C 5-Day Liquor License for Story County 4-H Fair Association, effective June 16, 2021**

to June 21, 2021. After due consideration and discussion the roll was called. Aye: Nealson, Spence, Ehrig, Mittman, Sampson. Nay: None. The Mayor declared the motion carried.

C. Approve New Application for 2021 Garbage/Waste Hauler License for Jerry's Sanitation

Motion by Barb Mittman, seconded by Luke Spence, to approve New Application for 2021 Garbage/Waste Hauler License for Jerry's Sanitation. After due consideration and discussion the roll was called. Aye: Mittman, Spence, Ehrig, Nealson, Sampson. Nay: None. The Mayor declared the motion carried.

9. REPORTS:

Mayor Barker discussed the possibility of a date for an upcoming workshop. He reported on the phase for the Vision 2040. A date was set for June 12th for an in-person Coffee with the Council at 9:00 a.m. at Farmgrounds if available. Consensus of the council was to remove the plexiglass from the council chambers when possible.

Council Member Nealson reported the Run Country Fest & 5K event went well.

Park and Rec Director Hansen reported staff will be training for the pool.

City Engineer Stevens updated council on the projects. West F Subdivision will have a final walk through this week. South Glen has been paved and sidewalks installed. They are working with USDA to provide permits so they can begin construction at their site. He also advised council Casey Patton has resigned and will not be taking over for him. City Engineer Roth noted the 60% Review for the Wastewater Treatment Facility is scheduled for Wednesday at 3 p.m.

City Clerk Wright advised the audit is being finalized but may not be completed by the June 1 date. With the passage of the TIF bill Nevada will be on the sliding scale of 4 years for the phase out of the backfill. Collecting data for our annual EMMA Reporting on our bonds.

10. ADJOURNMENT

There being no further business to come before the meeting, motion by Dane Nealson, seconded by Jason Sampson, to adjourn the meeting. Following voice vote, the Mayor declared the motion carried at 6:30 p.m. the meeting adjourned.

Brett Barker, Mayor

ATTEST:

Kerin Wright, City Clerk

Published: _____
Council Approved: _____

Item # 53
Date: 6/14/21

CITY OF NEVADA
CLAIMS REPORT FOR JUNE 14, 2021
5/25/21 THUR 6/14/21

VENDOR	REFERENCE	AMOUNT	CHECK #
GREAT WESTERN BANK	REC-UMPIRE BCKGRD CK	2,108.53	946
WAGeworks	FSA 2020 PAYMENT	171.46	953
AMAZON	WWT-SUPPLIES	484.48	75790
GOOD AND QUICK	PKM-TIRE RPR	90	75837
GALLS INC	FD-UNIFORM	127.98	75844
UTILITY SERVICE CO	WTR-PLANT TANK	10,734.08	75871
CRITICAL HIRE	PD-DOBSON/SHELTON/DICKS	60	75889
FAREWAY	4PLX-CONCESSIONS	29.47	75821
GRAINGER	WWT-SUPPLIES	665.32	75831
IA STATE READY MIX	WWT-CONCRETE	2,329.57	75832
NEVADA COMM SCHOOL	ALL-FUEL	3,083.35	75836
PEPSI BEVERAGE CO	4PLX-CONCESSIONS	1,125.80	75875
MYERS, LAURA	PD-MARCINIAC/SYDNES/DICKS/	1,375.00	75888
MENARDS - AMES	POOL-SUPPLIES	404.9	75890
IA FINANCE AUTHORITY	WWTF PHASE 2	4,519.41	947
IA FINANCE AUTHORITY	WWTF PHASE 1	1,711.41	948
PRATT SANITATION	ALL-GARBAGE SVC	900	75824
MIDIOWA NET	PKA/PKM-INTERNET	82.5	75845
JMT TRUCKING	STS-TRUCKING	224.38	75891
VAN WALL	PKM-JD 2 OF 3	13,749.14	75825
WAGeworks	FSA 2020 PMT	501.45	949
TREASURER STATE OF IA	SALES TAX 5/16-31/2021	1,824.69	950
EFTPS	FED/FICA TAX	23,960.36	951
WAGeworks	FSA 2020 PMT	812.4	952
EFTPS	FED/FICA TAX	1,527.62	954
ALLIANT	CH-UTILITIES	7,669.39	75787
NEVADA POSTMASTER	UTILITY POSTAGE	854.68	75788
USA BLUEBOOK	WWT-TRIODE	216.48	75789
WELLMARK BLUE CROSS BLUE	HEALTH 6/2021	26,924.93	75791
DELTA DENTAL OF IA	DENTAL 6/2021	2,825.88	75792
FIDELITY SECURITY LIFE	VISION 6/2021	725.4	75793
NEVADA HARDWARE	CBD-OLBERDING WTR	3,476.64	75795
ICMA	DEFERRED COMP	920	75805
COLLECTION SERVICES CTR	CHILD SUPPORT	832.24	75806
GREAT WESTERN BANK	HSA	329.99	75807
BEN FRANKLIN	POOL-SUPPLIES	16.35	75819
BROWN SUPPLY	WTR-CURB BOX RODS	101	75820
HAWKINS INC	WTR-AZONE 15	3,121.00	75822
ALLIANT	ALL-UTILITIES	23,007.31	75823
SCHENDEL PEST CONTROL	4PLX-PEST CONTROL	255	75826
FELD EQUIPMENT CO	FD-E SPOT LITEBOX	887.7	75827
CAPITAL SANITARY SUPPLY	PKM-SUPPLIES	1,644.27	75828

ARNOLD MOTOR SUPPLY	STS-FILTERS	473.29	75829
IA ONE CALL	WTR/WW-ONE CALL	155.1	75830
LOWE'S	REC-BUNGEEES	37.9	75833
STORY CO TREASURER	POOL-INSPECTION	568	75834
VERIZON	PD-CAR COMP	557.6	75835
INTL ASSOC OF FIRE CHIEF	FD-ELLIOTT TRNG	2,397.00	75838
SANDRY FIRE SUPPLY	EMS-CLOTHING	5,713.23	75839
STOREY KENWORTHY	WTR/WWT-LOGO	2,025.50	75840
HALLETT MATERIALS	CEM-GRAVEL	125	75841
IA PRISON INDUST	PD-#619 ILEA CLOTHING	230	75842
ACCO	POOL-CHLORINE	3,487.99	75843
IA LAW ENFORCEMENT ACAD	PD-SYDNES ILEA	7,000.00	75846
TOYNE INC	FD-LIGHT #210	37.02	75847
SCOTT'S SALES	PD-WASH CARDS	1,000.00	75848
NEWSOME PLUMBING	POOL-REPAIRS	2,302.23	75849
STAPLES ADVANTAGE	STS-INK	532.23	75850
HYDRO KLEAN	WT-TELEVISION	3,973.85	75851
WINDSTREAM	ALL-UTILITIES	2,055.65	75852
REGION V PLANNING COMMI	FDPD-SUPPLIES	768.3	75853
HR GREEN	WWTF PHASE 2 CONST	179,722.75	75854
MIDWEST BREATHING AIR	FD-CASCADE SYSTEM RPR	943.66	75855
BRICK GENTRY	ALL-LEGAL	12,970.00	75856
CLOUSER PLUMBING	POOL-REPAIR	975	75857
DAVE GRYP CONSTRUCTION	STS-GUARDRAIL REPAIR	6,785.50	75858
ELSMORE SWIM SHOP	POOL-SWIMWEAR	564	75859
J & M DISPLAYS	2021 FIREWORKS	8,500.00	75860
ZIMCO	PKM-HERBICIDE	1,083.76	75861
JETCO	WTR-WELL 7 PANEL	6,985.10	75862
WCI POOLS AND SPAS	POOL-SUPPLIES	153.46	75863
MISSISSIPPI LIME	WTR-QUICKLIME	6,720.54	75864
JOHNSON CONTROLS	WTR-SECURITY	250	75865
WILLIAMSON ELEC	PKM-SCORE RPRS	1,810.42	75866
TAC 10	PD-TAC RENEWAL	688	75867
CONSTRUCTION MATERIALS	CBD IMPROVEMENTS	271	75868
TITAN MACHINERY	STS-FILTERS	108.5	75869
TURNER SERVICE	WTR-VALVE EXERCISE	3,020.00	75870
ZEBEC OF NORTH AMERICA	POOL-TUBES	394.34	75872
MEDIACOM	ALL-INTERNET SVC	414.9	75873
NEVADA SENIORS	WTR/WWT-UTILITY BILLING	225	75874
PETERSEN MFG.	PKM-BENCH/PLAQUE	1,475.00	75876
CIZMADIA, JOSH	PD-REIMB	32.84	75877
IA SPORTS TURF MNGT	PKM-MOUSEL RENEWAL	75	75878
WEX BANK	ALL-GAS CARDS	1,927.36	75879
BMI	ED-COMM MUSIC	368	75880
CRAIG CARROLL STUDIO	PD-HENDERSON PHOTOS	105	75881
RACOM CORPORATION	FD-RADIO CONTRACT	3,647.52	75882
BORTON, TY	WTR-RECERT REIMB	60	75883

MARTIN BROS DIST	4PLX-CONCESSIONS	2,247.20	75884
ALLIED SYSTEMS	WWT-PUMP RPR	1,595.50	75885
MARCO	22623 LIB PUBLIC	799	75886
DOG WASTE DEPOT	PKM-DOG WASTE BAGS	200.33	75887
IA DEPT OF PUBLIC SAFETY	PD-ON-LINE WARRANTS	300	75892
CENTRALSQUARE TECH	PD-ANNUAL MAINT FEE	25,077.40	75893
HMA FIRE LLC	FD-SUPPLIES	1,536.55	75894
CELENTANO, MATT	EMS-TRNG REIMB	80	75895
LOGOED APPAREL & PROMOTIONS	EMS/FD-CLOTHING	811.82	75896
SAFE BUILDING LLC	P&Z-INSPECTION SVCS	830.29	75897
MATHESON TRI-GAS INC	POOL-FLOW REGULATOR/HEATER	1,624.92	75898
MUNICIPAL PIPE SERVICES	CBD PROJ-LINESTOP	2,600.00	75899
CARRICO AQUATIC RES	POOL-REPAIR	897.23	75900
AMERICAN PUBLIC WORKS ASC	STS-MEMBERSHIP	360	75901
13 FIFTY APPAREL	PD-REFLECTIVE BEANIES	393.15	75902
	Accounts Payable Total	459,481.49	
	Payroll Checks	78,279.83	
	***** REPORT TOTAL *****	537,761.32	
	GENERAL	191,971.89	
	HOTEL MOTEL	7,000.00	
	ROAD USE TAX	30,589.00	
	LOCAL OPTION SALES TAX	4,494.21	
	NORTH STORY BASEBALL	653	
	PARK OPEN SPACE	1,475.00	
	4TH OF JULY TRUST	1,500.00	
	CBD DOWNTOWN IMPR	8,726.01	
	LINC HWY-W 18TH ST INTSCT	53.01	
	WATER	51,816.48	
	WATER CAPITAL REVOLVING	10,734.08	
	JORDAN WELL	728	
	SEWER	42,087.47	
	SEWER SRF REVOLVING	6,230.82	
	SEWER CAP IMP PROJECT	116,395.14	
	SRF SPONSORED PROJECT	43,073.50	
	REVOLVING FUND	18,748.40	
	FLEX BENEFIT REVOLVING	1,485.31	
	TOTAL FUNDS	537,761.32	

Vendor # 1170

20210522

Electronic Pymt #

GREAT WESTERN PURCHASING "P" CARD TRANSACTIONS

PRESENTED AT COUNCIL MEETING 05/10/2021 W/CLAIMS

<u>Tran Date</u>	<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u>Invoice #</u>	<u>ACCOUNT</u>
4/27/2021	Coderubik	REC, Polls for pages	96.00	ch01kw	001-430-6599
4/28/2021	Recreation Supply Company	POOL, Inlets	65.41	W16675	001-435-6398
4/29/2021	Big Frog Supply	4PLX, rotor	378.00	1051690	001-432-6341
5/3/2021	Active Screening	BB, backdrops	272.00	856516	174-470-6599
5/5/2021	Fresh Water Systems	POOL, filter	99.33	100198988	001-435-6504
5/8/2021	In the Swim	POOL, hose reel/skimmer	175.78	WIT0116409	001-435-6599
5/20/2021	Zebec	POOL, tubes	394.34	44196	001-435-6504
4/27/2021	LA League of Cities	PZ, nuisance conference	225.00	24042	001-540-6240
5/1/2021	GoDaddy	ADM, Website	15.12	1863048198	121-613-6431
5/4/2021	ISU Ext	PKM, training	50.00	217511	001-431-6240
5/4/2021	ISU Ext	PKM, training	50.00	217512	001-431-6240
5/4/2021	ISU Ext	PKM, training	50.00	217513	001-431-6240
5/6/2021	WEF Main	WWT, membership	87.50	211862	610-816-6210
5/6/2021	IA Wtr Environmental	WWT, membership	30.00	2021-2023	610-816-6210
5/6/2021	IA Wtr Environmental	WWT, membership	40.00	2019WNLV	610-816-6210
5/6/2021	DNR Fees	WWT, certificate renewal	60.00	9958290	610-816-6479
5/18/2021	LA League of Cities	ADM, Training	195.00	24186	001-620-6240
4/24/2021	Facebook	PD, recruitment	25.00	C2SJIP3XTH2	001-110-6491
4/28/2021	Facebook	PD, recruitment	25.00	AU3HY33UH2	001-110-6491
5/1/2021	Facebook	PD, recruitment	25.00	HZF993KTH2	001-110-6491
5/16/2021	Facebook	PD, recruitment	25.00	A2HWF43UH2	001-110-6491
5/19/2021	Zoom	ADM, meetings	67.98	86913454	121-613-6431
5/4/2021	Muir Embroidery	STS, clothing	33.00	86	110-210-6181
5/4/2021	Muir Embroidery	WWT, clothing	77.00	86	610-816-6181
5/4/2021	Muir Embroidery	PKM, clothing	66.00	86	001-431-6181

POSTING & PAYMENT DATE:

June 19, 2021

2,627.46City Administrator

W:\Office\Finance\AccountsPayable\Vendors\GreatWesternPurchaseCards.All

May 19, 2021

Kerin Wright
City Clerk
1209 6th Street
Nevada, IA 50201-0530

Subject: Five Year Agreement with City of Nevada for Maintenance and Repair of Primary Roads in Municipalities

Dear Kerin,

Enclosed is a copy of the proposed the five year Agreement for Maintenance and Repair of Primary Roads in Municipalities. This agreement is for state routes within the corporate limits of Nevada and will be effective for the period beginning July 1, 2021 and ending June 30, 2026.

This agreement is in accordance with the Iowa Code and reiterates the maintenance and repair responsibilities of the Department of Transportation and the municipality.

Please sign and return a scanned copy by *email* or an original copy by *mail*. If mailing, please return to the District office. That address is:

Iowa DOT District 1
5 Year Maintenance Agreements c/o Cheryl Parrish
1020 S. 4th Street
Ames, IA 50010

A scanned copy will be emailed for your records. A paper copy can be mailed upon request. If you have any questions, please contact me at 515-239-1039 or allison.smyth@iowadot.us.

Sincerely,



Allison Smyth
Assistant District 1 Engineer

Enclosure

cc: Bob Ellis, IA DOT, District 1 Maintenance
Cheryl Parrish, IA DOT, District 1 Office
File



Iowa Department of Transportation

Agreement for Maintenance and Repair of Primary Roads in Municipalities

This Agreement made and entered into by and between the Municipality of Nevada, Story County, Iowa, hereinafter referred to as the Municipality, and the Iowa Department of Transportation, Ames, Iowa, hereinafter referred to as the Department.

AGREEMENT:

In accord with Provisions of Chapter 28E, Sections 306.3, 306.4, 313.3-5, 313.21-.23, 313.27, 313.36, 314.5, 321.348 and 384.76 of the Code of Iowa and the Iowa Administrative Rules 761 – Chapter 150 (IAC) the Municipality and Department enter into the following agreement regarding maintenance, repair and minor reconstruction of the primary roads within the boundaries of the Municipality.

I. The Department shall maintain and repair:

A. Freeways (functionally classified and constructed)

1. Maintain highway features including ramps and repairs to bridges.
2. Provide bridge inspection.
3. Highway lighting.

B. Primary Highways – Urban Cross-Section (curbed) (See Sec. II.A)

1. Pavement: Maintain and repair pavement and subgrade from face of curb to face of curb (excluding parking lanes, drainage structures, intakes, manholes, public or private utilities, sanitary sewers and storm sewers).
2. Traffic Services: Provide primary road signing for moving traffic, pavement marking for traffic lanes, guardrail, and stop signs at intersecting streets.
3. Drainage: Maintain surface drainage within the limits of pavement maintenance described in I.B.1 above.
4. Snow and Ice Removal: Plow traffic lanes of pavement and bridges and treat pursuant to the Department's policy.
5. Vehicular Bridges: Structural maintenance and painting as necessary.
6. Provide bridge inspection.

C. Primary Highways – Rural Cross-Section (uncurbed) (See II.B)

1. Maintain, to Department standards for rural roads, excluding tree removal, sidewalks, and repairs due to utility construction and maintenance.

D. City Streets Crossing Freeway Rights of Way (See II.C)

1. Roadsides within the limits of the freeway fence.
2. Surface drainage of right of way.
3. Traffic signs and pavement markings required for freeway operation.
4. Guardrail at piers and bridge approaches.
5. Bridges including deck repair, structural repair, berm slope protection and painting.
6. Pavement expansion relief joints and leveling of bridge approach panels.

II. The Municipality shall maintain and repair:

A. Primary Highways – Urban Cross-Section (curbed) (See Sec. I.B)

1. Pavement: Maintain and repair pavement in parking lanes, intersections beyond the limits of state pavement maintenance; curbs used to contain drainage; and repairs to all pavement due to utility construction, maintenance and repair.
2. Traffic Services: Paint parking stalls, stop lines and crosswalks. Maintain, repair and provide energy to traffic signals and street lighting.
3. Drainage: Maintain storm sewers, manholes, intakes, catch basins and culverts used for collection and disposal of surface drainage.
4. Snow and ice removal: Remove snow windrowed by state plowing operations, remove snow and ice from all areas outside the traffic lanes and load or haul snow which the Municipality considers necessary. Remove snow and ice from sidewalks on bridges used for pedestrian traffic.

5. Maintain sidewalks, retaining walls and all areas between curb and right-of-way line. This includes the removal of trees as necessary and the trimming of tree branches as necessary.
6. Clean, sweep and wash streets when considered necessary by the Municipality.
7. Maintain and repair pedestrian overpasses and underpasses including snow removal, painting and structural repairs.

B. Primary Highways – Rural Cross-Section (uncurbed) (See Sec. I.C)

1. Maintain and repair highway facilities due to utility construction and maintenance.
2. Removal of trees as necessary and the trimming of tree branches as necessary.
3. Maintain sidewalks.

C. City Streets Crossing Freeway Rights of Way (See I.D)

1. All pavement, subgrade and shoulder maintenance on cross streets except expansion relief joints and bridge approach panel leveling.
2. Mark traffic lanes on the cross street.
3. Remove snow on the cross street, including bridges over the freeway.
4. Clean and sweep bridge decks on streets crossing over freeway.
5. Maintain all roadside areas outside the freeway fence.
6. Maintain pedestrian overpasses and underpasses including snow removal, painting, lighting and structural repair.

III. The Municipality further agrees:

- A. That all traffic control devices placed by the Municipality on primary roads within the Municipal boundaries shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways."
 - B. To prevent encroachment or obstruction within the right of way, the erection of any private signs on the right of way, or on private property which may overhang the right of way and which could obstruct the view of any portion of the road or the traffic signs or traffic control devices contrary to Section 318.11 of the Code of Iowa.
 - C. To comply with all current statutes and regulations pertaining to overlength and overweight vehicles using the primary roads, and to issue special permits for overlength and overweight vehicles only with approval of the Department.
 - D. To comply with the current Utility Accommodation Policy of the Department.
 - E. To comply with the access control policy of the Department by obtaining prior approval of the Department for any changes to existing entrances or for the construction of new entrances.
- IV. Drainage district assessments levied against the primary road within the Municipality shall be shared equally by the Department and the Municipality.
- V. Major construction initiated by the Department and all construction initiated by the Municipality shall be covered by separate agreements.
- VI. The Department and the Municipality may by a separate annual Supplemental Agreement, reallocate any of the responsibilities covered in Section I of this agreement.
- VII. This Agreement shall be in effect for a five year period from July 1, 2021 to June 30, 2026.

IN WITNESS WHEREOF, The Parties hereto have set their hands, for the purposes herein expressed, on the dates indicated below.

Nevada

MUNICIPALITY

IOWA DEPARTMENT OF TRANSPORTATION

By _____

BY _____
District Engineer

Date _____

Date _____

Item # 50
Date: 6/14/21

Kerin Wright

From: Thomas Hubbell <thomas.hubbell@schindler.com>
Sent: Friday, May 21, 2021 1:52 PM
To: Kerin Wright
Subject: Equipment Obsolescence
Attachments: Nevada City Hall_Door Operator_5_21_21.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Karin,

I'm really glad we had a chance to talk today as I've heard back from most people and wanted to make sure you were taken care of as well.

The attached document covers the obsolescence of your Elevator Door Operator for your elevator, and a proactive proposal to remedy the obsolescence.

In short, the door operator that opens and closes your elevator doors is no longer available for parts to service the equipment.

We sent this out to give you the opportunity to plan to make this change vs. having a shutdown, paying for any callbacks for entrapments or other, and then having the elevator out of commission until it can be ordered, received and installed which can take more than a month, which is not good. It will also cost more in the future if we wait until a shutdown occurs.

Moving forward with this proposal allows us to work with you to get material ordered and installed with the least amount of downtime and do it in an orderly fashion.

Please review and I would be happy to speak with you or others for any further details.

Thanks,

Tom



Schindler

Tom Hubbell | Sr. Sales Rep - EI
515-361-0189

Thomas.Hubbell@schindler.com

Schindler Elevator Corporation
3000 Justin Drive, Suite F
Urbandale, IA 50322, United States



Notice of Obsolescence: QKS-16 LUST Door Drive

Valued Schindler Customer,

First and foremost, thank you for your business.

As your vertical transportation provider, our commitment to you, our customer, goes beyond simply fulfilling our contractual requirements. Amongst other things, we also strive to help capital plan any necessary upgrades to help optimize equipment availability and performance. With that said, our records indicate that your Schindler elevator(s) was/were installed with a QKS-16 LUST Door Drive. This component of the elevator's door operator system has been identified by our Service Engineering Department as being obsolete due to the 3rd party manufacturer ceasing production, meaning that it is no longer available for purchase nor is it available to be repaired.

An upgrade has been engineered to replace the QKS-16 LUST Door Drive, allowing for the remainder of the door operator to be retained in an effort to minimize potential cost. This upgraded component is known as the IDD Door Drive, which is programmed job specific to your elevator(s). A proposal to facilitate this upgrade, including material, installation labor, and associated expenses, is included for your review.

Why upgrade now? By proactively upgrading in advance of a potential future component failure, you are preventing what could be significant elevator out-of-service time. From receiving an updated proposal, executing, ordering job specific material, shipping, and installing, you could have your elevator out-of-service for the better part of a week or more. Additionally, a premium may be charged to expedite shipping and for mobilization of labor. In comparison, if proactively purchased, you can expect approximately eight (8) planned hours of your elevator being out-of-service, minimizing inconvenience to both tenants and end-users.

Should you have any questions regarding the obsolescence of this component, the available upgrade, or other general Schindler service related questions, please do not hesitate to reach out to your designated Schindler sales representative/contact.

Thank you again for trusting us with your vertical transportation needs.

Schindler Elevator Corporation

UPGRADE ORDER AGREEMENT

Date: 5/21/21

Estimate Number:

Building Name: Nevada City Hall

Attn: Russ Johnson

Customer Address: 1209 6Th St., Nevada, IA 50201

Schindler hereby proposes to furnish and install the following with respect to the equipment located at the above building:

DOOR OPERATOR UPGRADE

Schindler Elevator Corporation proposes to provide all labor, material, engineering and supervision required to perform the following scope of work during regular working hours of the elevator trade:

- Remove existing, obsolete QKS-16 LUST door operator controller and motor
- Install new IDD | UDI door operator kit
- Interface to elevator system
- Test and adjust door system and restore to normal operation

Some of the operational benefits achieved by completing this upgrade include:

- Open and close car doors at precise and consistent speeds
- Control the "stack" effect resulting from strong air currents in elevator hoistways
- Close doors smoothly with code-compliant force adjusted to the door's weight

of affected Elevators: 1

of Door Operators to be replaced: 1

Price: \$7,821 plus applicable taxes (Quotations valid for 60 days; price based upon work during regular working hours of regular working days.)

Payable in full within 30 days of invoice. Schindler retains title to any equipment furnished hereunder until final payment is made. Late or non-payment will result in assessment of interest charged at a rate of 1 1/2% per month or the highest legal rate available, and any attorneys' fees, expenses and costs of collection.

The attached terms and conditions are incorporated herein by reference.

UPGRADE ORDER AGREEMENT

Acceptance by you as owner's agent or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Proposed:

Accepted:

By: *Thomas Hubbell*

By:

For: Nevada City Hall

For: Schindler Elevator Corporation

Date:

Title: Sr. Sales Representative

Date:

Approved:

By:

Title: Vice President

Date:

UPGRADE ORDER AGREEMENT

TERMS AND CONDITIONS

1. Any changes to the building to meet local or state codes are to be made by Purchaser. Any changes in the Work required due to building conditions discovered in the performance of the Work will be paid by Purchaser.
2. No work, service materials or equipment other than as specified hereunder is included or intended.
3. Purchaser retains its normal responsibilities as Owner of the equipment which is subject of this Agreement.
4. Schindler will not be liable for damages of any kind, in excess of the Price of this Agreement, nor in any event for special, indirect, consequential or liquidated damages.
5. Any cutting and patching is by others and not included in this work.
6. Neither party shall be responsible for any loss, damage, detention or delay for causes beyond its reasonable control, including strikes, lockouts, or labor disputes, or acts of God. Dates for the performance or completion of the work shall be extended as is reasonably necessary to compensate for the delay.
7. We warrant that the work will comply with the specifications and that there will be no defects in materials or workmanship for one year after completion of the work or acceptance thereof by beneficial use, whichever is earlier. Our duty under this warranty is to correct nonconformance or defect at our expense within a reasonable time after the receipt of notice. THE EXPRESS WARRANTIES CONTAINED HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Purchaser's remedies hereunder are exclusive.
8. Purchaser agrees to defend, indemnify and hold Schindler harmless from and against any claims, lawsuits, demands, judgments, damages, costs and expenses arising out of this Agreement except to the extent caused by or resulting from the sole and direct fault of Schindler.
9. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software, modems, source/ access/ object codes, passwords. In the event Schindler's maintenance obligation is terminated, the Schindler Ahead features ("SA") (if applicable) will be deactivated and Schindler reserves the right to remove the Schindler Ahead hardware. If Schindler is no longer the maintenance provider, Customer is responsible for obtaining alternative telephone service for the elevator phones.
10. In the event of governmental changes to applicable tariffs, tax rates, including but not limited to sales tax, use tax, excise tax, privilege tax, transaction tax and similar changes, or loss of tax exempt status, Schindler reserves the rights to adjust the contract price accordingly to account for all additional cost impacts.

Instructions on the reverse sideFor period (MM/DD/YYYY) 07 / 01 / 2021 through June 30, 2022

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:Trade Name/DBA DOLLAR GENERAL STORE # 1536Physical Location Address 1705 S B AVE City NEVADA ZIP 50201-2804Mailing Address 100 MISSION RIDGE City GOODLETTSVILLE State TN ZIP 37072Business Phone Number 5156202176**Legal Ownership Information:**Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☒ LLP ☐Name of sole proprietor, partnership, corporation, LLC, or LLP DOLGENCORP, LLCMailing Address 100 MISSION RIDGE City GOODLETTSVILLE State TN ZIP 37072Phone Number 615-855-4000 Fax Number 877-364-4130 Email tax-beerandwinelicense@dollargeneral.com**Retail Information:**Types of Sales: Over-the-counter ☒ Vending machine ☐Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☐ Vapor Products ☐**Type of Establishment: (Select the option that best describes the establishment)**Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐Has vending machine that assembles cigarettes ☐ Other ☒ Retail – General Merchandise

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)Name (please print) Kelly Harper

Name (please print) _____

Signature Kelly Harper

Signature _____

Date 5/13/21

Date _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New ☐ Renewal ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

• Email: iapledge@iowaabd.com

• Fax: 515 281 7275

Instructions on the reverse side

For period (MM/DD/YYYY) 07/01/2021 through June 30, 2022

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA Good & Quick
Physical Location Address 519 Lincoln Hwy City Nevada ZIP IA
Mailing Address 519 Lincoln Hwy City Nevada State IA ZIP 50201
Business Phone Number 515-382-3462

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐
Name of sole proprietor, partnership, corporation, LLC, or LLP Good & Quick Company
Mailing Address 519 Lincoln Hwy City Nevada State IA ZIP 50201
Phone Number 515-382-3462 Fax Number 515-382-4323 Email chog958@hotmail.com

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒
Types of Products Sold: (Check all that apply)
Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐
Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print) Charles Good Name (please print) _____
Signature [Signature] Signature _____
Date 5-13-2021 Date _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New ☐ Renewal ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Instructions on the reverse side

For period (MM/DD/YYYY) 7 / 1 / 2021 through June 30, 2022

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA CASEY'S MARKETING COMPANY/DBA-CASEY'S #3319

Physical Location Address 1800 SOUTH B AVE City NEVADA ZIP 50201

Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021

Business Phone Number 5153821273

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP CASEY'S GENERAL STORES, INC.

Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021

Phone Number 515-446-6404 Fax Number 515-965-6205 Email JESSICA.FISHER@CASEYS.COM

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐

Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print) JULIA L. JACKOWSKI, CASEY'S MARKETING SECRETARY

Name (please print) _____

Signature Julia L. Jackowski

Signature _____

Date 4/20/2021

Date _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY - MUST BE COMPLETE

Fill in the amount paid for the permit: _____

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

Fill in the date the permit was approved by the council or board: _____

Fill in the permit number issued by the city/county: _____

Fill in the name of the city or county issuing the permit: _____

☐ Email: iapledge@iowaabd.com

☐ Fax: 515-281-7375

New ☐ Renewal ☐

Instructions on the reverse side

For period (MM/DD/YYYY) 7 / 1 / 2021 through June 30, 2022

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA CASEY'S MARKETING COMPANY/DBA-CASEY'S #2306

Physical Location Address 1138 LINCOLNWAY City NEVADA ZIP 50201

Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021

Business Phone Number 5153825834

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP CASEY'S GENERAL STORES, INC.

Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021

Phone Number 515-446-6404 Fax Number 515-965-6205 Email JESSICA.FISHER@CASEYS.COM

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐

Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print) JULIA L. JACKOWSKI, CASEY'S MARKETING SECRETARY

Signature Julia L. Jackowski

Date 4/20/2021

Name (please print) _____

Signature _____

Date _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

☐ Fill in the amount paid for the permit: _____

☐ Fill in the date the permit was approved by the council or board: _____

☐ Fill in the permit number issued by the city/county: _____

☐ Fill in the name of the city or county issuing the permit: _____

• New ☐ Renewal ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

☐ Email: iapledge@iowaabd.com

☐ Fax: 515-281-7375

Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 2021 through June 30, 2022

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA Fareway Stores, Inc. # 426

Physical Location Address 1505 South B Avenue City NEVADA ZIP 50201

Mailing Address 1505 South B Avenue City NEVADA State IA ZIP 50201

Business Phone Number 515 382-2875

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP Fareway Stores, Inc.

Mailing Address PO Box 70 City Boone State IA ZIP 50036

Phone Number 515-433-5336 Fax Number 515-433-4416 Email twilson@farewaystores.com

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐

Grocery store ☒ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐

Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print) Garrett S Piklapp

Name (please print) _____

Signature *Garrett S Piklapp*
Garrett S. Piklapp (May 1, 2021, 10:14:01)

Signature _____

Date 05/07/21

Date _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New ☐ Renewal ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Kerin Wright

From: Jeff Brinkley <jbrinkley@masoncity.net>
Sent: Monday, May 3, 2021 3:08 PM
To: Chris Brandes
Cc: Andrew Henderson; Ricardo Martinez
Subject: RE: Nomination forms

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Sgt. Brandes

Good afternoon! I am writing to congratulate Officer Ryan Hutton and the Nevada Police Department on being selected as the recipient for this year's IPCA Community Policing Award, community under 10,000, for 2020.

Due to COVID and expected lower attendance at the IPCA conference, we will arrange to deliver the award to you after the conference is over. We will also put out an IPCA press release outlining the award and the application requirements.

If you are planning to travel to IPCA, I look forward to seeing you there! Congratulations to you and Officer Hutton!

Jeff

Jeff Brinkley, Police Chief
Mason City Police Department
78 S Georgia Ave
Mason City IA 50401
641-421-2715 office
jbrinkley@masoncity.net
FBINA 239 – Iowa Chapter Past President
PERF SMIP 58

From: Chris Brandes [mailto:CBrandes@cityofnevadaiaowa.org]
Sent: Wednesday, March 24, 2021 2:50 PM
To: Jeff Brinkley
Cc: Andrew Henderson
Subject: Nomination forms

Chief Brinkley,

Attached is a nomination form that Sergeant Andrew Henderson completed for Officer Ryan Hutton.

Please feel free to contact either Sgt. Henderson or I if you have any questions.

Sergeant Christopher Brandes
Nevada Public Safety Department
1209 6th Street, Nevada, IA 50201
515-382-4593
cbrandes@cityofnevadaiaowa.org



CITY OF NEVADA

PROCLAMATION

JUNETEENTH DAY

WHEREAS, Juneteenth is the oldest known celebration commemorating the ending of slavery in the United States; and

WHEREAS, on June 19, 1865, Union Soldiers, led by Major General Gordon Granger, landed at Galveston, Texas, with news that the war had ended and that the enslaved were now free; and,

WHEREAS, on April 1, 2002, Iowa Governor Tom Vilsack signed legislation establishing Juneteenth as a state holiday in Iowa. That holiday is now known as Juneteenth National Freedom Day; and

WHEREAS, Juneteenth celebrates African American freedom and achievement, while encouraging continuous self-development and respect for all cultures. As it takes on a more national, symbolic and even global perspective, the events of 1865 in Texas are not forgotten, for all of the roots tie back to this fertile soil from which a national day of pride is growing;

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week

NOW, THEREFORE, BE IT RESOLVED, that I, Brett Barker, Mayor of the City of Nevada, IA, do hereby proclaim

June 19, 2021

AS

JUNETEENTH DAY

I, Mayor Brett Barker, urge citizens to engage in community events surrounding this important observance.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Great Seal of the City of Nevada, Iowa to be affixed this 14th day of June, 2021.

Brett Barker, Mayor

Item # 8A
Date: 6/14/21

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO OWNER
City of Nevada, IA
1209 6th Street
Nevada, IA 50201

FROM CONTRACTOR:
Con-Struct, Inc.
305 South Dayton Avenue
Ames, IA 50010

Engineer:
H.R. Green, Inc.
5525 Merle Hay Rd Ste 200
Johnston, IA 50131

PROJECT:
Central Business District Infrastructure Project

APPLICATION NO: 12

PERIOD TO: 5/31/21

DISTRIBUTION TO:
OWNER
ENGINEER
CONTRACTOR

PROJECT NO: 180306

CONTRACT DATE: 2/24/2020

CONTRACT FOR: Infrastructure Reconstruction

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
CHANGE ORDERS APPROVED IN PREVIOUS MONTHS BY OWNER			
TOTAL		\$28,561.47	\$0.00
APPROVED THIS MONTH			
NUMBER	DATE APPROVED		
5.	5/19/2021	\$14,504.89	
TOTALS		\$43,166.36	\$0.00
Net change by Change Orders		\$43,166.36	

The undersigned Contractor certifies that to the best of his knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Con-Struct, Inc.

BY: [Signature] DATE: 6/9/21

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Undersigned certifies to the Owner that the Work has progressed to the point indicated, that to the best of his knowledge, information and belief, the quality of Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA G703, is attached.

1. ORIGINAL CONTRACT SUM \$7,850,850.00
2. Net change by Change Orders \$43,166.36
3. CONTRACT SUM TO DATE \$7,894,016.36
4. TOTAL COMPLETED & STORED TO DATE \$5,342,721.86
(Column G on G703)
5. RETAINAGE:
a. 5% of completed work \$267,136.09
(Column D + E on G703)
b. 5% of stored material \$0.00
(Column F on G703)
6. TOTAL EARNED LESS RETAINAGE \$5,075,585.76
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$4,580,346.12
8. CURRENT PAYMENT DUE \$495,239.64
9. BALANCE TO FINISH, PLUS RETAINAGE \$2,818,430.60
(Line 3 less Line 6)

AMOUNT CERTIFIED \$495,239.64
(Attach explanation if amount certified differs from the amount applied for)

BY: [Signature] Date: 6/8/2021
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance are without prejudice to any rights of the Owner or Contractor under this Contract.

Contractor's Monthly Payment Estimate

Owner: City of Nevada, IA
Central Business District Infrastructure Improvements Project
Contractor: Con-Struct, Inc.

Estimate No. 12 Date: 5/31/2021

Period Ending: 5/31/2021

NO	ITEM	CONTRACT				WORK COMPLETED				RETAINAGE
		UNIT	QTY	UNIT PRICE	\$ AMOUNT	PREVIOUS QTY	PREVIOUS AMOUNT	THIS PERIOD QTY	\$ AMOUNT	
1.	CLEARING AND GRUBBING	UNIT	50	\$ 100.00	\$ 5,000.00	0.00	\$ -	0.00	\$ -	0.00%
2.	TOPSOIL, OFF-SITE	CY	119	\$ 100.00	\$ 11,900.00	38.00	\$ 3,800.00	3.00	\$ 300.00	22.91%
3.	EXCAVATION CLASS 10	CY	8,631	\$ 22.00	\$ 189,882.00	4,630.00	\$ 101,860.00	0.00	\$ -	53.64%
4.	BELOW GRADE EXCAVATION	CY	100	\$ 50.00	\$ 5,000.00	0.00	\$ -	0.00	\$ -	0.00%
5.	SUBGRADE PREPARATION	SY	25,514	\$ 4.00	\$ 102,056.00	16,841.00	\$ 67,364.00	187.00	\$ 748.00	60.74%
6.	SUBBASE, MODIFIED, 8"	SY	25,514	\$ 10.00	\$ 255,140.00	14,083.00	\$ 140,830.00	2,945.00	\$ 29,450.00	60.74%
7.	SANITARY SEWER GRAVITY MAIN, TRENCHED, PVC, 8"	LF	1,908	\$ 130.00	\$ 248,040.00	1,506.00	\$ 195,780.00	35.00	\$ 4,550.00	80.77%
8.	SANITARY SEWER SERVICE STUB, PVC, 4"	LF	3,244	\$ 125.00	\$ 405,500.00	2,802.00	\$ 350,250.00	112.00	\$ 14,000.00	89.83%
9.	REMOVAL OF SANITARY SEWER, VCP, 8"	LF	1,695	\$ 19.00	\$ 32,205.00	1,150.00	\$ 21,850.00	136.00	\$ 2,584.00	75.87%
10.	STORM SEWER, TRENCHED, RCP, HDPE, 15"	LF	46	\$ 71.00	\$ 3,266.00	46.00	\$ 3,266.00	0.00	\$ -	100.00%
11.	STORM SEWER, TRENCHED, RCP, 8"	LF	36	\$ 110.00	\$ 3,960.00	139.00	\$ 15,290.00	0.00	\$ -	100.00%
12.	STORM SEWER, TRENCHED, RCP, 12"	LF	243	\$ 162.00	\$ 39,366.00	250.00	\$ 40,520.00	102.00	\$ 16,524.00	388.11%
13.	STORM SEWER, TRENCHED, RCP, 15"	LF	949	\$ 155.00	\$ 147,095.00	430.40	\$ 66,712.00	35.00	\$ 5,425.00	145.19%
14.	STORM SEWER, TRENCHED, RCP, 18"	LF	1,527	\$ 159.00	\$ 242,793.00	1,227.80	\$ 195,220.20	325.00	\$ 51,675.00	49.04%
15.	STORM SEWER, TRENCHED, RCP, 24"	LF	1,174	\$ 173.00	\$ 203,102.00	1,172.00	\$ 202,756.00	0.00	\$ -	101.69%
16.	REMOVAL OF STORM SEWER, LESS THAN OR EQUAL TO 36"	LF	4,245	\$ 19.00	\$ 80,655.00	1,776.00	\$ 33,744.00	436.00	\$ 8,284.00	99.83%
17.	SUBDRAIN, PERFORATED PVC, 8"	LF	5,611	\$ 18.00	\$ 100,998.00	3,112.00	\$ 56,016.00	0.00	\$ -	52.11%
18.	SUBDRAIN CLEANOUT, TYPE A-1, PVC, 8"	EA	8	\$ 800.00	\$ 6,400.00	1.00	\$ 800.00	0.00	\$ -	55.46%
19.	SUBDRAIN OUTLETS AND CONNECTIONS, PVC, 8"	EA	32	\$ 500.00	\$ 16,000.00	18.00	\$ 9,000.00	0.00	\$ -	12.50%
20.	FOOTING DRAIN OUTLETS AND CONNECTIONS, PVC, 8"	EA	40	\$ 690.00	\$ 27,600.00	22.00	\$ 15,180.00	0.00	\$ -	58.35%
21.	STORM SEWER SERVICE STUB, PVC, 6"	LF	400	\$ 38.00	\$ 15,200.00	695.00	\$ 26,410.00	155.00	\$ 5,890.00	55.00%
22.	STORM SEWER SERVICE STUB, HDPE, 1-1/2"	EA	61	\$ 2,700.00	\$ 164,700.00	53.00	\$ 143,100.00	1.00	\$ 2,700.00	272.56%
23.	WATER MAIN, TRENCHED, PVC, 3" RESTRAINED JOINT	LF	10	\$ 75.00	\$ 750.00	5.00	\$ 375.00	0.00	\$ -	88.52%
24.	WATER MAIN, TRENCHED, PVC, 4" RESTRAINED JOINT	LF	5	\$ 82.00	\$ 410.00	60.00	\$ 4,920.00	0.00	\$ -	50.00%
25.	WATER MAIN, TRENCHED, PVC, 6" RESTRAINED JOINT	LF	36	\$ 61.00	\$ 2,196.00	60.00	\$ 3,660.00	60.00	\$ 3,660.00	120.00%
26.	WATER MAIN, TRENCHED, PVC, 8" RESTRAINED JOINT	LF	1,550	\$ 60.00	\$ 93,000.00	1,020.00	\$ 61,200.00	0.00	\$ -	333.33%
27.	WATER MAIN, TRENCHED, PVC, 8" RESTRAINED JOINT	LF	1,684	\$ 70.00	\$ 117,880.00	1,172.00	\$ 82,040.00	0.00	\$ -	65.11%
28.	WATER MAIN, TRENCHED, PVC, 10" RESTRAINED JOINT	LF	50	\$ 78.00	\$ 3,900.00	0.00	\$ -	42.00	\$ 3,276.00	84.00%
29.	WATER MAIN, TRENCHED, PVC, 12" RESTRAINED JOINT	LF	400	\$ 68.00	\$ 27,200.00	260.00	\$ 17,680.00	150.00	\$ 10,200.00	102.50%
30.	WATER MAIN, TRENCHED, PVC, 12" RESTRAINED JOINT	LF	531	\$ 88.00	\$ 46,728.00	118.00	\$ 10,384.00	422.00	\$ 37,136.00	101.69%
31.	WATER MAIN, TRENCHED, DUCTILE IRON, 4" RESTRAINED JOINT	LF	5	\$ 155.00	\$ 775.00	0.00	\$ -	0.00	\$ -	0.00%
32.	WATER MAIN, TRENCHED, DUCTILE IRON, 8" RESTRAINED JOINT	LF	325	\$ 78.00	\$ 25,350.00	0.00	\$ -	0.00	\$ -	0.00%
33.	WATER MAIN, TRENCHED, DUCTILE IRON, 8" RESTRAINED JOINT	LF	112	\$ 90.00	\$ 10,080.00	20.00	\$ 1,800.00	0.00	\$ -	0.00%
34.	FITTING, DUCTILE IRON, MECHANICAL JOINT	LB	12,049	\$ 11.00	\$ 132,539.00	7,114.00	\$ 78,254.00	1,320.00	\$ 14,520.00	17.86%
35.	WATER SERVICE STUB, 1-1/2" PE SDR 9	EA	73	\$ 1,730.00	\$ 126,290.00	50.00	\$ 86,500.00	5.00	\$ 8,650.00	70.00%
36.	WATER SERVICE PIPE, 1-1/2" PE SDR 9	LF	4,481	\$ 30.00	\$ 134,430.00	2,953.00	\$ 88,590.00	540.00	\$ 16,200.00	73.34%
37.	WALVE, DI MJ GATE, 3"	EA	1	\$ 1,000.00	\$ 1,000.00	1.00	\$ 1,000.00	0.00	\$ -	77.95%
38.	WALVE, DI MJ GATE, 8"	EA	27	\$ 1,550.00	\$ 41,850.00	18.00	\$ 27,900.00	0.00	\$ -	100.00%
39.	WALVE, DI MJ GATE, 12"	EA	12	\$ 2,400.00	\$ 28,800.00	3.00	\$ 7,200.00	3.00	\$ 7,200.00	66.67%
40.	WALVE, INSERTION VALVE, 4"-12"	EA	6	\$ 13,500.00	\$ 81,000.00	4.00	\$ 54,000.00	0.00	\$ -	50.00%
										66.87%

41.	FIRE HYDRANT ASSEMBLY REMOVAL	EA	13	\$ 5,250.00	\$ 68,250.00	8.00	\$ 42,000.00	1.00	\$ 5,250.00	9.00	\$ 47,250.00	\$ 2,362.50	69.23%
42.	VALVE REMOVAL	EA	9	\$ 1,800.00	\$ 16,200.00	3.00	\$ 9,000.00	1.00	\$ 1,800.00	5.00	\$ 10,800.00	\$ 540.00	66.67%
43.	SANITARY MANHOLE, SW-301, 48"	EA	25	\$ 750.00	\$ 18,750.00	12.00	\$ 9,000.00	4.00	\$ 3,000.00	16.00	\$ 12,000.00	\$ 600.00	64.00%
44.	STORM MANHOLE, SW-401, 48"	EA	8	\$ 4,100.00	\$ 32,800.00	5.00	\$ 20,500.00	0.00	\$ -	5.00	\$ 20,500.00	\$ 1,025.00	62.50%
45.	STORM MANHOLE, SW-401, 60"	EA	10	\$ 3,900.00	\$ 39,000.00	6.00	\$ 23,400.00	1.00	\$ 3,900.00	7.00	\$ 27,300.00	\$ 1,365.00	70.00%
46.	STORM MANHOLE, SW-401, 72"	EA	3	\$ 5,200.00	\$ 15,600.00	3.00	\$ 15,600.00	0.00	\$ -	3.00	\$ 15,600.00	\$ 780.00	100.00%
47.	INTAKE, SW-501	EA	1	\$ 6,300.00	\$ 6,300.00	1.00	\$ 6,300.00	0.00	\$ -	1.00	\$ 6,300.00	\$ 315.00	100.00%
48.	INTAKE, SW-505	EA	11	\$ 3,400.00	\$ 37,400.00	5.00	\$ 17,000.00	1.00	\$ 3,400.00	6.00	\$ 20,400.00	\$ 1,020.00	80.00%
49.	INTAKE, SW-511	EA	10	\$ 6,500.00	\$ 65,000.00	6.00	\$ 39,000.00	0.00	\$ -	6.00	\$ 39,000.00	\$ 1,950.00	110.00%
50.	REMOVE MANHOLE	EA	10	\$ 5,000.00	\$ 50,000.00	10.00	\$ 50,000.00	1.00	\$ 5,000.00	11.00	\$ 55,000.00	\$ 2,750.00	76.47%
51.	REMOVE INTAKE	EA	34	\$ 600.00	\$ 20,400.00	24.00	\$ 14,400.00	2.00	\$ 1,200.00	26.00	\$ 15,600.00	\$ 780.00	83.33%
52.	PAVEMENT, PCC, 7 INCH	SY	3,056	\$ 60.00	\$ 183,860.00	1,526.00	\$ 91,560.00	187.00	\$ 11,220.00	1,713.00	\$ 102,780.00	\$ 5,139.00	73.94%
53.	PAVEMENT, PCC, 8 INCH	SY	17,434	\$ 68.00	\$ 1,185,512.00	10,771.00	\$ 732,428.00	2,119.00	\$ 144,092.00	12,890.00	\$ 876,520.00	\$ 43,826.00	73.94%
54.	PAVEMENT, PCC, 9 INCH	SY	3,117	\$ 73.00	\$ 227,541.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ -	0.00%
55.	PCC PAVEMENT SAMPLES AND TESTING	LS	1	\$ 10,000.00	\$ 10,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ -	0.00%
56.	REMOVAL OF DRIVEWAY	SY	6,591	\$ 10.00	\$ 65,910.00	4,165.00	\$ 41,650.00	510.00	\$ 5,100.00	4,675.00	\$ 46,750.00	\$ 2,337.50	70.93%
57.	REMOVAL OF DRIVEWAY	SY	1,178	\$ 10.00	\$ 11,780.00	399.00	\$ 3,990.00	93.00	\$ 930.00	492.00	\$ 4,920.00	\$ 246.00	41.77%
58.	SIDEWALK, PCC, 4 INCH	SY	197	\$ 50.00	\$ 9,850.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ -	0.00%
59.	SIDEWALK, PCC, 4 INCH	SY	4,773	\$ 60.00	\$ 286,380.00	3,251.00	\$ 195,060.00	385.00	\$ 23,100.00	3,636.00	\$ 218,160.00	\$ 10,908.00	78.18%
60.	SIDEWALK, PCC, 4 INCH	SY	2,495	\$ 120.00	\$ 299,400.00	1,126.00	\$ 135,120.00	50.00	\$ 6,000.00	1,176.00	\$ 141,120.00	\$ 7,056.00	7.36%
61.	PAVER SIDEWALK WITH PAVEMENT BASE	SY	6,288	\$ 60.00	\$ 377,280.00	3,222.00	\$ 193,320.00	90.00	\$ 5,400.00	4,112.00	\$ 242,730.00	\$ 12,360.00	45.88%
62.	DETECTABLE WARNING	SY	1,007	\$ 60.00	\$ 60,420.00	341.00	\$ 20,460.00	119.00	\$ 7,140.00	460.00	\$ 27,600.00	\$ 1,380.00	45.88%
63.	DRIVEWAY, PAVED, PCC, 8 INCH	SY	3,500	\$ 140.00	\$ 490,000.00	147.00	\$ 20,820.00	0.00	\$ -	147.00	\$ 20,820.00	\$ 1,041.00	4.20%
64.	FULL DEPTH PATCHING, PCC/HMA	SY	924	\$ 8.00	\$ 7,392.00	18,554.00	\$ 148,432.00	187.00	\$ 1,496.00	18,741.00	\$ 149,928.00	\$ 7,496.00	75.33%
65.	PAINTED PAVEMENT MARKINGS, DURABLE	STA	190	\$ 420.00	\$ 79,800.00	8.00	\$ 3,360.00	0.00	\$ -	8.00	\$ 3,360.00	\$ 168.00	27.59%
66.	PAINTED SYMBOLS AND LEGENDS, DURABLE	STA	102	\$ 160.00	\$ 16,320.00	73.61	\$ 11,777.60	0.00	\$ -	73.61	\$ 11,777.60	\$ 588.88	72.17%
67.	GROOVES CUT FOR PAVEMENT MARKINGS	EA	29	\$ 210.00	\$ 6,090.00	8.00	\$ 1,680.00	0.00	\$ -	8.00	\$ 1,680.00	\$ 84.00	27.59%
68.	TEMPORARY TRAFFIC CONTROL	LS	1	\$ 50,000.00	\$ 50,000.00	0.70	\$ 35,000.00	0.00	\$ -	0.70	\$ 35,000.00	\$ 1,750.00	70.00%
69.	SWPP MANAGEMENT	LS	1	\$ 5,000.00	\$ 5,000.00	0.50	\$ 2,500.00	0.00	\$ -	0.50	\$ 2,500.00	\$ 125.00	50.00%
70.	SILT FENCE OR SILT FENCE DITCH CHECK	LF	200	\$ 2.00	\$ 400.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ -	0.00%
71.	REMOVAL OF SEDIMENT	EA	28	\$ 200.00	\$ 5,600.00	6.00	\$ 1,200.00	0.00	\$ -	6.00	\$ 1,200.00	\$ 60.00	21.43%
72.	INLET PROTECTION DEVICE, INSTALLATION	EA	28	\$ 30.00	\$ 840.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ -	0.00%
73.	CONCRETE STEPS, TYPE A	SY	195	\$ 120.00	\$ 23,400.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ -	0.00%
74.	MOBILIZATION	LS	1	\$ 360,000.00	\$ 360,000.00	0.50	\$ 180,000.00	0.10	\$ 36,000.00	0.60	\$ 216,000.00	\$ 10,800.00	80.00%
75.	TEMPORARY GRANULAR SIDEWALK	SY	500	\$ 20.00	\$ 10,000.00	49.00	\$ 980.00	0.00	\$ -	49.00	\$ 980.00	\$ 49.00	9.80%
76.	CONCRETE WASHOUT	LF	6,204	\$ 5.50	\$ 34,122.00	1,793.00	\$ 9,861.50	0.00	\$ -	1,793.00	\$ 9,861.50	\$ 493.08	28.90%
77.	REMOVAL OF LIGHT POLE	EA	75	\$ 135.00	\$ 10,125.00	46.00	\$ 6,210.00	0.00	\$ -	46.00	\$ 6,210.00	\$ 310.50	25.00%
78.	REMOVAL OF CONCRETE FOUNDATION OF LIGHT POLE	EA	4	\$ 1,600.00	\$ 6,400.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ -	0.00%
79.	NEW LIGHT POLE AND FOUNDATION	EA	79	\$ 300.00	\$ 23,700.00	54.00	\$ 16,200.00	0.00	\$ -	54.00	\$ 16,200.00	\$ 810.00	88.33%
80.	INSTALL RETROFITTED LIGHT POLE AND FOUNDATION	EA	78	\$ 7,800.00	\$ 608,400.00	42.00	\$ 327,600.00	0.00	\$ -	42.00	\$ 327,600.00	\$ 16,380.00	53.85%
81.	PAID-MOUNT LIGHTING CONTROL STATION	EA	2	\$ 10,000.00	\$ 20,000.00	1.00	\$ 10,000.00	0.00	\$ -	1.00	\$ 10,000.00	\$ 500.00	50.00%
82.	WALL-MOUNT LIGHTING CONTROL STATION	EA	1	\$ 6,300.00	\$ 6,300.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ -	0.00%
83.	MEIER SOCKET	EA	1	\$ 1,000.00	\$ 1,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ -	0.00%
84.	POWER OUTLET PEDESTAL	EA	12	\$ 2,000.00	\$ 24,000.00	8.00	\$ 16,000.00	0.00	\$ -	8.00	\$ 16,000.00	\$ 800.00	66.67%
85.	HANDHOLE - TYPE IV - MODIFIED	EA	13	\$ 910.00	\$ 11,830.00	10.00	\$ 9,100.00	0.00	\$ -	10.00	\$ 9,100.00	\$ 455.00	78.82%
86.	HANDHOLE - TYPE IV - MODIFIED	EA	3	\$ 1,500.00	\$ 4,500.00	1.00	\$ 1,500.00	0.00	\$ -	1.00	\$ 1,500.00	\$ 75.00	33.33%
87.	CONDUIT - 1.5" PVC, TRENCHED	LF	7,503	\$ 7.00	\$ 52,521.00	3,500.00	\$ 24,500.00	0.00	\$ -	3,500.00	\$ 24,500.00	\$ 1,225.00	48.63%
88.	CONDUIT - 2" PVC, TRENCHED	LF	511	\$ 7.00	\$ 3,577.00	180.00	\$ 1,260.00	0.00	\$ -	180.00	\$ 1,260.00	\$ 63.00	35.23%
89.	CONDUIT - 2.5" PVC, TRENCHED	LF	1,046	\$ 8.00	\$ 8,368.00	1,046.00	\$ 8,368.00	0.00	\$ -	1,046.00	\$ 8,368.00	\$ 418.40	100.00%
90.	CONDUIT - 3" PVC, TRENCHED	LF	450	\$ 8.00	\$ 3,600.00	300.00	\$ 2,400.00	0.00	\$ -	300.00	\$ 2,400.00	\$ 120.00	66.67%
91.	CONDUIT - 1.5" PVC, BORED	LF	140	\$ 15.00	\$ 2,100.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ -	0.00%
92.	CONDUIT - 2" PVC, BORED	LF	250	\$ 15.00	\$ 3,750.00	200.00	\$ 3,000.00	0.00	\$ -	200.00	\$ 3,000.00	\$ 150.00	80.00%
93.	CONDUIT - 2.5" PVC, BORED	LF	180	\$ 25.00	\$ 4,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ -	0.00%
94.	CONDUIT - 2" GRS	LF	13	\$ 22.00	\$ 286.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ -	0.00%

Item # 8B
Date: 6/14/21



185525 Maple Play Pond | Bldg 200 | Johnston, IA 50131
Main 515 278 2015 Fax 515 278 1545

April 29, 2021

Mr. Jordan Cook
City of Nevada, Iowa
1209 6th Street
Nevada, Iowa 50201

Re: WWTF Improvements – Phase 1: Partial Payment Application #5 Recommendation

Dear Jordan:

Partial Payment Application #⁵ for the above project was received and reviewed by our office. Wenthold Excavating is requesting payment for: Mobilization; Construction Survey; Excavation, Class 10 Reuse on site; Topsoil, Onsite, Strip, Salvage & Spread; Triple Culvert Headwall; Sanitary Manhole, SW-301, 60 in; Sanitary Manhole, SW-301, 60 in, Flat Top; Seeding, Fertilizing & BFM Mulching – Type 5; Silt Fence, Installation; Silt Fence Removal and line items.

Edits shown on this pay form reflect the mishap that occurred on the last pay period with Manhole 3. Everything is now installed and caught up.

Overall, we recommend payment in the amount of \$247,453.91. If approved, please execute all copies, keep one for your records, return one to Wenthold, and return one to HR Green. Please contact me with any questions regarding this partial payment application.

Sincerely,
HR GREEN, INC.

A handwritten signature in cursive script, appearing to read 'Michael Roth'.

Michael Roth, P.E.
Project Manager

Enclosures

Cc: Cory Wenthold, Wenthold Excavating (via email)
Bryan Spriggs, Wenthold Excavating (via email)
Kerin Wright, City (via email)

C:\Users\mroth\AppData\Local\Microsoft\Windows\NetCache\Content.Outlook\RXV26VTO\lrr-040621-Pay_Request_#4_recommendation-Nevada_WWTF_Ph_1.docx

TO OWNER: City of Nevada

PROJECT: Nevada WWTf

AIA DOCUMENT G702

APPLICATION NO: 5

PAGE ONE OF

1 of 2 PAGES

Distribution to:

☒ OWNER

☐ ARCHITECT

☐ CONTRACTOR

FROM CONTRACTOR:

Wenthold Excavating LLC

ARCHITECT: HR Green

PERIOD TO: 4/23/2021

PROJECT NOS:

CONTRACT FOR: Nevada WWTf

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 1,133,757.00
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,133,757.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 904,561.05
5. RETAINAGE:

- a. 5% % of Completed Work \$ 45,228.05
(Column D + E on G703) 0
- b. % of Stored Material \$
(Column F on G703)
Total Retainage (Lines 5a + 5b or
Total in Column I of G703) \$ 45,228.05

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 859,333.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) 611,879.09 \$
8. CURRENT PAYMENT DUE \$ -611,377.84
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ -227,955.16
\$ 274,424.00

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months			
Total			
Number	Date Approved		
NET CHANGES by Change Order			\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:

Way W. Wenthold

Date:

4/23/2021

State of: _____ County of: _____
Subscribed and sworn to before me this _____ day of _____
Notary Public: *Christine Rodrick*
My Commission expires: _____


ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 247,453.91

General Contractor

By:

Date:

Contractor's signed certification is attached.

Use Column I on Contracts where variable retainage for fine items may apply.

APPLICATION NO: 5
APPLICATION DATE: 4/23/2021
PERIOD TO: 4/23/2021
ARCHITECTS PROJECT NO:

[illegible]

Users may obtain validation of this document by requesting of the licensee a completed ALA Document D401 - Certification of Document's Authenticity



P-5125 Merle May Road | Suite 200 | Johnston, IA 50131
Main 515 276 2913 Fax 515 276 1840

June 8, 2021

Mr. Jordan Cook
City of Nevada, Iowa
1209 6th Street
Nevada, Iowa 50201

Re: WWTF Improvements – Phase 1: Partial Payment Application #6 Recommendation

Dear Jordan:

Partial Payment Application #6 for the above project was received and reviewed by our office. Wenthold Excavating is requesting payment for: Excavation, Class 10 Reuse on site; Topsoil, Onsite, Strip, Salvage & Spread; Footing for Concrete Pipe Apron, Type 1, 30 in; Sanitary Manhole, SW-301, 60 in; Seeding, Fertilizing & BFM Mulching – Type 5; SWPPP Management; Silt Fence, Maintenance; Silt Fence Removal; Rip Rap Class E, Outfall Apron & Bank Protection; Rip Rap, Class E, Triple 54" Dissipation; Rip Rap, Macadam Stone, Triple 54" Dissipation; Rip Rap, Class E, Triple 54" Inlet Protection; and Concrete Washout line items.

HR Green does not recommend payment as requested for the "Footing for Concrete Pipe Apron, Type 1, 30 in" line item. Wenthold previously agreed to a 50% credit on this item due to failure to obtain concrete samples and allow for inspection prior to placement. This amount is to be deducted from the Contract Price via future change order.

HR Green does not recommend payment as requested for the "Silt Fence, Removal" line item. No additional silt fence has been removed from the site during this pay application period.

HR Green does recommend payment as requested for the "Seeding, Fertilizing & BFM Mulching – Type 5" line item. The total quantity exceeded the plan quantity. The "as-built" quantity correlates to the disturbed area within the construction limits that required stabilization.

Overall, we recommend payment in the amount of \$220,604.96. If approved, please execute all copies, keep one for your records, return one to Wenthold, and return one to HR Green. Please contact me with any questions regarding this partial payment application.

Sincerely,
HR GREEN, INC.

A handwritten signature in black ink, appearing to read 'Michael Roth'.

Michael Roth, P.E.
Project Manager

Enclosures

Cc: Cory Wenthold, Wenthold Excavating (via email)
Bryan Spriggs, Wenthold Excavating (via email)
Rebecca Wenthold, Wenthold Excavating (via email)
Kerin Wright, City (via email)

TO OWNER: City of Nevada

PROJECT: Nevada WWTF

AIA DOCUMENT G702

PAGE ONE OF 1 of 2 PAGES

APPLICATION NO: 6

Distribution to:

FROM CONTRACTOR:

Wenthold Excavating LLC

ARCHITECT: HR Green

PERIOD TO: 5/21/2021

PROJECT NOS:

☒ OWNER
☐ ARCHITECT
☐ CONTRACTOR

CONTRACT FOR: Nevada WWTF

CONTRACT DATE: 10/21/2020

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 1,133,757.00
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,133,757.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ ~~1,140,056.00~~
5. RETAINAGE: 1,136,776.80

a. 5% % of Completed Work \$ ~~57,002.80~~ 56,838.84
(Column D + E on G703)
b. % of Stored Material \$ 0
(Column F on G703)
Total Retainage (Lines 5a + 5b or Total in Column I of G703) 56,838.84
~~57,002.80~~

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ ~~1,083,053.20~~
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) 859,333.00 \$ ~~859,834.25~~
8. CURRENT PAYMENT DUE 220,604.96 \$ ~~243,218.95~~
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ ~~50,703.80~~

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months			
Total approved this Month			
Number	Date Approved		
Totals			
NET CHANGES by Change Order			\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:

Ray W. Green

Date:

5/21/2021

State of: **NEVADA**
Subscribed and sworn to before me this **20th** day of **May**, 2021.
Notary Public: **CHRISTINE RODRICK**
My Commission expires: **February 27, 2024**



Christine Rodrick

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 220,604.96

General Contractor

By:

Date:

A	B	C	D	E	F	G	H	I	J
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+H)	BALANCE TO FINISH (I-C-G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Mobilization	\$47,000.00	\$47,000.00			\$47,000.00	100.00%	\$0.00	
2	Construction Survey	\$3,500.00	\$3,500.00			\$3,500.00	100.00%	\$0.00	
3	Cleaning & Grubbing	\$1,500.00	\$1,500.00			\$1,500.00	100.00%	\$0.00	
4	Excavation, Class 10 Raise on site	\$136,440.00	\$115,974.00	\$20,466.00		\$136,440.00	100.00%	\$0.00	
5	Topsell, Onsite, Strip, Salvage & Spread	\$132,300.00	\$92,610.00	\$39,690.00		\$132,300.00	100.00%	\$0.00	
6	Influent Trunk Sewer, Trenched, Optional Materials, 6' 30" in	\$183,018.00	\$183,018.00			\$183,018.00	100.00%	\$0.00	
7	Influent Trunk Sewer & Effluent Outfall Sewer, Trenched, DIP, 30" in	\$78,210.00	\$78,210.00			\$78,210.00	100.00%	\$0.00	
8	Effluent outfall Sewer, Trenched, RCP, 30" in	\$57,330.00	\$57,330.00			\$57,330.00	100.00%	\$0.00	
9	Storm Sewer, Trenched, TCEP (III), 54" in	\$64,860.00	\$64,860.00			\$64,860.00	100.00%	\$0.00	
10	Sanitary Outfall, RCP Pipe Apron, Type 1, 30" in	\$3,487.00	\$3,487.00			\$3,487.00	100.00%	\$0.00	
11	Storm Sewer, RCP Apron, Type 2, 54" in	\$20,955.00	\$20,955.00			\$20,955.00	100.00%	\$0.00	
12	Footing for Concrete Pipe Apron, Type 1, 30" in	\$1,540.00	\$770.00			\$1,540.00	100.00%	\$0.00	
13	Footing for Concrete Pipe Apron, Type 2, 54" in	\$7,500.00	\$7,500.00			\$7,500.00	100.00%	\$0.00	
14	Triple 54" Culvert Headwall	\$70,000.00	\$70,000.00			\$70,000.00	100.00%	\$0.00	
15	Sanitary Mainhole, SW-301, 60" in	\$100,750.00	\$80,225.00	\$20,525.00		\$100,750.00	100.00%	\$0.00	
16	Sanitary Mainhole, SW-301, 60" in, Flat Top	\$22,000.00	\$22,000.00			\$22,000.00	100.00%	\$0.00	
17	Seeding, Fertilizing & BFM Mulching - Type 5	\$94,500.00	\$4,283.00	\$175,631.00		\$129,870.00	100.00%	\$0.00	
18	SWPPP Management	\$3,900.00	\$3,900.00			\$3,900.00	100.00%	\$0.00	
19	Silt Fence, Installation	\$4,975.00	\$15,904.00	\$3,315.00		\$15,904.00	100.00%	\$0.00	
20	Silt Fence, Maintenance	\$2,570.00	\$2,570.00			\$2,570.00	100.00%	\$0.00	
21	Rip Rap, Class E, Outfall Apron & Bank Protection Removal	\$15,687.00	\$9,308.25	\$6,378.75		\$15,687.00	100.00%	\$0.00	
22	Rip Rap, Class E, Triple 54" Dissipation	\$23,625.00	\$23,625.00			\$23,625.00	100.00%	\$0.00	
24	Rip Rap, Macadam Stone, Triple 54" Dissipation	\$3,760.00	\$3,760.00			\$3,760.00	100.00%	\$0.00	
25	Rip Rap, Class E, Triple 54" Inlet Protection	\$5,000.00	\$5,000.00			\$5,000.00	100.00%	\$0.00	
26	Stabilized Construction Entrance	\$3,000.00	\$3,000.00			\$3,000.00	100.00%	\$0.00	
27	Concrete Washout								
	GRAND TOTALS	\$ 1,133,757.00	\$ 884,036.05	\$ 252,740.75	1	\$ 1,136,776.80	101%	\$ (6,299.80)	\$ 7,288.70

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Nevada
 Engineer: Hlt Green, Inc
 Contractor: Wenthold Excavating LLC
 Project: Nevada WWTF
 Contract: Nevada WWTF, City of Nevada

Owner's Project No.:
 Engineer's Project No.: 160473
 Contractor's Project No.: 208

Application No.: 4		Application Period: From 04/24/21 to 05/23/21		Application Date: 05/21/21							
A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Item Quantity	Contract Information		Value of Bid Item (C X E)	Work Completed		Materials Currently Stored (not in G)	Work Completed and Materials Stored to Date (H + I)	% of Value of Item (I / F)	Balance to Finish (F - J)
			Units	Unit Price (\$)		Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G)				
Original Contract											
1	Mobilization	1	LS	47,000.00	47,000.00	1.00	47,000.00		47,000.00	100%	-
2	Construction Survey	1	LS	3,500.00	3,500.00	1.00	3,500.00		3,500.00	100%	-
3	Clearing & Grubbing	1	LS	1,500.00	1,500.00	1.00	1,500.00		1,500.00	100%	-
4	Excavation, Class 10 Reuse on site	75800	CV	1.80	136,440.00	75,800.00	136,440.00		136,440.00	100%	-
5	Topsoil, Onsite, Strip, Salvage & Spread	37800	CV	3.50	132,300.00	37,800.00	132,300.00		132,300.00	100%	-
6	Influent Trunk Sewer, Trenched, Optional Materials, 30 in	1416	LF	129.25	183,018.00	1,416.00	183,018.00		183,018.00	100%	-
7	Influent Trunk Sewer & Effluent Outfall Sewer, Trenched, DIP, 30 in	237	LF	330.00	78,210.00	237.00	78,210.00		78,210.00	100%	-
8	Effluent outfall Sewer, Trenched, RCP, 30 in	490	LF	117.00	57,330.00	490.00	57,330.00		57,330.00	100%	-
9	Storm Sewer, Trenched, TCP (III), 54 in	282	LF	230.00	64,860.00	282.00	64,860.00		64,860.00	100%	-
10	Sanitary Outfall, RCP Pipe Apron, Type 1, 30 in	1	EA	3,487.00	3,487.00	1.00	3,487.00		3,487.00	100%	-
11	Storm Sewer, RCP Apron, Type 2, 54 in	3	EA	6,985.00	20,955.00	3.00	20,955.00		20,955.00	100%	-
12	Footings for Concrete Pipe Apron, Type 1, 30 in	1	EA	15,400.00	15,400.00	1.00	15,400.00		15,400.00	100%	-
13	Footings for Concrete Pipe Apron, Type 2, 54 in	3	EA	2,500.00	7,500.00	3.00	7,500.00		7,500.00	100%	-
14	Triple 54" Culvert Headwall	1	LS	70,000.00	70,000.00	1.00	70,000.00		70,000.00	100%	-
15	Sanitary Manhole, SW-301, 60 in	5	EA	20,150.00	100,750.00	5.00	100,750.00		100,750.00	100%	-
16	Sanitary Manhole, SW-301, 60 in, Flat Top	1	EA	22,000.00	22,000.00	1.00	22,000.00		22,000.00	100%	-
17	Seeding, Fertilizing & BSM Mulching - Type 5	35	AC	2,200.00	94,500.00	48.10	129,870.00		129,870.00	137%	(35,370.00)
18	SWPPP Management	1	LS	3,900.00	3,900.00	1.00	3,900.00		3,900.00	100%	-
19	Silt Fence, Installation	25700	LF	1.75	44,975.00	9,088.00	15,904.00		15,904.00	35%	29,071.00
20	Silt Fence, Maintenance	25700	LF	0.10	2,570.00	25,700.00	2,570.00		2,570.00	100%	-
21	Silt Fence, Removal	25700	LF	0.10	2,570.00	25,700.00	2,570.00		2,570.00	100%	-
22	Rip Rap, Class E, Outfall Apron & Bank Protection	249	TOM	62.40	15,687.00	249.00	15,687.00		15,687.00	100%	-
23	Rip Rap, Class E, Triple 54" Dissipation	375	TOM	63.00	23,625.00	375.00	23,625.00		23,625.00	100%	-
24	Rip Rap, Macadam Stone, Triple 54" Dissipation	94	TOM	40.00	3,760.00	94.00	3,760.00		3,760.00	100%	-
25	Rip Rap, Class E, Triple 54" Inlet Protection	60	TOM	62.00	3,780.00	60.00	3,780.00		3,780.00	100%	-
26	Stabilized Construction Entrance	1	EA	5,000.00	5,000.00	1.00	5,000.00		5,000.00	100%	-
27	Concrete Washout	1	EA	3,000.00	3,000.00	1.00	3,000.00		3,000.00	100%	-
Original Contract Totals					\$ 1,133,757.00		\$ 1,140,056.00	\$ -	\$ 1,140,056.00	101%	\$ (6,299.00)

Unit Price

E/CDC C-630 Contractor's Application for Payment

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Contractor's Application for Payment

Owner's Project No.:	150473
Engineer's Project No.:	208
Contractor's Project No.:	

Application Date: 05/21/21

Original Contract and Change Orders	
Project Totals	\$ 1,133,757.00

ITEM# 80
DATE: 6/14/2021

COUNCIL ACTION FORM

AGENDA: Discussion and Appropriate Follow-up on Request to reduce a portion of the sewer charge on their utility bill

HISTORY:

Chapter 99 of the attached City's Code of Ordinance does not currently provide guidelines and procedures for waiving or reducing portions of a City utility bill.

Attached is a request from Dolly Pearce, 414 E Avenue, for a request to reduce the sewer charge on their June Utility bill. They believe their usage was due to watering the lawn after planting grass seed to enhance the property in the front of the house.

Enclosed is a Utility Billing History report for the consumption report for the sewer only.

Based on previous credits approved by council, the credit would be the average Sewer charges over the past 13 months and subtract that from the June usage to find the Credit that would be consistent with the previous credits provided.

OPTIONS:

1. Direct Staff to apply a credit of \$96.15 to Pearce's account toward the sewer services.
2. Direct Staff or resident to provide more information on the account.
3. Deny Reimbursement request by Pearce
4. Do nothing at this time.

STAFF RECOMMENDATION:

Documentation has been presented showing the history of the account, and the sewer charges incurred.



Silky Pearce <silkypearce28@gmail.com>

Water and sewer bill. 6/7/2021

1 message

Silky Pearce <silkypearce28@gmail.com>

Mon, Jun 7, 2021 at 11:53 AM

To: Silky Pearce <silkypearce28@gmail.com>

To Whom it may concern: Nevada City Council

My name is Dolly Pearce my Sons name is Nick Maselli

We bought 414 E Avenue in September of 2019. The property was terrible mess, but we could see past the grim and scars this old house received over many years.

Built in 1890. We started cleaning in the house. It has taken until April and May to clean and paint. The yard had not been looked after for years. So we started on the front and backyards. I had no idea that a sewer bill would be so high because our home sewer usage did not change. The amount of the increase was shocking. The water did not go down the sewer, it was used on the grass both front and back including the strip near the street. To re-seed and fertilizer.

I have difficulty understand how the 286.83 came to be, our normal monthly bill only varies slightly month to month around 68.00, we are both water conservation mother and son.

The breakdown from the recent bill has: Sewer at \$118.71 and water \$153.01 The water, other than our normal use, was used to enhance the property in the front of the house and for the neighborhood, making it visually much nicer.

Because most of this water and sewer bill did not go down the sewer, to cause a high sewer bill, it went to the outside of the property, for seeding and fertilizing. Not the sewer.

I would like to request a refund for the portion of the sewer bill that did not go down the sewer.

I was told by Don. that our sewer and water bill is somehow arrived at by averaging over all sewer bills and water bills. Does that mean we are put into say, a family of 4/ or more average that would use much more water than 2 adults that are water conservative on a daily use of water.

Does that average cause us to pay more than it would if we are metered?

We would like the council to consider an appropriate refund for the sewer portion of this recent bill.

The water usage was for making a lawn look like it is in a nicer neighborhood most of the water did not go down the sewer. We put in a new sewer system to accommodate our sewer use, the main sewer pipe (city) sewer was so plugged up that for 2 months we could only use small amounts of water, during that time we could not flush, use the dish washer, went to the Laundromat did dishes in a large bowl, took sponge baths and did not put water down into the sewer until the house sewer was cleaned, replaced, and the hook up into city sewer was repaired. We threw water for the dishes out side in the back yard. Yet our sewer bill for nearly 2 months never changed, and we did not use the city sewer until it was fixed.

We appreciate your understanding regarding the cost of sewer and the cost of water for 414 E Ave.

Thank you for your consideration.

Dolly Pearce
515 215 0419

CITY OF NEVADA

UTILITY BILL
1209 6th STREET, PO BOX 530
NEVADA, 1A 50201-0530
(515) 382-5466

SERVICE FROM 4/01/21 TO 5/03/21

SERVICE	PRESENT READING	PREVIOUS READING	UNITS OF MEASURE X 100 USAGE	AMOUNT
ARREARS				5.00-
PREVIOUS BILL				63.88
PREVIOUS PAYMENT				68.88
Rsrc Rcvry				1.65
Sewer Cons				2.03
Strm Sewer				5.25
Sewer O&M	1760	1552	?	208 — 118.71
Water O&M	1760	1552	208 —	153.01
WATER EXCISE TAX				9.18

DOH —

* DENOTES ESTIMATED USAGE

ACCOUNT #: 1966006

SERVICE ADDRESS: 414 E AVE

Payments received after 5/19
may not reflect on this bill.

6/4
write letter

DUE DATE	AFTER DUE DATE	BY DUE DATE
6/15/21	286.83	284.83

~~41~~ MONDAY

MONDAY

414 E Ave

No phone number
on file

- ☐ TURN VALVE ON BEFORE METER
- ☐ TURN VALVE OFF BEFORE METER
- ☐ NEED TO REPLACE WATER METER, PLEASE CALL 382-2074 BETWEEN 8 A.M. AND 3 P.M. FOR AN APPOINTMENT
- ☐ WE WERE HERE TO WORK ON _____

☒ WATER CONSUMPTION WAS HIGHER THAN NORMAL DURING THE PERIOD OF 4-1-21 AND 5-3-21

YOU SHOULD PURSUE THE FOLLOWING OPTIONS:

1. PLACE FOOD COLORING IN TANK OF TOILET
IF COLOR MOVES TO BOWL, THERE IS A LEAK.
2. TURN OFF ALL WATER, CHECK METER TO SEE IF IT IS REGISTERING USAGE.
3. REVIEW PERSONAL USAGE (i.e. NUMBER OF DAYS ON BILLING, WATERING, EXTRA PEOPLE IN HOUSEHOLD, ETC.)
4. CALL A PLUMBER TO CHECK FOR LEAK(S).

IF YOU HAVE ANY QUESTIONS, PLEASE CALL 382-5466 BETWEEN 8 A.M. AND 5 P.M.

SEE REVERSE SIDE FOR OTHER MESSAGES.

PD
6/4

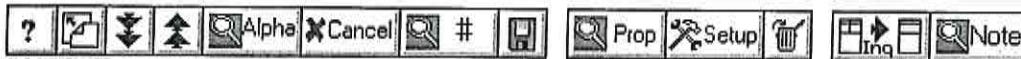
City of Nevada

1209 6th Street
Nevada, Iowa

20800 gallons = \$289.83
for Jane's billing

MATT PARROTT/STOREY KEN WORTHY 2033414

Attach Notes



Note Type:

Account #:

Service:

Meter#:

Date:

Rept Category:

DOLLY PEARCE
414 E AVE

Active
Created 5-05-2021
Maintained 6-02-2021

Install Date 9-26-2019
Service Date
Penalty Date 3-16-2020
Penalty Times 2
Balance

Notes
Account ☐
Service ☐
Property ☒
History ☒
Credit ☐

Have this note pop up in:

All ☐

Inquiry ☐

Account Setup ☐

Entry ☐

Payment ☐

Beginning Date

Ending Date

JUMP IN USAGE

From the May 2021 meter reading report, I noticed a higher than normal usage.
I will attempt to contact the customer.

I called the number on file, 515 230-9674. The number is no longer in service.
I will issue a NO FEE blue card notification.

6-2-21 Dolly Pearce called about the high water bill from the high usage.

She said she got the blue card notificaion (last month). She said they laid down new grass seed and was water the lawn a lot. She requested to have most of the sewer part of the June bill because the water did not go dwon any drain.

I generally explained the steps to request the council approve of the adjustment, including the deadlines.

Attach Files

First Prev 3 OF 3 Next Last New

PRESS TAB OR USE MOUSE TO EXIT COMMENTS FIELD

ACCOUNT NUMBER 1966006 STATUS Active
NAME DOLLY PEARCE (515)230-9674
PROPERTY 414 E AVE CUSTOMER TYPE RESIDENTIAL

TIMES DELQ 30 DAYS 60 DAYS 90 DAYS OVER 90
2

LAST BILL 284.83
PENALTY
ADJUST
PAYMENT 284.83
AMT DUE

DATE	DESCRIPTION	CONSUMPTION	CHARGE	BILL/PEN/PMT	BALANCE
6/01/2021	Sewer O&M	208	118.71	118.71	
5/10/2021	PAYMENT			22.66-	
5/01/2021	Sewer O&M	24	22.66	22.66	
4/07/2021	PAYMENT			21.61-	
4/01/2021	Sewer O&M	22	21.61	21.61	
3/09/2021	PAYMENT			20.05-	
3/01/2021	Sewer O&M	19	20.05	20.05	
2/10/2021	PAYMENT			17.96-	
2/01/2021	Sewer O&M	15	17.96	17.96	
1/04/2021	PAYMENT			23.18-	
1/01/2021	Sewer O&M	25	23.18	23.18	
12/04/2020	PAYMENT			24.75-	
12/01/2020	Sewer O&M	28	24.75	24.75	
11/04/2020	PAYMENT			25.79-	
11/01/2020	Sewer O&M	30	25.79	25.79	
10/06/2020	PAYMENT			26.31-	
10/01/2020	Sewer O&M	31	26.31	26.31	
9/04/2020	PAYMENT			26.83-	
9/01/2020	Sewer O&M	32	26.83	26.83	
8/11/2020	PAYMENT			25.27-	
8/01/2020	Sewer O&M	29	25.27	25.27	
7/08/2020	PAYMENT			20.19-	
7/01/2020	Sewer O&M	27	20.19	20.19	
6/04/2020	PAYMENT			38.64-	
6/01/2020	Sewer O&M	27	20.19	20.19	
5/01/2020	Sewer O&M	23	18.45	18.45	
4/01/2020	Sewer O&M	22	18.01	18.01	
	PREVIOUS BALANCE				56.45-

22 * 28000000
21 * 21000000
20 * 21000000
17 * 21000000
23 * 18000000
24 * 75000000
25 * 75000000
23 * 51000000
26 * 83000000
29 * 21000000
26 * 15000000
20 * 19000000
18 * 45000000
225 * 21000000
293 * 21000000
13 * 00000000
22 * 01000000
118 * 71000000
22 * 60000000
26 * 15000000

Item # 9A
Date: 6/14/21

Resolution No. 112 (2020/2021)
FY 21/22, 22/23, 23/24 Salary Ranges
Page 1 of 2

RESOLUTION NO. 112 (2020/2021)

**A RESOLUTION APPROVING UPDATED JOB DESCRIPTIONS
AND NEW EVALUATION TOOL FOR ALL EMPLOYEES**

WHEREAS, the City Council has received recommendations from the Salary Study and of the City Administrator; and

WHEREAS, job descriptions attached have been revised and reviewed by the Austin Peters Group and staff; and

WHEREAS, the Evaluation Tool as shown in Exhibit "A" has been proposed by the Austin Peters Group. Staff has reviewed the Evaluation Tool and selected six core competencies that will be used for all employees. Each department will select two or three additional competencies that are specific to their department and add to the core. For Non-Union employees the Evaluation Tool "Score" will be the employee's salary increase for July 1 of each year. The Union Employees will also use the same Evaluation Tool; however, their annual salary adjustment is based on the union contract; and

WHEREAS, in the interests of providing updated job descriptions and an evaluation tool for employees the Austin Peters Group and Staff recommend approving; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Nevada, Story County, Iowa, as follows:

1. The attached job descriptions are approved and recommended to be reviewed annually at evaluation.
2. The Pay for Performance Evaluation Tool, Exhibit "A", will be used for all Staff evaluations. In addition, the Non-Union Employees annual salary adjustment will be based on their Evaluation "Score" for the pay date that includes July 1.

Passed and approved this 14th day of June, 2021.

Brett Barker, Mayor

ATTEST:

Kerin Wright, City Clerk



Position Description

CLERK II

Department: Public Safety
Reports To: Public Safety Director/Chief of Police
FLSA: Non-exempt

Purpose of Position

Under general supervision of the Public Safety Director, performs a wide variety of office and computer procedures necessary for efficient functioning of the Public Safety Department. Job entails performance of a variety of maintenance, compilation, retrieval and distribution of official police documents, media and information.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists general public, departmental personnel and representatives from other agencies in obtaining public safety related information.
- Maintains the upkeep and distribution of media that includes reformatting video, audio and picture media for other agencies. Copies media to DVD and CD disc for distribution.
- Reviews, inputs, and processes public safety documents and responds to requests for said information within a timely manner.
- Maintains organized and accurate filing system pertaining to all police records via records management software and paper files, including updating local, state and federal computer databases.
- Performs data entry, typing, filing and other clerical duties as directed; reviews information for completeness.
- Counts monetary receipts; turns in deposits as needed.
- Reviews and processes requests for background checks.
- Performs duties pertaining to confidential data.
- Processes arrests, traffic citations and other data through EDMS and the state electronic filing system.
- Compiles information into monthly and annual statistical and other reports.
- Assists with the maintenance of the Public Safety web page, Facebook, Twitter, press releases, and other various public communications.
- Compiles statistical data and generates reports.
- Maintains computer system for Public Safety Department, records management system and software changes and upgrades; updates software and oversees security system software for department.
- Assists other City departments as directed with computer technology issues, maintenance and software repair, including all computers and office equipment within the Public Safety Department.
- Makes purchases for office supplies and other equipment as directed by supervisor.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Other duties as assigned.

Minimum Education or Experience Required

Two to three years related experience or training, or associate's degree or equivalent from a two-year college or technical school and one year of experience; or equivalent combination of education and experience. At least one year of related clerical or general office experience.

Preferred Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university, or equivalent combination of education and experience. Degree in Business, Public Administration, or related field.

Other Requirements – Certificates/Licensures

- Bondable.
- UCR/NIBRS Certification.
- Annual training for law enforcement records and open records.

Knowledge, Skills, Abilities

- Knowledge and education to stay up to date and educated on all software found on the computers within the Public Safety Department.
- Knowledge of software used to maintain certain areas of Public Safety Building. For example, telephone system to include voicemail for all City employees, server problems when they arise, and wifi issues.
- Knowledge of the Public Safety Building security system software, cameras and building access for all employees.
- Ability to think logically and follow written, verbal or diagrammatic instructions using several abstract or concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to make appointments and process mail, ability to compose original correspondence; and have substantial contact with people.
- Knowledge of modern office procedures and practices; ability to operate computer hardware and software in an efficient and effective manner.
- Ability to establish and maintain effective working relationships with superiors, co-workers and the public; ability to handle a wide array of social situations.
- Ability to comprehend and implement departmental policies, routines and standard operating procedures; ability to address issues involving confidential information.
- Knowledge of local, state and federal regulations affecting work.
- Knowledge of laws pertaining to the disclosure of public and open records.
- Knowledge of English usage, spelling grammar and punctuation.
- Skills in effectively dealing with public and other agencies in different situations.
- Skill in maintaining complex alpha and numeric filing system.
- Ability to communicate both orally and in writing.
- Ability to maintain appropriate confidentiality of information and documents.
- Ability to analyze and categorize data and information to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to utilize a variety of advisory data and information such as arrest reports, schedules, activity logs, court dockets, warrants, fingerprint cards, Uniform Crime Report, citations, bank statements, code manuals, clerk of court manual, record retention standards, computer software operating manuals, directories, maps, emergency communications manuals, policies, procedures, guidelines and non-routine correspondence.

- Knowledge of computer systems and ability to use Microsoft Office (Word, Excel, and PowerPoint) and computer software systems for law enforcement.
- Ability to pass drug screening and background check.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Computer hardware and software, general office equipment, 10-key adding machine, typewriter, Code of Iowa, City of Nevada Code of Ordinances, dictionary, telephone, endorsement machine, fax machine, and copier machine.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or move up to 10 pounds, occasionally will lift and/or move 25 pounds, and will occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	_____	Date	_____
Department Head	_____	Date	_____
City Administrator	_____	Date	_____



Position Description
COMMUNITY SERVICES OFFICER

Department: Public Safety
Reports To: Sergeant or Public Safety Director/Chief of Police
FLSA: Non-exempt

Purpose of Position

This is skilled manual work involving animals and fowl. Work involves capturing, caring for and disposing of animals according to established guidelines. Work is performed under general supervision of the Public Safety Director or his designee. Under general supervision of the Nevada Public Safety Office Assistant, performs a wide variety of general office procedures necessary for efficient functioning of the Nevada Public Safety Department. Work assignment entails receptionist duties, word processing, spread sheet, data base work, and other general clerical duties. Performs other duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides quality animal control services to the community.
- Responds to citizens' calls for assistance with domestic, exotic, wild animals, livestock, and fowl that are lost, found, or stray.
- Responds to reports of animals and fowl creating a nuisance or being treated cruelly, performs follow-up investigations as needed.
- Provides education to citizens and owners on the humane and responsible care and treatment of animals.
- Files charges and testifies in court in cases of violation of State or local ordinances.
- Maintains records including ledger, workday activity reports and disposition of animals.
- Maintains a clean and organized work environment.
- Patrols streets to promote safety by reduction of stray animals and fowl, and noise complaints.
- Supervises quarantined animals as needed.
- Recovers dead animals.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Responds to EMS calls for the City.
- Responds to parking complaints and issues citations as warranted.
- Enforcement of nuisance abatement cases including the issuance of the Notice of Nuisance Abatement, issuance of municipal infractions, and all associated documentation.
- Provides escorts for funerals and parades, as needed.
- Performs receptionist duties.
- Performs data entry, typing, filing and other clerical duties as directed.
- Reviews information for completeness and enters information.
- Counts monetary receipts; assists deposits as needed.
- Performs duties pertaining to confidential data.
- Maintains filing system.
- Compiles information into monthly and annual statistical and other reports.
- Assists other City departments as directed.

- Performs other duties as apparent or assigned.

Minimum Education or Experience Required
High school education or G.E.D. and six to twelve months related experience or training; or equivalent combination of education and experience.

Preferred Education or Experience Required
High school diploma or G.E.D.; twelve months to two years related experience or training; or equivalent combination of education and experience. Experience with animals.

Other Requirements – Certificates/Licenses

- Valid Iowa Driver's License.
- Bondable.

Knowledge, Skills, Abilities

- Knowledge of municipal ordinances relating to animals and fowl, and the ability to handle, manage, and trap animals and dispose of dead animals.
- Demonstrates excellent customer service.
- Skill in the safe operation of a City vehicle.
- Skill in the safe transportation of animals.
- Knowledge of modern office procedures and practices.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to think logically and follow written, verbal or diagrammatic instructions using several abstract or concrete variables.
- Ability to operate computer hardware and software in an efficient and effective manner.
- Knowledge of municipal ordinances relating to animals and fowl.
- Ability to establish and maintain effective working relationships with City employees and the general public.
- Sufficient physical strength, endurance and agility to perform assigned tasks.
- Ability to follow standard safety practices and procedures common to animal control.
- Ability to follow written and oral instructions.
- Ability to effectively communicate and work with a wide variety of people.
- Ability to maintain a strong commitment to integrity and fairness.
- Working ability to understand and carry out oral and written instructions.
- Ability to use good judgment, problem-solving and making sound decisions.
- Ability to learn applicable City and State ordinances and regulations.
- Ability to perform the essential job functions in an organized, compassionate and self-directed manner.
- Ability to maintain appropriate confidentiality of information and documents.
- Ability to utilize a variety of advisory data and information such as arrest reports, schedules, activity logs, court dockets, warrants, fingerprint cards, Uniform Crime Report, citations, bank statements, code manuals, clerk of court manual, record retention standards, computer software operating manuals, directories, maps, emergency communications manuals, policies, procedures, guidelines, and non-routine correspondence.
- Knowledge of computer systems and ability to use Microsoft Office (Word, Excel, and PowerPoint) and computer software systems for law enforcement.
- Ability to pass drug screening and background check.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Animal bite stick and lasso, pepper spray, mobile radio, telephone, animal control vehicle and attachments, computer hardware and software, first aid equipment, City of Nevada Code of Ordinances, Code of Iowa, Federal Register, photographic equipment, video recorder, still photo camera, video camera, dictionary, calculator, dictation equipment, and fax machine.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit; run; climb, balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds generally occurs. In emergencies, may be necessary to lift, move, push, or pull up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, distance vision, and ability to adjust focus. Ability to move heavy objects or persons, give chase on foot, work in confined areas; walk, sit or stand for long periods of time; possess the physical strength and agility to defend self and others in a hostile or combative situation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such as moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals, and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position is exposed to stressful situations where things may seem chaotic. This position may be exposed to blood borne pathogens or bodily fluids, communicable diseases, and dangerous situations. This position may be called out 24 hours a day to include evenings, nights, weekends and holidays. This position may have long hours. Work with deceased, injured, or sick animals or fowl.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	_____	Date	_____
Department Head	_____	Date	_____
City Administrator	_____	Date	_____



Position Description PUBLIC SAFETY DIRECTOR AND CHIEF OF POLICE

Department: Public Safety
Reports to: Mayor
FLSA: Exempt

Purpose of Position

Under administrative direction of the Mayor, plans, coordinates, directs and organizes the public safety functions set forth by local, State and federal authorities. Supervises all police, fire, emergency medical service, emergency management, and public information, and full-time, part-time and seasonal employees. Performs supervisory duties including interviewing and recommending hiring, training, assigning work, disciplining, evaluating, and recommending discharge. Works closely with the City Administrator and all departments to fulfill department functions. Performs other duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assumes full management responsibility for all Public Safety Department services and activities; manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Plans, organizes and directs the activities of the Public Safety Department, providing general law enforcement, criminal investigation, fire suppression and prevention, rescue services and emergency medical services, disaster responses, nuisance abatement, and code enforcement.
- Develops long-term plans to improve departmental operations. Evaluates pending legislation and statutes, and responds to changing regulations and technology regarding law enforcement, fire prevention and suppression through review of technical materials and professional education.
- Develops annual department budgets for operations and equipment. Assists with developing long-range capital budgets for various public safety programs. Monitors departmental budgets throughout the fiscal year and oversees the purchase and maintenance of equipment, vehicles, and supplies. Provides preliminary approval to payment of departmental invoices in accordance with established policy and procedures.
- Coordinates with the planning and zoning department including the enforcement of zoning regulations, nuisance ordinances and code enforcement.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs, and coordinates, through subordinate-level staff, the Public Safety Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Provides staff assistance to the City Administrator and City Council; prepares and presents staff reports and other necessary correspondence; attends City Council and other meetings as required.
- Represents the Public Safety Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.

- Participates on a variety of boards, commissions, and committees; serves as the City's representatives to committees and community organizations concerned with improvements in law enforcement and fire services; public education, and departmental public relations.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement, crime prevention, fire suppression, fire prevention, and related support services; incorporates new developments as appropriate.
- Responds to and may command police and/or fire emergencies or community disasters.
- Performs related duties as required.
- Reviews and directs all purchases, repairs, and updates.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Keeps the City Administrator informed of Departmental operations and developments that he/she will need to know to effectively coordinate the management of the City.
- Performs other duties and assumes other responsibilities as apparent or assigned.

Minimum Education or Experience Required

Six to ten years related experience and/or training, or a master's degree from a four-year college or university and one to five years of experience; or bachelor's degree from a four-year college or university and two to five years related experience and/or training; or equivalent combination of education and experience. Degree or major coursework in political science, criminal justice, police science, fire science, behavioral science, business or public administration, or a related field. Six years of law enforcement experience and three years of supervisory experience.

Preferred Education or Experience Required

Ten years or more related experience and/or training or a master's degree from a four-year college or university and one to five years of experience; or bachelor's degree from a four-year college or university and two to five years related experience and/or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Certification from the Iowa Law Enforcement Academy within the first year, MMRF-2.
- FEMA Incident Command Certification at IS-100, 200, 700, and 800 within the first year.
- Iowa Firefighter I Certification within first year of employment.
- Iowa or National Registry Emergency Medical Technician Basic, preferred.
- Shall establish residency within five (5) miles of the City limits within six (6) months of the date of employment by the City.
- Shall maintain firearms proficiency pursuant to ILEA guidelines and shall obtain Firearms Competence Certification.
- Shall obtain American Red Cross CPR certification.
- Shall maintain Competency with ASP Baton and Taser pursuant to ILEA guidelines.

Knowledge, Skills, Abilities

- Administers police, fire, emergency medical, code enforcement, and public information programs.
- Performs organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.

- Principles and practices of disaster preparedness, response, and recovery.
- General Operational characteristics of police and fire apparatus and equipment.
- General knowledge of hazardous materials mitigation management.
- Court decisions and how they affect department operations.
- Methods and techniques of public relations.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of municipal organization, administration and personnel management.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Manages and directs a comprehensive public safety program including law enforcement, crime prevention, fire suppression, fire prevention, emergency medical services, disaster preparedness, code enforcement, and associated programs, services, and operations.
- Effectively works with the City Administrator, Mayor, City Council, department supervisors, citizens and other persons on the telephone and in person; ability to work amicably as a team to accomplish individual and group assignments and goals.
- Develops and administers departmental goals, objectives, and procedures.
- Analyzes and assess programs, policies, and operational needs and make appropriate adjustments.
- Identifies and responds to sensitive community and organizational issues, concerns, and needs.
- Plans, organizes, directs, and coordinates the work of lower-level staff.
- Prepares clear and concise administrative and financial reports.
- Prepares and administers large and complex budgets.
- Meets the physical requirements necessary to safely and effectively perform the assigned duties.
- Operates modern office equipment and computers including applicable software applications.
- Effectively presents information and responds to questions from groups of managers, clients, customers, and the general public.
- Communicates clearly and concisely, both orally and in writing.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Ability to pass drug screening and background check.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Firearms, handheld baton, ASP, handcuffs, mobile radio, telephone, police vehicle and attachments, computer hardware and software, radar gun, first aid equipment, City of Nevada Code of Ordinances, Code of Iowa, Federal Register, photographic equipment, video recorder, still photo camera, video camera, body bug, dictionary, calculator, dictation equipment, and fax machine.

Supervision

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit; run; climb, balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds generally occurs, and in emergencies, may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and ability to adjust focus. Ability to move heavy objects or persons, give chase on foot, and restrain persons within the course of proper police procedures; work in confined areas; walk, sit or stand for long periods of time; possess the physical strength and agility to defend self and others in a hostile or combative situation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such as moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals, and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position is exposed to very stressful situations where things may seem chaotic. This position may be exposed to blood borne pathogens or bodily fluids, communicable diseases, and dangerous situations. This position may be called out 24 hours a day to include evenings, nights, weekends and holidays. This position may have very long hours.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description POLICE DETECTIVE

Department: Public Safety
Reports To: Sergeant or Public Safety Director/Chief of Police
FLSA: Non-exempt

Purpose of Position

Under general supervision of the Public Safety Director/Chief of Police, serves the citizens of Nevada through protection of life, property, civil and constitutional rights by actively participating in investigation of crimes, law enforcement and crime prevention activities. Provides a skilled level of police service specializing in areas of detailed incident investigation, crime scene evidence collection and interviews. Performs duties of a police officer as assigned. Performs related duties as assigned.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receives and reviews incident and arrest reports taken by all officers; determines which incident reports are in need of further investigation.
- Prepares various reports including incident and arrest reports.
- Establishes and maintains case files for serious offenses and/or those requiring further investigation; completes required reports and prepares search warrants, forms and logs necessary in building case files.
- Arrests violators of the law in compliance with local, State, and Federal regulations, ordinances, laws and standard operating procedures.
- Assists other officers, provides back-up when requested, and cooperates with other law enforcement agencies and City departments.
- Conducts investigations, interviews witnesses and suspects, talks to victims and witnesses, and completes field reports.
- Collects and preserves physical evidence, serves as evidence custodian, transports and collects evidence from DCI, and organizes and logs evidence in system.
- Assists Patrol Officers as requested by the officer or assigned by the Public Safety Director/Chief of Police to obtain evidence and investigate crimes.
- Responds to citizen concerns and inquiries; addresses inquiries or refers citizens in need of assistance to appropriate agencies.
- Provides assistance to the public as needed; responds to complaints and appears at the scene of emergencies, disorders or crimes.
- Notifies supervisor of situations in need of attention within the City.
- Appears at hearings or in court to supply evidence and testimony.
- Performs public relations activities by giving presentations to community organizations, civic groups or the school as requested and directed.
- Mediates and/or counsels persons in situations where these persons are in dispute or disagreement.
- Performs all duties of a Police Officer, including uniformed patrol shifts at the direction of the Public Safety Director/Chief of Police.
- As approved and assigned, attends workshops and seminars to update knowledge and skills.

- Attends area meetings of detectives and investigators to exchange information concerning investigations of mutual interest or concern, and to obtain information on new investigative techniques.
- Attends regularly scheduled meetings and other assigned committees or task force groups as directed by the Public Safety Director/Chief of Police.
- Assigns duties to Patrol Officers to expedite investigations and departmental operations.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Inspects, cleans and maintains issued weapons to maintain proper working condition.
- Takes reasonable care of equipment and timely reports any equipment that is in need of maintenance, repair, or replacement.
- Provides assistance to other law enforcement agencies and City departments as needed and directed.
- Other duties as apparent or assigned.

Minimum Education or Experience Required

Two to three years related experience or training, or associate's degree or equivalent from a two-year college or technical school and one year of experience; or equivalent combination of education and experience. Law enforcement experience.

Preferred Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university, or equivalent combination of education and experience. Associate's degree in criminal justice or related field; experience with a municipal, county, state, or federal agency serving in a capacity with duties directly related to law enforcement or the conducting of investigations.

Other Requirements – Certificates/Licensures

- Iowa Law Enforcement Academy Certification as Peace Officer.
- Shall possess and maintain a valid State of Iowa Driver's License.
- Shall possess and maintain a Professional Permit to carry a weapon as issued by the State of Iowa; shall obtain and maintain Firearms Competence Certification.
- Shall maintain American Red Cross CPR certification.
- Shall obtain Basic Narcotics Field-Testing Certification.
- Reside within 45 minutes, under normal driving conditions, of the Police Department.
- EMT Certification.
- Firefighter I Certification.

Knowledge, Skills, Abilities

- Ability to use scientific or logical thinking to solve problems with several abstract and concrete variables.
- Ability to perform simple arithmetic, algebraic and geometric calculations.
- Ability to interview persons to obtain information; ability to guide people and to provide basic information.
- Ability to prepare clear, concise, and grammatically correct reports.
- Ability to use a mobile radio and telephone.
- Ability to compose original correspondence; knowledge of legal terminology.
- Ability to have a substantial amount of contact with people.

- Ability to work well independently with little guidance; ability to address issues involving confidential information.
- Ability to handle a wide array of social situations.
- Considerable knowledge of municipal, County, state and federal criminal, motor vehicle and related laws, ordinances and codes.
- Ability to effectively work with the Public Safety Director/Chief of Police, other Police Officers, office staff and the public at large on the telephone and in person; ability to work amicably as a team to accomplish individual and group assignments and goals.
- Ability to safely and efficiently drive vehicles.
- Ability to recall names, faces and details of a specific incidents.
- Ability to maintain a dependable attendance record and earn confidence of co-workers through timely responses in emergency situations.
- Ability to be physically fit for duty; able to operate motor vehicle under normal and emergency conditions; physically subdue and restrain individual(s); sit for extended periods of time; requires extensive walking, standing, running and frequent heavy lifting and pushing; requires working in adverse weather, and stressful and sometimes life-threatening conditions; must carry a firearm and qualify at least annually with weapon.
- Ability to analyze situations quickly and objectively, recognizing actual or potential dangers, and determine proper course of action.
- Ability to quickly respond, and maintain composure, self-restraint and emotional control in stressful, difficult, dangerous, or criminal situations.
- Ability to work effectively with individuals in very emotional and difficult situations and in situations where individuals may be hostile or aggressive.
- Knowledge of court rules and procedures and ability to render credible testimony in a court of law.
- Knowledge of municipal police administration and organization, contemporary management/supervision principles, City and Departmental Policies and Procedures, all appropriate criminal laws including City ordinances, and appropriate administrative laws relative to public employment including City ordinances, crime prevention activities, use and care of City equipment, and contemporary police technologies, methods, and practices recognized in the police community; knowledge of patrol procedures, criminal investigation techniques, criminal identification, records maintenance, police schooling techniques, and radio procedures.
- Knowledge of the principles and practices of modern police work and the laws governing arrest, custody of prisoners, search and seizure, and rules of evidence.
- Skill in the use and care of various firearms and law enforcement equipment, including skill in safe and effective use of self-defense weapons and methods.
- Ability to maintain appropriate confidentiality of information and documentation.
- Ability to counsel, treat and mediate, and/or provide first-line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to communicate orally and in writing with department personnel, City officials, other law enforcement agencies, attorneys, other City departments, utility crews, civic organizations, Department of Health personnel, DOT, emergency management agencies, school personnel, emergency response personnel, suspects, victims, witnesses and the general public.
- Ability to operate equipment and machinery requiring complex and rapid adjustments, such as firearms, restraint devices, baton, Conductive Energy Weapon, emergency communications equipment, recording devices, squad car, TV/DVD, camera, evidence kits, common hand tools, rescue equipment, surveillance equipment, body armor, measuring devices, drug test kits, animal control equipment, Mobile Data Terminal, email and telephone.
- Ability to pass drug screening and background check.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Firearms, hand held baton, ASP, handcuffs, mobile radio, telephone, police vehicle and attachments, computer hardware and software, radar gun, first aid equipment, City of Nevada Code of Ordinances, Code of laws, Federal Register, photographic equipment, video recorder, still photo camera, video camera, body bug, dictionary, calculator, dictation equipment, and fax machine.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit; run; climb, balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds generally occurs. In emergencies, may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and ability to adjust focus. Ability to move heavy objects or persons, give chase on foot, and restrain persons within the course of proper police procedures; work in confined areas; walk, sit or stand for long periods of time; possess the physical strength and agility to defend self and others in a hostile or combative situation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such as moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals, and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position is exposed to stressful situations where things may seem chaotic. This position may be exposed to blood borne pathogens or bodily fluids, communicable diseases, and dangerous situations. This position may be called out 24 hours a day to include evenings, nights, weekends and holidays. This position may have long hours.

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I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



**Position Description
POLICE OFFICER**

Department: Public Safety
Reports To: Sergeant or Public Safety Director/Chief of Police
RSA: Non-exempt

Purpose of Position

Under general supervision of the Public Safety Director/Chief of Police, serves the citizens of Nevada through protection of life, property and civil and constitutional rights by actively participating in law enforcement and crime prevention activities. Patrols assigned areas to enforce local, County, State and federal criminal, motor vehicle and related laws, ordinances and codes. Provides a visible deterrent to criminals while concurrently providing security to citizens.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Patrol, using a squad car, bicycle, motorcycle or on foot, the entire community to identify violations of the law, acts as a visible deterrent to crime.
- Provides assistance to the public as needed; responds to complaints and appears at the scene of emergencies, disorders or crimes.
- Assists other officers, provides back-up when requested, and cooperates with other law enforcement agencies and City departments.
- Arrests violators of the law in compliance with local, state, and federal regulations, ordinances, laws and standard operating procedures.
- Prepares incident reports, arrest reports, accident reports and daily logs pertaining to that day's activities; familiarizes self with the activities of the previous shift by reading daily logs, incident reports, arrest reports, etc.
- Conducts security checks on requested residences; conducts door and security checks on area businesses, churches, schools, and other facilities as directed.
- Conducts bar checks to monitor violations and deter disturbances.
- Responds to citizen concerns and inquiries; addresses inquiries or refers citizens in need of assistance to appropriate agencies.
- Attends workshops and seminars to update knowledge and skills as approved and assigned.
- Appears at hearings or in court to supply evidence and give testimony.
- Performs public relations activities by giving presentations to community organizations, civic groups and at the schools as requested and directed.
- Familiarizes self with the City and its residents; often performs assigned patrols on foot to increase visibility and promote an approachable image of the department.
- Keeps the Public Safety Director/Chief of Police informed of departmental operations and developments that need to be evaluated to effectively coordinate the management of the Police Department.
- Maintains firearms and other weapons to ensure they are clean and operational.
- Investigates accidents and crime scenes including interviewing victims, talking to witnesses, completing field reports, fingerprinting, and photographing.
- Notes suspicious persons or activities; takes action regarding these activities.
- Remains observant of problems relating to public property; notes damage to public property and reports problems to the proper department, or briefs officer following on the next shift.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Mediates and/or counsels persons in situations where persons are in dispute or disagreement.
- Interviews witnesses and suspects.
- Performs such duties that relate to the control of wild and domestic animals in the community. Such duties include picking up stray or abandoned animals, transporting them to designated shelter, and releasing to appropriate owners.
- Performs many duties involving confidential data.
- Notifies supervisor of situations in need of attention within the City.

- Provides police support for school functions, public gatherings, funerals, etc.
- Takes reasonable care of equipment and timely reports any equipment that is in need of maintenance, repair, or replacement.
- Assists other City departments as necessary.
- Inspects, cleans, and maintains issued weapons in proper working condition.
- Other duties as apparent or assigned.

Minimum Education or Experience Required
High school diploma or G.E.D., or associate's degree or equivalent, or twelve months to two years related experience or training; or equivalent combination of education and experience.

Preferred Education or Experience Required
High school diploma or G.E.D., or associate's degree or equivalent, or two to three years related experience or training; or equivalent combination of education and experience. Experience as a security officer, loss prevention officer, reserve law enforcement officer, or non-resident peace officer.

Other Requirements – Certificates/Licensures

- Iowa Law Enforcement Academy Certification as Peace Officer.
- EMT Certification.
- Shall possess and maintain a valid State of Iowa Driver's License.
- Shall possess and maintain a Professional Permit to carry a weapon as issued by the State of Iowa; shall obtain and maintain Firearms Competence Certification.
- Shall maintain American Red Cross CPR certification.
- Reside within 45 minutes, under normal driving conditions, of the Police Department.

Knowledge, Skills, Abilities

- Ability to use scientific or logical thinking to solve problems with several abstract and concrete variables.
- Ability to perform simple arithmetic, algebraic and geometric calculations.
- Ability to interview persons to obtain information; ability to guide people and to provide basic information.
- Ability to write clear, concise, grammatically correct reports; ability to use a mobile radio and telephone.
- Ability to compose original correspondence; some knowledge of legal terminology; ability to have a substantial amount of contact with people. Ability to meet and work with people.
- Ability to work well independently with little guidance; ability to address issues involving confidential information.
- Ability to establish and maintain effective working relationships with co-workers and the public; ability to handle a wide array of social situations.

- Considerable knowledge of municipal, County, State and federal criminal, motor vehicle and related laws, ordinances and codes.
- Ability to effectively work with the Public Safety Director/Chief of Police, Police Department supervisors, fellow Officers, Police Office staff and the public at large on the telephone and in person; ability to work amicably as a team to accomplish individual and group assignments and goals.
- Ability to use and care for small firearms.
- Ability to safely and efficiently drive vehicles.
- Ability to recall names, faces and details of specific incidents.
- Ability to graduate from ILEA.
- Ability to maintain a dependable attendance record and earn confidence of co-workers through timely responses in emergency situations.
- Ability to be physically fit for duty; able to operate motor vehicle under normal and emergency conditions; physically subdue and restrain individual(s); sit for extended periods of time; requires extensive walking, standing, running and frequent heavy lifting and pushing; requires working in adverse weather, and stressful and sometimes life-threatening conditions; must carry a firearm and qualify at least annually with weapon.
- Ability to analyze situations quickly and objectively, recognizing actual or potential dangers, and determine proper course of action.
- Ability to quickly respond, and maintain composure, self-restraint and emotional control in stressful, difficult, dangerous, or criminal situations.
- Ability to work effectively with individuals in emotional and difficult situations and in situations where individuals may be hostile or aggressive.
- Knowledge of court rules and procedures; ability to render credible testimony in a court of law.
- Knowledge of municipal police administration and organization, contemporary management/supervision principles, City and Departmental Policies and Procedures, all appropriate criminal laws including City ordinances, and appropriate administrative laws relative to public employment including City ordinances, crime prevention activities, use and care of City equipment, and contemporary police technologies, methods, and practices recognized in the police community.
- Knowledge of patrol procedures, criminal investigation techniques, criminal identification, records maintenance, police schooling techniques, and radio procedures.
- Knowledge of the principles and practices of modern police work and the laws governing arrest, custody of prisoners, search and seizure, and rules of evidence.
- Skill in the use and care of various firearms and law enforcement equipment, including skill in safe and effective use of self-defense weapons and methods.
- Ability to maintain appropriate confidentiality of information and documentation.
- Ability to counsel, treat and mediate, and/or provide first-line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to communicate orally and in writing with department personnel, City officials, other law enforcement agencies, attorneys, other City departments, utility crews, civic organizations, Department of Health personnel, DOT, emergency management agencies, school personnel, emergency response personnel, suspects, victims, witnesses and the general public.
- Ability to operate equipment and machinery requiring complex and rapid adjustments, such as firearms, restraint devices, baton, Conductive Energy Weapon, emergency communications equipment, recording devices, squad car, TV/DVD, camera, evidence kits, common hand tools, rescue equipment, surveillance equipment, body armor, measuring devices, drug test kits, animal control equipment, Mobile Data Terminal, email and telephone.
- Ability to pass drug screening and background check.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Firearms, hand held baton, ASP, handcuffs, mobile radio, telephone, police vehicle and attachments, computer hardware and software, radar gun, video recorder, video camera, still photo camera, first aid equipment, City of Nevada Code of Ordinances, Code of Iowa, Federal Register, dictionary, calculator, and fax machine.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit, run, climb, balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds generally occurs, and in emergencies, may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and ability to adjust focus. Ability to move heavy objects or persons, give chase on foot, and restrain persons within the course of proper police procedures; work in confined areas; walk, sit or stand for long periods of time, possess the physical strength and agility to defend self and others in a hostile or combative situation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such as moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position is exposed to stressful situations where things may seem chaotic. This position may be exposed to blood borne pathogens or bodily fluids, communicable diseases, and dangerous situations. This position may be called out 24 hours a day to include evenings, nights, weekends and holidays. This position may have very long hours.

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I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description POLICE SERGEANT

Department: Public Safety
Reports To: Public Safety Director/Chief of Police
FLSA: Non-exempt

Purpose of Position

Under general supervision of the Public Safety Director/Chief of Police, performs work of moderate difficulty as a shift supervisor during an assigned tour of duty. In the absence of the Public Safety Director/Chief of Police, assumes certain necessary duties normally required of the Chief. Protects citizens' lives and property by actively participating in law enforcement and crime prevention activities. Performs other duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides first-line supervision of an assigned shift; responsible for the assignment and completion of work by Police Officers on the assigned shift; assists with training Police Officers as necessary; and disseminates administrative and policy directions to the Police Officers.
- Creates and manages work schedules; tentatively approves time sheets and requests for time off as directed by the Public Safety Director/Chief of Police.
- Assumes certain functions necessary in day-to-day functioning of the department in the absence of the Public Safety Director/Chief of Police.
- Handles special projects and assignments as directed by the Public Safety Director/Chief of Police.
- Receives incoming calls from individuals with regard to questions, concerns, or complaints; and gives out appropriate information; refers unfamiliar problems to the Public Safety Director/Chief of Police.
- Manages online Policy Manual and online web-based training platforms as directed by the Public Safety Director/Chief of Police.
- Interviews witnesses and suspects to obtain information.
- Appears in court to present evidence and testimony.
- Arrests violators of the law in compliance with local, State, and federal regulations, ordinances, laws and standard operating procedures.
- Modifies the Public Safety Director/Chief of Police regarding incidents and issues of interest and concern for the efficient operations of the department.
- Conducts security checks on requested residences; conducts door and security checks on area businesses, churches, schools, and other facilities as directed.
- Responds to citizen inquiries; addresses inquiries or refers citizens in need of assistance to appropriate agencies.
- Serves as Public Information Officer as needed or directed for incidents as authorized by the Public Safety Director/Chief of Police.
- Remains observant for problems relating to public property; notes damage to public property and reports problems to the proper department or briefs officer following on next shift.
- When necessary, serves as the animal control officer; picks up stray or abandoned animals and transports them to the designated shelter.
- Patrols City in car, bicycle, or on foot as a visible deterrent to criminal activity and traffic violators.

- Familiarizes self with assigned areas and with the persons living in that area; often completes assigned patrols on foot to increase visibility and to promote a positive image of the department.
- Operates speed detection equipment; issues citations to traffic offenders; investigates traffic accidents; prepares and files appropriate reports.
- Provides assistance to the public as needed; responds to all complaints and appears at the scene of emergencies, disorders or crimes.
- Ensures medical attention is provided to persons in custody when necessary.
- Meets with persons reporting incidents and making complaints to the Police Department; obtains statements and submits proper reports.
- Mediates and/or counsels persons in situations where these persons are in dispute or disagreement.
- Assists citizens with disabled vehicles or locked out of vehicles or homes.
- Appears at hearings or in court to supply evidence or give testimony.
- Assists law enforcement from other jurisdictions, fire department and ambulance crews with traffic control, crowd control or aid to victims.
- Gathers all evidence pertinent to the case, including fingerprints and photographs; inventories towed vehicles to obtain information germane to the case.
- Notes suspicious persons or activities; takes immediate action regarding these activities or reports observances to a superior.
- Processes abandoned vehicles; sends certified notices to owners, and conducts sales of abandoned vehicles.
- Monitors condition of patrol cars; ensures all items, including firearms, are in proper working condition; reports needed repairs to the Public Safety Director/Chief of Police.
- Performs duties utilizing confidential information; informs subordinates of legal and ethical issues surrounding the use of confidential information.
- Informs the Public Safety Director/Chief of Police regarding incidents and issues of interest and concern for the efficient operation of the police department.
- Attends training seminars, conferences, and classes as assigned.
- Assists Public Safety Director/Chief of Police in the maintenance of equipment and purchases of equipment for department (e.g., computers, cars ammunition, supplies, etc.).

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Conducts detailed exit interviews with departing personnel.

Minimum Education or Experience Required

Four to five years related experience and/or training, or a bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Experience as law enforcement officer.

Preferred Education or Experience Required

Five to six years related experience and/or training, or a bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience. Associate's degree in Criminal Justice or Police Science.

Other Requirements – Certificates/Licensures

- Iowa Law Enforcement Academy Certification as Peace Officer.
- Shall possess a valid State of Iowa Driver's License.
- Shall possess a Professional Permit to carry a weapon as issued by the State of Iowa; shall obtain Firearms Competence Certification.

- Shall obtain American Red Cross CPR certification.
- Reside within 45 minutes, under normal driving conditions, of the Police Department.
- Shall generally be available for off-hour emergencies.
- EMT Certification.
- Firefighter I Certification.

Knowledge, Skills, Abilities

- Ability to use scientific or logical thinking to solve problems with several abstract and concrete variables.
- Ability to perform arithmetic, algebraic and geometric calculations.
- Ability to interview persons to obtain information.
- Ability to guide people and to provide basic information.
- Ability to write clear, concise, and grammatically correct reports.
- Ability to use a mobile radio and telephone.
- Knowledge of modern advances in police administration and organization; ability to coordinate and direct Police Department staff; ability to train, supervise and evaluate work performed by staff.
- Considerable knowledge of municipal, County, State and federal criminal, motor vehicle and related laws, ordinances and codes.
- Ability to effectively work with the Public Safety Director/Chief of Police, other police officers and the public at large on the telephone and in person; ability to work amicably as a team to accomplish individual and group assignments and goals.
- Ability to learn the use and care of small firearms; ability to safely and efficiently drive an automobile.
- Ability to exercise sound judgment in evaluating situations and in making decisions; ability to recall names, faces and details of a specific incidents.
- Ability to be physically fit for duty; able to operate motor vehicle under normal and emergency conditions; physically subdue and restrain individual(s); sit for extended periods of time; requires extensive walking, standing, running and frequent heavy lifting and pushing; requires working in adverse weather, and stressful and sometimes life-threatening conditions; must carry a firearm and qualify at least annually with weapon.
- Ability to analyze situations quickly and objectively, recognizing actual or potential dangers, and determine proper course of action.
- Ability to quickly respond and maintain composure, self-restraint and emotional control in stressful, difficult, dangerous, or criminal situations.
- Ability to work effectively with individuals in emotional and difficult situations, and in situations where individuals may be hostile or aggressive.
- Knowledge of court rules and procedures and ability to render credible testimony in a court of law.
- Knowledge of municipal police administration and organization, contemporary management/supervision principles, City and Departmental Policies and Procedures, all appropriate criminal laws including City ordinances, and appropriate administrative laws relative to public employment including City ordinances, crime prevention activities, use and care of City equipment, and contemporary police technologies, methods, and practices recognized in the police community.
- Knowledge of patrol procedures, criminal investigation techniques, criminal identification, records maintenance, police schooling techniques, and radio procedures.
- Knowledge of the principles and practices of modern police work and the laws governing arrest, custody of prisoners, search and seizure, and rules of evidence.
- Skill in the use and care of various firearms and law enforcement equipment, including skill in safe and effective use of self-defense weapons and methods.
- Ability to maintain appropriate confidentiality of information and documentation.

- Ability to counsel, treat and mediate, and/or provide first-line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to communicate orally and in writing with department personnel, City officials, other law enforcement agencies, attorneys, other City departments, utility crews, civic organizations, Department of Health personnel, DOT, emergency management agencies, school personnel, emergency response personnel, suspects, victims, witnesses and the general public.
- Ability to operate equipment and machinery requiring complex and rapid adjustments, such as firearms, restraint devices, baton, Conductive Energy Weapon, emergency communications equipment, recording devices, squad car, TV/DVD, camera, evidence kits, common hand tools, rescue equipment, surveillance equipment, body armor, measuring devices, drug test kits, animal control equipment, Mobile Data Terminal, email and telephone.
- Ability to pass drug screening and background check.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Police car, police radio, radar gun, handgun and other weapons, side handle baton, handcuffs, first aid equipment, personal computer, computer printer, computer software, telephone, City of Nevada Code of Ordinances, Code of Iowa, dictionary, calculator, and fax machine.

Supervision

Assists with the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports. Requires interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Provides annual performance appraisal that includes detailed documentation and is completed in a timely manner and provided to the Public Safety Director/Chief of Police for approval.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit; run; climb, balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds generally occurs. In emergencies it may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and ability to adjust focus. Ability to move heavy objects or persons, give chase on foot, and restrain persons within the course of proper police procedures; work in confined areas; walk, sit or stand for long periods of time; possess the physical strength and agility to defend self and others in a hostile or combative situation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such as moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals, and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position is exposed to stressful situations where things may seem chaotic. This position may be exposed to blood borne pathogens or bodily fluids, communicable diseases, and dangerous situations. This position may be called out 24 hours a day to include evenings, nights, weekends and holidays. This position may have long hours.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description
POLICE LIEUTENANT

Department: Public Safety
Reports To: Public Safety Director/Chief of Police
FLSA: Non-exempt

Purpose of Position

Under general supervision of the Public Safety Director/Chief of Police, performs work of moderate difficulty as a supervisor of patrol functions. In the absence of the Public Safety Director/Chief of Police, assumes certain necessary duties normally required of the Chief. Protects citizens' lives and property by actively participating in law enforcement and crime prevention activities. Performs other duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides unit direction for patrol function; responsible for the assignment and completion of work by police officers on assigned shifts; assists with training police officers as necessary; and disseminates administrative and policy directions to police officers.
- Creates and manages work schedules, tentatively approves time sheets, and requests for time off as directed by the Public Safety Director/Chief of Police.
- Assumes certain functions necessary in day-to-day functioning of the department in the absence of the Public Safety Director/Chief of Police.
- Handles special projects and assignments as directed by the Public Safety Director/Chief of Police.
- Handles grievances; maintains department discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits periodic reports to the Chief regarding the Department's activities, and prepares a variety of other reports as appropriate.
- Cooperates with County, State and federal law enforcement officers regarding police department activities.
- Ensures laws and ordinances are enforced and that public peace and safety is maintained.
- Performs the duties of subordinate personnel as needed.
- Manages the online Policy Manual and online web-based training platforms as directed by the Public Safety Director/Chief of Police.
- Notifies the Public Safety Director/Chief of Police regarding incidents and issues of interest and concern for the efficient operations of the department.
- Responds to citizen inquiries; addresses inquiries or refers citizens in need of assistance to appropriate agencies.
- Serves as Public Information Officer as needed or directed for incidents as authorized by the Public Safety Director/Chief of Police.
- Patrols City in car, bicycle, or on foot as a visible deterrent to criminal activity and traffic violators.
- Meets with persons reporting incidents and making complaints to the Police Department; obtains statements and submits proper reports.
- Mediates and/or counsels persons in situations where these persons are in dispute or disagreement.
- Assists law enforcement from other jurisdictions, fire department and ambulance crews with traffic control, crowd control or aid to victims.

- Monitors condition of patrol cars; ensures all items, including firearms, are in proper working condition; reports needed repairs to the Public Safety Director/Chief of Police.
- Performs duties utilizing confidential information; informs subordinates of legal and ethical issues surrounding the use of confidential information.
- Informs the Public Safety Director/Chief of Police regarding incidents and issues of interest and concern for the efficient operation of the police department.
- Attends training seminars, conferences, and classes as assigned.
- Assists Public Safety Director/Chief of Police in the maintenance and purchase of equipment for the department (computers, cars ammunition, supplies).

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Conducts detailed exit interviews of departing personnel.

Minimum Education or Experience Required

Five to six years related experience and/or training, or bachelor's degree from a four-year college or university, or equivalent combination of education and experience. Experience as law enforcement officer.

Preferred Education or Experience Required

Six years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience. Bachelor's degree in Criminal Justice or Police Science.

Other Requirements – Certificates/Licensures

- Iowa Law Enforcement Academy Certification as Peace Officer.
- Shall possess a valid State of Iowa Driver's License.
- Shall possess a Professional Permit to carry a weapon as issued by the State of Iowa; shall obtain Firearms Competence Certification.
- Shall obtain American Red Cross CPR certification.
- Reside within 45 minutes, under normal driving conditions, of the Police Department.
- Shall generally be available for off-hour emergencies.
- EMT Certification.
- Firefighter I Certification.

Knowledge, Skills, Abilities

- Ability to use scientific or logical thinking to solve problems with several abstract and concrete variables.
- Ability to perform arithmetic, algebraic and geometric calculations.
- Ability to interview persons to obtain information.
- Ability to guide people and to provide basic information.
- Ability to write clear, concise, and grammatically correct reports.
- Ability to use a mobile radio and telephone.
- Knowledge of modern advances in police administration and organization; ability to coordinate and direct Police Department staff; ability to train, supervise and evaluate work performed by staff.
- Considerable knowledge of municipal, County, State and federal criminal, motor vehicle and related laws, ordinances and codes.
- Ability to effectively work with the Public Safety Director/Chief of Police, other police officers and the public at large on the telephone and in person; ability to work amicably as a team to accomplish individual and group assignments and goals.

- Ability to learn the use and care of small firearms; ability to safely and efficiently drive an automobile.
- Ability to exercise sound judgment in evaluating situations and in making decisions; ability to recall names, faces and details of specific incidents.
- Ability to be physically fit for duty; able to operate a motor vehicle under normal and emergency conditions; physically subdue and restrain individual(s); sit for extended periods of time; extensive walking, standing, running and frequent heavy lifting and pushing; working in adverse weather, and stressful and sometimes life-threatening conditions; must carry a firearm and qualify at least annually with weapon.
- Ability to analyze situations quickly and objectively; recognizing actual or potential dangers, and determine proper course of action.
- Ability to quickly respond, and maintain composure, self-restraint and emotional control in stressful, difficult, dangerous, or criminal situations.
- Ability to work effectively with individuals in emotional and difficult situations and in situations where individuals may be hostile or aggressive.
- Knowledge of court rules and procedures, and ability to render credible testimony in a court of law.
- Knowledge of municipal police administration and organization, contemporary management/supervision principles, City and Departmental Policies and Procedures, all appropriate criminal laws including City ordinances, and appropriate administrative laws relative to public employment including City ordinances, crime prevention activities, use and care of City equipment, and contemporary police technologies, methods, and practices recognized in the police community.
- Knowledge of patrol procedures, criminal investigation techniques, criminal identification, records maintenance, police schooling techniques, and radio procedures.
- Knowledge of the principles and practices of modern police work and the laws governing arrest, custody of prisoners, search and seizure, and rules of evidence.
- Skill in the use and care of various firearms and law enforcement equipment, including skill in safe and effective use of self-defense weapons and methods.
- Ability to maintain appropriate confidentiality of information and documentation.
- Ability to counsel, treat and mediate, and/or provide first-line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to communicate orally and in writing with department personnel, City officials, other law enforcement agencies, attorneys, other City departments, utility crews, civic organizations, Department of Health personnel, DOT, emergency management agencies, school personnel, emergency response personnel, suspects, victims, witnesses and the general public.
- Ability to operate equipment and machinery requiring complex and rapid adjustments, such as equipment, recording devices, squad car, TV/DVD, camera, evidence kits, common hand tools, rescue equipment, surveillance equipment, body armor, measuring devices, drug test kits, animal control equipment, Mobile Data Terminal, email and telephone.
- Ability to pass drug screening and background check.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Police car, police radio, radar gun, handgun and other weapons, side handle baton, handcuffs, first aid equipment, personal computer, computer printer, computer software, telephone, City of Nevada Code of Ordinances, Code of Iowa, dictionary, calculator, and fax machine.

Supervision

Assists with the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports; interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Provides annual performance appraisal that includes detailed documentation and is completed in a timely manner and provided to the Public Safety Director/Chief of Police for approval.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit, run, climb, balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds generally occurs. In emergencies, may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and ability to adjust focus. Ability to move heavy objects or persons, give chase on foot, and restrain persons within the course of proper police procedures; work in confined areas; walk, sit or stand for long periods of time; possess the physical strength and agility to defend self and others in a hostile or combative situation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such as moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals, and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position is exposed to stressful situations where things may seem chaotic. This position may be exposed to blood borne pathogens or bodily fluids, communicable diseases, and dangerous situations. This position may be called out 24 hours a day to include evenings, nights, weekends and holidays. This position may have long hours.

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I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description DIRECTOR OF FIRE AND EMERGENCY SERVICES

Department: Public Safety
Reports To: Public Safety Director/Chief of Police
FSA: Exempt

Purpose of Position

Under administrative direction of the Public Safety Director, plans, organizes, and directs fire suppression, prevention, and emergency medical service activities; provides related community services. Responsible for staffing, supervision, coordination, training, and evaluation of volunteer personnel. Must maintain expert managerial and leadership capabilities. Performs related work as required. Participates in conjunction with the building and zoning supervisor in fire safety inspections.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responds to calls for service, evaluates the situation, coordinates operations with volunteer assistant chiefs, advises firefighters of procedures as they arrive at the scene, and performs firefighting; establishes and maintains adequate fire defense during fires and oversees firefighting efforts.
- Assists the Public Safety Director with supervising the operation of the Fire and Emergency Medical Services division and responds to fire, hazardous materials rescue, and extrication and emergency medical calls as necessary.
- Investigates causes of fires and consults with the State Fire Marshal.
- Assists the Public Safety Director with performing and maintaining the records for fire inspections of all commercial buildings, apartments, schools, day-care centers, hospitals and nursing homes in the designated fire department response area; identifies violations of City and State Fire Codes; notifies owners of violations and issues citations as necessary for compliance.
- Assists the Public Safety Director with acting as liaison between Nevada Fire and EMS Board, and Nevada Firefighter's Inc. Attends meetings of these organizations.
- Assists with conducting interviews, background investigations, and makes recommendations for acceptance or removal of volunteer personnel to the Public Safety Director for Council consideration.
- Oversees maintenance and upkeep of all vehicles, equipment, tools and building, and keeps records of maintenance performed.
- Ensures the regularly scheduled and required tests of equipment (hose, pumps, and air quality) are performed, and keeps records of results and repairs as needed.
- Maintains departmental operating records and reports concerning activities and responses, expenditures, and revenues; calculates reimbursement costs for volunteer personnel and submits them to the City of Nevada; prepares and submits required and requested reports as directed.
- Assists the Public Safety Director with preparing budget and submitting it to the Fire and EMS Board and City Administrator.
- As approved by Public Safety Director, attends seminars and conferences relating to emergency medical services and hazardous materials, rescue/extrication, and other related emergency preparedness related topics.
- Speaks to local service clubs, civic groups, and schools and organizations regarding fire department activities as well as public education in fire safety.

- Assists the Public Safety Director with requisitions of materials and equipment. Assists the Public Safety Director with approval of payment of departmental invoices in accordance with established policies and procedures.
- Assists the Public Safety Director with developing and implementing department policy and procedures.
- Assists the Public Safety Director with coordinating the operations between other City departments and other emergency response services as needed.
- At the direction of the City, serves as the head of the City Safety Committee. Encourages and promotes compliance with safety rules and use of safety equipment. Arranges and prepares programs and keeps records.
- Assists the Public Safety Director with developing and enforcing various fire-related ordinances and enforces the adopted fire code.
- Assists the Public Safety Director with training requirements and assures provision of the same.
- Keeps records.
- Attends City Council and other meetings as directed by the Public Safety Director.
- Assists the Public Safety Director with preparing monthly and annual reports submitted to the City Administrator and City Council.
- Assists the Public Safety Director with supervising special studies and the preparation of reports.
- Serves as Public Information Officer for incidents under area of supervision; assists the Public Safety Director to prepare news releases as requested and necessary to inform the public of situations.
- Assists the Public Safety Director with coordinating other agencies in the mitigation and cleanup of hazardous materials incidents.
- With direction from the Public Safety Director, responds to citizen inquiries; addresses inquiries or refers citizens in need of assistance to appropriate agencies.
- Assists the Public Safety Director with planning, formulating, and recommending short- and long-range maintenance and capital improvement programs that will improve departmental efficiency and environment.
- Assists the Public Safety Director with the development, implementation, and participation in public relations, and informational and instructional programs.
- Keeps the Public Safety Director informed of departmental operations and developments that he/she will need to know to effectively coordinate the management of the City.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Reviews building plans and subdivision plans.
- Assists other departments within the City as needed.
- Other duties as apparent or assigned.

Minimum Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Firefighting, EMS, and Fire Service experience.

Preferred Education or Experience Required

Five to six years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience. Associate's degree in fire science, public administration, or related field.

Other Requirements – Certificates/Licensures

- Valid Driver's license.
- Reside within five miles of the fire station within six months of employment.
- State of Iowa EMT-B certification within one (1) year of employment. Paramedic preferred.
- State of Iowa Firefighter I, Fire Instructor I.
- State of Iowa Fire Officer I certification within one (1) year of employment. Executive Fire Officer preferred.

Knowledge, Skills, Abilities

- Ability to read, speak, write, hear and understand English to effectively communicate with citizens, City Council, and employees by telephone, in written form, email, or through face-to-face contact.
- Ability to establish and maintain harmonious working relationships with other employees and the public.
- Ability to operate computer keyboard, calculator, telephone, and similar office machines.
- Ability to operate the department's equipment, including driving all fire apparatus.
- Ability to perform mathematics necessary for budget and personnel management.
- Must not pose a direct threat to health or safety of other individuals in the workplace or citizens encountered during work.
- Possess the intellectual ability, judgement, stamina, and coordination necessary to normally complete daily assigned tasks within the workday.
- Ability to work irregular hours if needed.
- Ability to solve problems with abstract and concrete variables using logical and scientific thinking.
- Ability to perform arithmetic and algebraic calculations.
- Ability to compose original correspondence; ability to follow technical manuals and evaluate technical data; ability to prepare and deliver lectures; ability to interview, counsel and/or advise people; ability to read and understand blueprint and specification details for construction.
- Knowledge of modern fire and emergency medical administration and the ability to perform fire safety inspections and code enforcement.
- Ability to supervise, institute and evaluate an effective fire prevention and suppression system; ability to recognize and recommend changes when needed.
- Knowledge of codes and standards regulating the operation of a fire and emergency medical services department.
- Knowledge of the geography of the City, fire district and locations of streets and principal buildings.
- Ability to establish and maintain satisfactory working relationships with subordinates, other officials and the public.
- Comprehensive knowledge of modern firefighting methods and ability to apply this knowledge to varied fire control and prevention problems.
- Knowledge of laws, rules, and regulations relating to fire control and prevention.
- Ability to manage and lead a volunteer fire department.
- Ability to establish an effective training program for volunteer firefighters.
- Thorough knowledge of all Federal, State, and municipal codes relative to the activities of the Fire department.
- Working knowledge of the operation, size, and location of fire walls, cutoffs, and water mains as applied to firefighting activities of the Fire department.
- Capable of performing inspections of residential, commercial, and industrial property relative to fire prevention.
- Knowledge of fire apparatus and departmental equipment to supervise and/or perform routine maintenance.
- Knowledge of appropriate fire codes for different types of buildings, basic fire science principles, modern fire suppression techniques, firefighting and investigative techniques, driving techniques, basic mechanics, principles of working water pumps, and modern fire department procedures.

- Ability to work in confined spaces and at heights greater than ten feet.
- Ability to work under pressure of changing fire or hazard conditions.
- Ability to work with one or a large group of severely injured, maimed, or deceased persons.
- Ability to work within the confines of a fire station for 48 hours or more.
- Ability to use a computer. Computer operations and applications that include word processing and spreadsheets.
- Knowledge of City ordinances; federal and State statutes concerning the work of the department.
- General functions and operations of municipal government, including OSHA standards.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Emergency response trucks and attachments, car/light truck, mower, air compressor, pumps, saws, grinder, ladder, pick-up, generator, chains, extension cords, measuring equipment, sledgehammer, hoses, oils, traffic control equipment, hazardous chemicals and materials, personal computer, word processor, database and spreadsheet software, computer printer, MSDS documentation, City of Nevada Code of Ordinances, Federal Register, Code of Iowa DMR Rules, typewriter, 10-key adding machine, photographic equipment, fax machine, photocopier, calculator, telephone, and mobile radio.

Supervision

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports. Responsible for interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit; run, climb, balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds generally occurs. In emergencies, may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and ability to adjust focus. Ability to move heavy objects or persons, restrain persons within the course of proper fire and emergency procedures; work in confined areas; walk, sit or stand for long periods of time; possess the physical strength and agility to defend self and others in a hostile or combative situation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such as moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals, and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position is exposed to stressful situations where things may seem chaotic. This position may be exposed to blood borne pathogens or bodily fluids, communicable diseases, and dangerous situations. This position may be called out 24 hours a day to include evenings, nights, weekends and holidays. This position may have long hours. Exposed to fall hazards from climbing ladders or stairs; exposed to burn and smoke/gas inhalation hazards from working around fires and/or combustible materials; exposed to electrical shock hazards, especially if working around electrical lines; exposed to fast moving traffic at MVA scenes.

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I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description ASSISTANT FIRE CHIEF/FIRE MARSHAL

Department: Public Safety
Reports To: Director of Fire and Emergency Services
FLSA: Non-exempt

Purpose of Position

Under administrative direction of the Director of Fire and Emergency Services, assists Director with planning, organizing, and directing department operations. Oversees inspections and fire marshal responsibilities. Serves as firefighter in suppression, prevention, and emergency medical service activities and provides related community services. Provides community fire prevention education. Participates in conjunction with the building and zoning supervisor in fire safety inspections.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responds to calls for service, evaluates the situation, coordinates operations with volunteer assistant chiefs, advises firefighters of procedures as they arrive at the scene, and performs firefighting; establishes and maintains adequate fire defense during fires; takes command of scene in absence of Director.
- Serves as main investigator in causes of fires and consults with the State Fire Marshal.
- Performs fire inspections of all commercial buildings, apartments, schools, day-care centers, and hospitals and nursing homes in the designated fire department response area; identifies violations of City and State Fire Codes; notifies owners of violations and issues citations as necessary for compliance; maintains all records and reports.
- Consults and meets with stakeholders to clarify code requirements and fire prevention responsibilities to architects, contractors, attorneys, engineers, developers, fire service personnel, and the general public as requested.
- Performs review of subdivisions, plats, site and construction plans for new or remodeled buildings to ensure compliance with applicable fire codes, laws, regulations, and standards. Performs review of fire protection systems and fire permits (e.g., pyrotechnics, blasting, controlled burn, mass gathering event, trench burning, etc.).
- Inspects buildings to locate life safety hazardous conditions and fire code violations such as accumulations of combustible material, electrical wiring problems, and inadequate or non-functional fire exits, etc.
- Inspects newly constructed, renovated, and tenant finish-out projects to provide a certification of occupancy.
- Identifies corrective actions necessary to obtain compliance with applicable fire codes, laws, regulations, and standards, and explain these measures to property owners or their representatives.
- Inspects properties that store, handle, and use hazardous materials to ensure compliance with laws, codes, and regulations, issues hazardous materials permits to facilities found in compliance.
- Conducts fire code compliance follow-ups ensuring corrective actions have been taken where violations were found.
- Investigates complaints of fire hazards and hazardous materials violations, prepares correction notices, issues citations, and perform other duties necessary to prevent the recurrence of safety related crimes or violations.

- Attends training classes to maintain certifications and current knowledge of fire prevention, life safety, and investigative procedures. Attends and participates in professional meetings (internal and external), stays informed of new trends and innovations in the field of fire suppression, fire prevention, and fire investigation.

- Directs and conducts detailed investigations of fire scenes to determine origin and cause, and works cooperatively with law enforcement agencies during criminal cases.
- Creates detailed reports of fire inspections performed, fire code violations observed, and corrective recommendations offered.
- Controls and maintains investigation information, evidence, and interviews from fire investigations.
- Works with law enforcement, attorneys, and the court system on prosecution of violations and criminal acts under the responsibility of the fire department.
- Speaks to local service clubs, civic groups, schools and organizations regarding fire department activities as well as public education in fire safety.
- Assists the Director with requests of materials and equipment. Assists with approval of payment of departmental invoices in accordance with established policy and procedures.
- Assists the Director with developing and implementing department policy and procedures.
- Assists the Director in coordination of operations between other City departments and other emergency response services as needed.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Other duties as apparent or assigned.

Minimum Education or Experience Required

Two to three years related experience or training, or associate's degree or equivalent from a two-year college or technical school and one year of experience; or equivalent combination of education and experience. Firefighting, EMS, and inspection experience required.

Preferred Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Associate's degree in fire science or related field.

Other Requirements – Certificates/Licenses

- Valid Driver's License.
- Reside within five miles of the fire station within six months of employment.
- State of Iowa EMT-B certification within one (1) year of employment. Paramedic preferred.
- State of Iowa Firefighter II.
- Fire Instructor I.
- State of Iowa Fire Officer I certification within one (1) year of employment. Executive Fire Officer preferred.

Knowledge, Skills, Abilities

- Ability to read, speak, write, hear and understand English to effectively communicate with citizens and employees by telephone, in written form, email, or through face-to-face contact.
- Ability to establish and maintain harmonious working relationships with subordinates, other employees, officials, and the public.
- Ability to operate computer keyboard, calculator, telephone, and similar office machines.
- Ability to operate department's equipment, including driving all fire apparatus.
- Ability to perform mathematics necessary for budget and personnel management.

- Must not pose a direct threat to health or safety of other individuals in the workplace or citizens encountered during work.
- Possess the intellectual ability, judgement, stamina, and coordination necessary to normally complete daily assigned tasks within the workday.
- Ability to work irregular hours if needed.
- Ability to solve problems with abstract and concrete variables using logical and scientific thinking.
- Ability to perform arithmetic and algebraic calculations.
- Ability to compose original correspondence; ability to follow technical manuals and evaluate technical data; ability to prepare and deliver lectures; ability to interview, counsel and/or advise people; ability to read and understand blueprint and specification details for construction.
- Knowledge of modern fire and emergency medical administration; ability to perform fire safety inspections and code enforcement.
- Ability to supervise, institute and evaluate an effective fire prevention and suppression system; ability to recognize and recommend changes when needed.
- Knowledge of codes and standards regulating the operation of a fire and emergency medical services department.
- Knowledge of the geography of the City, fire district and locations of streets and principal buildings.
- Comprehensive knowledge of modern firefighting methods and ability to apply this knowledge to varied fire control and prevention problems.
- Knowledge of laws, rules, and regulations relating to fire control and prevention.
- Ability to manage and lead a volunteer fire department.
- Ability to establish an effective training program for volunteer firefighters.
- Thorough knowledge of all federal, State, and municipal codes relative to the activities of the Fire department.
- A working knowledge of the operation, site, and location of fire walls, cutoffs, and water mains as applied to firefighting activities of the Fire department.
- Capable of performing inspections of residential, commercial, and industrial property relative to fire prevention.
- Knowledge of fire apparatus and departmental equipment to supervise and/or perform routine maintenance.
- Knowledge of appropriate fire codes for different types of buildings, basic fire science principles, modern fire suppression techniques, firefighting and investigative techniques, driving techniques, basic mechanics, principles of working water pumps, and modern fire department procedures.
- Ability to work in confined spaces and at heights greater than ten feet.
- Ability to work under pressure of changing fire or hazard conditions.
- Ability to work with one or a large group of severely injured, maimed, or deceased persons.
- Ability to work within the confines of a fire station for 48 hours or more.
- Ability to use a computer, and knowledge of computer operations and applications that include word processing and spreadsheets.
- Knowledge of City ordinances, and Federal and State statutes concerning the work of the department.
- General functions and operations of municipal government, including OSHA standards.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Emergency response trucks and attachments, car/light truck, mower, air compressor, pumps, saws, grinder, database and spreadsheet software, computer printer, MSDS documentation, City of Nevada Code of Ordinances, Federal Register, Code of Iowa DNR Rules, typewriter, 10-key adding machine, photographic equipment, fax machine, photocopier, calculator, telephone, and mobile radio.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit; run, climb, balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds generally occurs. In emergencies, may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and ability to adjust focus. Ability to move heavy objects or persons, restrain persons within the course of proper fire and emergency procedures; work in confined areas; walk, sit or stand for long periods of time; possess the physical strength and agility to defend self and others in a hostile or combative situation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such as moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals, and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position is exposed to stressful situations where things may seem chaotic. This position may be exposed to blood borne pathogens or bodily fluids, communicable diseases, and dangerous situations. This position may be called out 24 hours a day to include evenings, nights, weekends and holidays. This position may have long hours. Exposed to fall hazards from climbing ladders or stairs; exposed to burn and smoke/gas inhalation hazards from working around fires and/or combustible materials; exposed to electrical shock hazards, especially if working around electrical lines; exposed to fast moving traffic at MVA scenes.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description
SENIOR POLICE OFFICER

Department: Public Safety
Reports To: Sergeant or Public Safety Director/Chief of Police
FLSA: Non-exempt

Purpose of Position

Under general supervision of the Public Safety Director/Police Chief and serves the citizens of Nevada through protection of life, property and civil and constitutional rights by actively participating in law enforcement and crime prevention activities. Patrols assigned areas to enforce local, County, State and federal criminal, motor vehicle and related laws, ordinances and codes. Provides a visible deterrent to criminals while concurrently providing security to citizens. Provides training and instructions to officers on all police related matters; may provide limited instruction and guidance on law enforcement issues, including any matters or concerns of importance to police staff.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Patrol, using a squad car, bicycle, motorcycle or on foot, the entire community to identify violations of the law; act as a visible deterrent to crime.
- Provides assistance to the public as needed; responds to complaints and appears at the scene of emergencies, disorders or crimes.
- Assists other officers, provides back-up when requested and cooperates with other law enforcement agencies, and City departments.
- Arrests violators of the law in compliance with local, state, and federal regulations, ordinances, laws and standard operating procedures.
- Prepares incident reports, arrest reports, accident reports and daily logs pertaining to that days activities; familiarizes self with the activities of the previous shift by reading daily logs; incident reports, arrest reports, etc.
- Conducts security checks on requested residences; conducts door and security checks on area businesses.
- Conducts bar checks to monitor violations and deter disturbances.
- Responds to citizen concerns and inquiries; addresses inquiry or refers citizens in need of assistance to appropriate agencies.
- Attends workshops and seminars to update knowledge and skills as approved and assigned.
- Appears at hearings or in court to supply evidence and give testimony.
- Performs public relations activities by giving presentations to community organizations, civic groups and at the schools as requested and directed.
- Familiarizes self with the City and with the persons living in it; often performs assigned patrols on foot to increase visibility and to promote an approachable image of the department.
- Keeps the Police Chief informed of departmental operations and developments that need to be evaluated to effectively coordinate the management of the Police Department.
- Maintains firearms and other weapons to insure they are clean and operational.
- Investigates accidents and crime scenes including interviewing victims, talking to witnesses, completing field reports, fingerprinting, and photographing.
- Notes suspicious persons or activities; takes action regarding these activities.

- Remains observant of problems relating to public property; notes damage to the public property and reports problems to the proper department or briefs officer following on the next shift.
- Mediates and/or counsels persons in situations where persons are in dispute or disagreement.
- Interviews witnesses and suspects.
- Performs such duties that relate to the control of wild and domestic animals in the community, such duties to include the picking up of stray or abandoned animals, transporting them to designated shelter, and releasing to appropriate owners.
- Performs many duties involving confidential data.
- Notifies supervisor of situations in need of attention within the City.
- Provide guidance and leadership to junior officers on a routine basis.
- Assists junior officers on difficult or challenging calls.
- Assist Police Chief and Sergeant with delegation and supervision of officers as needed.
- Be available to assist junior officers needing guidance.
- Responsible for assignments as directed by the Police Chief or Sergeant.
- Provide leadership to junior officers in the absence of the Police Chief or Sergeant.
- Shall maintain a minimum evaluation score of 2.0 in all areas of review. See the JD and Special Qualifications too. What do you want included? Maybe something like "follows department promotion procedure policies"

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Provides police support for school functions, public gatherings, funerals, etc.
- Takes reasonable care of equipment and timely reports any equipment that is in need of maintenance, repair, or replacement.
- Assists other City departments as necessary.
- Inspects, cleans, and maintains issued weapons in proper working condition.
- Other duties as apparent or assigned.

Minimum Education or Experience Required

Three years related experience or training, or associate's degree or equivalent from a two-year college or technical school and one year of experience; or equivalent combination of education and experience. Law enforcement experience.

Preferred Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Associate's degree in criminal justice or related field; experience with a municipal, county, state, or federal agency serving in a capacity with duties directly related to law enforcement or the conducting of investigations.

Other Requirements – Certificates/Licensures

- Iowa Law Enforcement Academy Certification as Peace Officer.
- EMT Certification.
- Shall possess and maintain a valid State of Iowa Driver's License.
- Shall possess and maintain a Professional Permit to carry a weapon as issued by the State of Iowa; shall obtain and maintain Firearms Competence Certification.
- Shall maintain American Red Cross CPR certification.
- Reside within 45 minutes, under normal driving conditions, of the Police Department.

Knowledge, Skills, Abilities

- Ability to use scientific or logical thinking to solve problems with several abstract and concrete variables.
- Ability to perform simple arithmetic, algebraic and geometric calculations.
- Ability to interview persons in order to obtain information; ability to guide people and to provide basic information.
- Ability to write clear, concise, grammatically correct reports; ability to use a mobile radio and telephone.
- Ability to compose original correspondence; some knowledge of legal terminology; ability to have a substantial amount of contact with people. Ability to meet and work with people.
- Ability to work well independently with little guidance; ability to address issues involving confidential information.
- Ability to establish and maintain effective working relationships with co-workers and the public; ability to handle a wide array of social situations.
- Considerable knowledge of municipal, county, state and federal criminal, motor vehicle and related laws, ordinances and codes.
- Ability to effectively work with the Public Safety Directory/Police Chief, Police Department supervisors, fellow officers, police office staff and the public at large on the telephone and in person; ability to work amicably as a team to accomplish individual and group assignments and goals.
- Ability to use and care for small firearms.
- Ability to safely and efficiently drive vehicles.
- Ability to recall names, faces and details of specific incidents.
- Ability to maintain a dependable attendance record and earn confidence of co-workers through timely responses in emergency situations.
- Ability to lead officers during times of need.
- Ability to maintain a relationship of trust with officers as to ensure trust of leadership ability in the absence of the Sergeant and Public Safety Director/Police Chief.
(Rick the items below are in the Police Officer KSA section. This could be streamlined a little more ... example communication)
- Ability to be physically fit for duty; able to operate motor vehicle under normal and emergency conditions; physically subdue and restrain individual(s); sit for extended periods of time; requires extensive walking, standing, running and frequent heavy lifting and pushing; requires working in adverse weather, and stressful and sometimes life-threatening conditions; must carry a firearm and qualify at least annually with weapon.
- Ability to analyze situations quickly and objectively, recognizing actual or potential dangers, and determine proper course of action.
- Ability to quickly respond, and maintain composure, self-restraint and emotional control in stressful, difficult, dangerous, or criminal situations.
- Ability to work effectively with individuals in emotional and difficult situations and in situations where individuals may be hostile or aggressive.
- Knowledge of court rules and procedures; ability to render credible testimony in a court of law.
- Knowledge of municipal police administration and organization, contemporary criminal management/supervision principles, City and Departmental Policies and Procedures, all appropriate criminal laws including City ordinances, and appropriate administrative laws relative to public employment including City ordinances, crime prevention activities, use and care of City equipment, and contemporary police technologies, methods, and practices recognized in the police community.
- Knowledge of patrol procedures, criminal investigation techniques, criminal identification, records maintenance, police schooling techniques, and radio procedures.
- Knowledge of the principles and practices of modern police work and the laws governing arrest, custody of prisoners, search and seizure, and rules of evidence.

- Skill in the use and care of various firearms and law enforcement equipment, including skill in safe and effective use of self-defense weapons and methods.
- Ability to maintain appropriate confidentiality of information and documentation.
- Ability to counsel, treat and mediate, and/or provide first-line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to communicate orally and in writing with department personnel, City officials, other law enforcement agencies, attorneys, other City departments, utility crews, civic organizations, Department of Health personnel, DOT, emergency management agencies, school personnel, emergency response personnel, suspects, victims, witnesses and the general public.
- Ability to operate equipment and machinery requiring complex and rapid adjustments, such as firearms, restraint devices, baton, Conductive Energy Weapon, emergency communications equipment, recording devices, squad car, TV/DVD, camera, evidence kits, common hand tools, rescue equipment, surveillance equipment, body armor, measuring devices, drug test kits, animal control equipment, Mobile Data Terminal, email and telephone.
- Ability to pass drug screening and background check.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Firearms, hand held baton, ASP, handcuffs, mobile radio, telephone, police vehicle and attachments, computer hardware and software, radar gun, video recorder, video camera, still photo camera, first aid equipment, City of Nevada Code of Ordinances, Code of Iowa, Federal Register, dictionary, calculator, and fax machine.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit; run; climb, balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds generally occurs, and in emergencies, may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and ability to adjust focus. Ability to move heavy objects or persons, give chase on foot, and restrain persons within the course of proper police procedures; work in confined areas; walk, sit or stand for long periods of time; possess the physical strength and agility to defend self and others in a hostile or combative situation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such as moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position is exposed to stressful situations where things may seem chaotic. This position may be exposed to blood borne pathogens or bodily fluids, communicable diseases, and dangerous situations. This position may be called out 24 hours a day to include evenings, nights, weekends and holidays. This position may have very long hours.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description
POLICE CORPORAL

Department: Public Safety
Reports To: Sergeant or Public Safety Director/Chief of Police
FLSA: Non-exempt

Purpose of Position

Under general supervision of the Public Safety Director/Police Chief and serves the citizens of Nevada through protection of life, property and civil and constitutional rights by actively participating in law enforcement and crime prevention activities. Patrols assigned areas to enforce local, County, State and federal criminal, motor vehicle and related laws, ordinances and codes. Provides a visible deterrent to criminals while concurrently providing security to citizens. In the absence of a Police Sergeant or Public Safety Director/Police Chief, is a police supervisor. Additionally, provides training and instructions to officers on all police related matters, including, but not limited, to law enforcement issues, Nevada Public Safety Department General Rules and Policies, City of Nevada Personnel Policy, NPSP procedures and protocols, and any other matters or concerns of importance to police staff.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Patrol, using a squad car, bicycle, motorcycle or on foot, the entire community to identify violations of the law, act as a visible deterrent to crime.
- Provides assistance to the public as needed; responds to complaints and appears at the scene of emergencies, disorders or crimes.
- Assists other officers, provides back-up when requested and cooperates with other law enforcement agencies, and City departments.
- Arrests violators of the law in compliance with local, state, and federal regulations, ordinances, laws and standard operating procedures.
- Prepares incident reports, arrest reports, accident reports and daily logs pertaining to that days activities; familiarizes self with the activities of the previous shift by reading daily logs, incident reports, arrest reports, etc.
- Conducts security checks on requested residences; conducts door and security checks on area businesses.
- Conducts bar checks to monitor violations and deter disturbances.
- Responds to citizen concerns and inquiries; addresses inquiry or refers citizens in need of assistance to appropriate agencies.
- Attends workshops and seminars to update knowledge and skills as approved and assigned.
- Appears at hearings or in court to supply evidence and give testimony.
- Performs public relations activities by giving presentations to community organizations, civic groups and at the schools as requested and directed.
- Familiarizes self with the City and with the persons living in it; often performs assigned patrols on foot to increase visibility and to promote an approachable image of the department.
- Keeps the Public Safety Director/Police Chief informed of departmental operations and developments that need to be evaluated to effectively coordinate the management of the Police Department.
- Maintains firearms and other weapons to insure they are clean and operational.

- Investigates accidents and crime scenes including interviewing victims, talking to witnesses, completing field reports, fingerprinting, and photographing.
- Notes suspicious persons or activities; takes action regarding these activities.
- Remains observant of problems relating to public property; notes damage to the public property and reports problems to the proper department or briefs officer following on the next shift.
- Mediates and/or counsels persons in situations where persons are in dispute or disagreement.
- Interviews witnesses and suspects.
- Performs such duties that relate to the control of wild and domestic animals in the community, such duties to include the picking up of stray or abandoned animals, transporting them to designated shelter, and releasing to appropriate owners.
- Performs many duties involving confidential data.
- Notifies supervisor of situations in need of attention within the City.
- Provide guidance and leadership to officers on a routine basis.
- Assists officers on difficult or challenging calls.
- Assist Public Safety Director/Police Chief and Sergeant with delegation and supervision of officers.
- Be available to assist officers who need guidance, requested or volunteered.
- Review reports as directed by the Sergeant or Public Safety Director/Police Chief.
- Responsible for assignments as directed by the Public Safety Director/Police Chief or Sergeant.
- Provide leadership to officers in the absence of the Public Safety Director/Police Chief or Sergeant.
- Assumes the role of Patrol Commander until relieved by a Public Safety Director/Sergeant or the Police Chief.
- Shall maintain a minimum evaluation score of 2.0 in all areas of review. See the JD and Special Qualifications too. What do you want included? Maybe something like "Follows department promotion procedure policies?"

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Provides police support for school functions, public gatherings, funerals, etc.
- Takes reasonable care of equipment and timely reports any equipment that is in need of maintenance, repair, or replacement.
- Assists other City departments as necessary.
- Inspects, cleans, and maintains issued weapons in proper working condition.
- Other duties as apparent or assigned.

Minimum Education or Experience Required

Five years related experience or training, or associate's degree or equivalent from a two-year college or technical school and one year of experience, or equivalent combination of education and experience. Law enforcement experience.

Preferred Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university, or equivalent combination of education and experience. Associate's degree in criminal justice or related field; experience with a municipal, county, state, or federal agency serving in a capacity with duties directly related to law enforcement or the conducting of investigations.

Other Requirements – Certificates/Licensures

- Iowa Law Enforcement Academy Certification as Peace Officer.
- EMT Certification.
- Shall possess and maintain a valid State of Iowa Driver's License.

- Shall possess and maintain a Professional Permit to carry a weapon as issued by the State of Iowa; shall obtain and maintain Firearms Competence Certification.
- Shall maintain American Red Cross CPR certification.
- Reside within 45 minutes, under normal driving conditions, of the Police Department.

Knowledge, Skills, Abilities

- Ability to use scientific or logical thinking to solve problems with several abstract and concrete variables.
- Ability to perform simple arithmetic, algebraic and geometric calculations.
- Ability to interview persons to obtain information; ability to guide people and to provide basic information.
- Ability to write clear, concise, grammatically correct reports; ability to use a mobile radio and telephone.
- Ability to compose original correspondence; some knowledge of legal terminology; ability to have a substantial amount of contact with people. Ability to meet and work with people.
- Ability to work well independently with little guidance; ability to address issues involving confidential information.
- Ability to establish and maintain effective working relationships with co-workers and the public; ability to handle a wide array of social situations.
- Considerable knowledge of municipal, County, State and federal criminal, motor vehicle and related laws, ordinances and codes.
- Ability to effectively work with the Public Safety Director/Chief of Police, Police Department supervisors, fellow Officers, Police Office staff and the public at large on the telephone and in person; ability to work amicably as a team to accomplish individual and group assignments and goals.
- Ability to use and care for small firearms.
- Ability to safely and efficiently drive vehicles.
- Ability to recall names, faces and details of specific incidents.
- Ability to graduate from ILCA.
- Ability to maintain a dependable attendance record and earn confidence of co-workers through timely responses in emergency situations.
- Ability to be physically fit for duty; able to operate motor vehicle under normal and emergency conditions; physically subdue and restrain individual(s); sit for extended periods of time; requires extensive walking, standing, running and frequent heavy lifting and pushing; requires working in adverse weather, and stressful and sometimes life-threatening conditions; must carry a firearm and quality at least annually with weapon.
- Ability to analyze situations quickly and objectively, recognizing actual or potential dangers, and determine proper course of action.
- Ability to quickly respond, and maintain composure, self-restraint and emotional control in stressful, difficult, dangerous, or criminal situations.
- Ability to work effectively with individuals in emotional and difficult situations and in situations where individuals may be hostile or aggressive.
- Knowledge of court rules and procedures; ability to render credible testimony in a court of law.
- Knowledge of municipal police administration and organization, contemporary management/supervision principles, City and Departmental Policies and Procedures, all appropriate criminal laws including City ordinances, and appropriate administrative laws relative to public employment including City ordinances, crime prevention activities, use and care of City equipment, and contemporary police technologies, methods, and practices recognized in the police community.
- Knowledge of patrol procedures, criminal investigation techniques, criminal identification, records maintenance, police schooling techniques, and radio procedures.

- Knowledge of the principles and practices of modern police work and the laws governing arrest, custody of prisoners, search and seizure, and rules of evidence.
- Skill in the use and care of various firearms and law enforcement equipment, including skill in safe and effective use of self-defense weapons and methods.
- Ability to maintain appropriate confidentiality of information and documentation.
- Ability to counsel, treat and mediate, and/or provide first-line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to communicate orally and in writing with department personnel, City officials, other law enforcement agencies, attorneys, other City departments, utility crews, civic organizations, Department of Health personnel, DOT, emergency management agencies, school personnel, emergency response personnel, suspects, victims, witnesses and the general public.
- Ability to operate equipment and machinery requiring complex and rapid adjustments, such as firearms, restraint devices, baton, Conductive Energy Weapon, emergency communications equipment, recording devices, squad car, TV/DVD, camera, evidence kits, common hand tools, rescue equipment, surveillance equipment, body armor, measuring devices, drug test kits, animal control equipment, Mobile Data Terminal, email and telephone.
- Ability to pass drug screening and background check.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Firearms, hand held baton, ASP, handcuffs, mobile radio, telephone, police vehicle and attachments, computer hardware and software, radar gun, video recorder, video camera, still photo camera, first aid equipment, City of Nevada Code of Ordinances, Code of Iowa, Federal Register, dictionary, calculator, and fax machine.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit; run; climb, balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds generally occurs, and in emergencies, may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and ability to adjust focus. Ability to move heavy objects or persons, give chase on foot, and restrain persons within the course of proper police procedures; work in confined areas; walk, sit or stand for long periods of time; possess the physical strength and agility to defend self and others in a hostile or combative situation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such as moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals, and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position is exposed to stressful situations where things may seem chaotic. This position may be exposed to blood borne pathogens or bodily fluids, communicable diseases, and dangerous situations. This position may be called out 24 hours a day to include evenings, nights, weekends and holidays. This position may have very long hours.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	_____	Date	_____
Department Head	_____	Date	_____
City Administrator	_____	Date	_____



Position Description CHIEF OF POLICE

Department: Public Safety
Reports To: City Administrator
FLSA: Exempt

Purpose of Position

Under administrative direction of the City Administrator, performs work of unusual difficulty in planning, coordinating, and directing the functions of the Police Department. Responsible for staff supervision, coordination, training and performance of specialized and technical law enforcement duties, community relations, and/or confidential work in the process of enforcement of the law and maintenance of order, protection of life and property, and prevention of crime. Must maintain and exert managerial and leadership capabilities. Prepares and administers departmental budget requests. Performs related work as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes and directs the maintenance of law and order, the protection of life and property, the regulation of traffic, the apprehension, arrest and detention of law violators, and the maintenance of police records and communications systems.
- Ensures that City policy is followed by personnel in the Department with respect to public relations, enforcement of law and ordinances, vice control and suppression, traffic control and regulations, patrol and policing of public areas, regulations and inspection of police enforced licenses.
- Cooperates with other law enforcement agencies.
- As directed by the Public Safety Director, confers with the City Council, Mayor, City Administrator, civic groups and citizens on Police Department issues.
- Assists the Public Safety Director in disseminating administrative and policy directions to Department personnel.
- Assists the Public Safety Director in overseeing and/or arranging for maintenance and repair of Department equipment.
- Attends City Council and other meetings as directed by the Public Safety Director.
- Assists the Public Safety Director in the development of regulatory ordinances and laws regarding public safety.
- Analyzes budgetary problems within the Department and submits an annual budget for consideration to the Public Safety Director.
- Assists the Public Safety Director in planning, organizing, managing, controlling, delegating, evaluating and directing corrective actions as necessary. Determines training requirements, assures provision of same, and assists with interviewing and makes recommendations to the Public Safety Director regarding appointments, promotions, dismissals and disciplinary actions made in the Department.
- Assists the Public Safety Director in supervising special studies and the preparation of reports.
- Assists the Public Safety Director in preparing news releases as requested and/or necessary to inform the public of situations.
- As directed by the Public Safety Director, provides assistance to the public as needed; responds to complaints and is in attendance at the scene of emergencies, disorders, or crimes.

- As necessary meets with persons reporting incidents and making complaints to the Department; interviews witnesses and suspects to obtain statements and submits proper reports.
- Mediates and/or counsels persons in situations where these persons are in dispute or disagreement.
- Provides assistance to other law enforcement agencies as needed.
- Appears in court to present evidence and testimony.
- Arrests violators of the law in compliance with local, state, and federal regulations, ordinances, laws and standard operating procedures.
- Responds to citizen inquiries; addresses inquiry or refers citizens in need of assistance to appropriate agencies.
- Remains observant for problems relating to public property; notes damage to the public property and reports problems to the proper department.
- As approved, attends conferences, workshops and seminars to update knowledge and skills.
- Assists the Public Safety Director in formulating and recommending short and long-range maintenance and capital improvement programs that will improve Departmental efficiency and environment.
- Assists the Public Safety Director in production of required reports, maintenance of files and records of the Department.
- Assists the Public Safety Director in directing the development, implementation, and participates in public relations, informational and instructional programs.
- Assists the Public Safety Director in reviewing and approving monthly and yearly activity reports to be submitted to the City Administrator and City Council.
- Assists the Public Safety Director in performing many duties involving confidential data; responsible for informing staff of legal and ethical issues involved with the use of confidential data.
- Assists the Public Safety Director in administering the performance of annual performance evaluations of Departmental staff.
- As directed by the Public Safety Director, gives approval to payment of departmental bills in accordance with established policy and procedures.
- Encourages and promotes compliance with safety rules and the use of safety equipment.
- Plans and promotes cooperative and efficient operations of the Police Department.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Keeps the Public Safety Director informed of Departmental operations and developments that he/she will need to know to effectively coordinate the management of the City.
- Performs patrol duties as a supplement to activities of the police officers.
- Performs other duties and assumes other responsibilities as apparent or assigned.

Minimum Education or Experience Required

Six to ten years related experience and/or training, or a master's degree from a four-year college or university and one to five years of experience; or bachelor's degree from a four-year college or university and two to five years related experience and/or training; or equivalent combination of education and experience. Degree or major coursework in political science, criminal justice, police science, fire science, behavioral science, business or public administration, or a related field. Six years of law enforcement experience and three years of supervisory experience.

Preferred Education or Experience Required

Ten years or more related experience and or training or a master's degree from a four-year college or university and one to five years of experience; or bachelor's degree from a four-year college or university and two to five years related experience and/or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licenses

- Certification from the Iowa Law Enforcement Academy within the first year, MMP-2.
- FEMA Incident Command Certification at IS-100, 200, 700, and 800 within the first year.
- Iowa or National Registry Emergency Medical Technician Basic, preferred.
- Shall establish residency within five (5) miles of the City limits within six (6) months of the date of employment by the City.
- Shall maintain firearms proficiency pursuant to ILFA guidelines and shall obtain Firearms Competence Certification.
- Shall obtain American Red Cross CPR certification.
- Shall maintain Competency with ASP Baton and Taser pursuant to ILFA guidelines.

Knowledge, Skills, Abilities

- Administers police, fire, emergency medical, code enforcement, and public information programs.
- Performs organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Law enforcement theory, principles, and practices and their application to a wide variety of services management, care and custody of persons and property, and crime prevention.
- Principles and practices of disaster preparedness, response, and recovery.
- General Operational characteristics of police and fire apparatus, and equipment.
- General knowledge of hazardous materials mitigation management.
- Court decisions and how they affect department operations.
- Methods and techniques of public relations.
- Pertinent federal, State, and local laws, codes, and regulations.
- Principles and practices of municipal organization, administration and personnel management.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Manages and directs a comprehensive public safety program including law enforcement, crime prevention, fire suppression, fire prevention, emergency medical services, disaster preparedness, code enforcement, and associated programs, services, and operations.
- Effectively works with the City Administrator, Mayor, City Council, department supervisors, citizens and other persons on the telephone and in person; ability to work amicably as a team to accomplish individual and group assignments and goals.
- Develops and administers departmental goals, objectives, and procedures.
- Analyzes and assess programs, policies, and operational needs and make appropriate adjustments.
- Identifies and responds to sensitive community and organizational issues, concerns, and needs.

- Plans, organizes, directs, and coordinates the work of lower-level staff.
- Prepares clear and concise administrative and financial reports.
- Prepares and administers large and complex budgets.
- Meets the physical requirements necessary to safely and effectively perform the assigned duties.
- Operates modern office equipment and computers including applicable software applications.
- Effectively presents information and responds to questions from groups of managers, clients, customers, and the general public.
- Communicates clearly and concisely, both orally and in writing.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Ability to pass drug screening and background check.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Firearms, handheld baton, ASP, handcuffs, mobile radio, telephone, police vehicle and attachments, computer hardware and software, radar gun, first aid equipment, City of Nevada Code of Ordinances, Code of Iowa, Federal Register, photographic equipment, video recorder, still photo camera, video camera, body bug, dictionary, calculator, dictation equipment, and fax machine.

Supervision

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk; use hands to finger, grasp, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; run; climb, balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds generally occurs, and in emergencies, may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and ability to adjust focus. Ability to move heavy objects or persons, give chase on foot, and restrain persons within the course of proper police procedures; work in confined areas; walk, sit or stand for long periods of time; possess the physical strength and agility to defend self and others in a hostile or combative situation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such as moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position is exposed to very stressful situations where things may seem chaotic. This position may be exposed to blood borne pathogens or bodily fluids, communicable diseases, and dangerous situations. This position may be called out 24 hours a day to include evenings, nights, weekends and holidays. This position may have very long hours.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Department: Public Safety
Reports To: Public Safety Director/Chief of Police
FSA: Non-exempt

Purpose of Position

Under general supervision of the Public Safety Director, performs a wide variety of office and computer procedures necessary for efficient functioning of the Public Safety Department. Job entails performance of a variety of maintenance, compilation, and retrieval and distribution of official police documents.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists general public, departmental personnel and representatives from other agencies in obtaining public safety related information.
- Maintains the upkeep and distribution of media that includes reformatting video, audio and picture media for other agencies. Copies media to DVD and CD disc for distribution.
- Reviews, inputs, and processes public safety documents and responds to requests for said information within a timely manner.
- Maintains organized and accurate filing system pertaining to all police records via records management software and paper files, including updating local, state and federal computer databases.
- Performs data entry, typing, filing and other clerical duties as directed; reviews information for completeness.
- Counts monetary receipts; turns in deposits as needed.
- Reviews and processes requests for background checks.
- Performs duties pertaining to confidential data.
- Processes arrests, traffic citations and other data through EDMS and the state electronic filing system.
- Assists with the maintenance of the Public Safety web page, Facebook, Twitter, press releases, and other various public communications.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Other duties as assigned.

Minimum Education or Experience Required
High school education or G.E.D. and six to twelve months related experience or training; or equivalent combination of education and experience.

Preferred Education or Experience Required
High school diploma or G.E.D.; twelve months to two years related experience or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Bondable.

- UCR/NIBRS Certification.
- Annual training for law enforcement records and open records.

Knowledge, Skills, Abilities

- Ability to think logically and follow written, verbal or diagrammatic instructions using several abstract or concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to make appointments and process mail, ability to compose original correspondence; and have substantial contact with people.
- Knowledge of modern office procedures and practices; ability to operate computer hardware and software in an efficient and effective manner.
- Ability to establish and maintain effective working relationships with superiors, co-workers and the public; ability to handle a wide array of social situations.
- Ability to comprehend and implement departmental policies, routines and standard operating procedures; ability to address issues involving confidential information.
- Knowledge of local, State and federal regulations affecting work.
- Knowledge of laws pertaining to the disclosure of public and open records.
- Knowledge of English usage, spelling grammar and punctuation.
- Skills in effectively dealing with public and other agencies in different situations.
- Skill in maintaining complex alpha and numeric filing system.
- Ability to communicate both orally and in writing.
- Ability to maintain appropriate confidentiality of information and documents.
- Ability to analyze and categorize data and information to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to utilize a variety of advisory data and information such as arrest reports, schedules, activity logs, court dockets, warrants, fingerprint cards, Uniform Crime Report, citations, bank statements, code manuals, clerk of court manual, record retention standards, computer software operating manuals, directories, maps, emergency communications manuals, policies, procedures, guidelines and non-routine correspondence.
- Knowledge of computer systems and ability to use Microsoft Office (Word, Excel, and PowerPoint)
- Ability to pass drug screening and background check.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Computer hardware and software, general office equipment, 10-key adding machine, typewriter, Code of Iowa, City of Nevada Code of Ordinances, dictionary, telephone, endorsement machine, fax machine, and copier machine.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or move up to 10 pounds, occasionally will lift and/or move 25 pounds, and will occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description
PUBLIC WORKS DIRECTOR

Department: Public Works
Reports To: City Administrator
FLSA: Exempt

Purpose of Position

Under administrative direction of the City Administrator, plans, develops, coordinates, and organizes the municipal public works activities of the City within parameters set forth by local, State and Federal authorities. Responsible for supervision, coordination, evaluation and performance of street, water and wastewater functions, facilities, and equipment. Must maintain and exert managerial and leadership capabilities in areas such as maintenance, operation and comprehensive planning of all public works areas. Performs supervisory duties such as assigning work, maintaining standards, training, interviewing, disciplining, evaluating and recommending discharge. Performs other duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, and directs effective operation of all public works within the City; includes supervising maintenance, construction, operation and comprehensive planning for the sewage collection system, water distribution system, City street system, storm water collection system and City-owned facilities other than Parks and Recreation, Cemetery and Library facilities.
- Develops long-term plans to improve departmental operations. Evaluates pending legislation and statutes; responds to changing citizen needs for programs; conducts program evaluations to determine feasibility, participation, and quality of each program.
- Develops annual department budgets for operations and equipment. Also assists with developing long-range capital budgets. Monitors the departmental budgets throughout the fiscal year and oversees the purchase and maintenance of equipment, vehicles, and supplies. Provides preliminary approval for payment of departmental invoices in accordance with established policy and procedures.
- Plans, directs, and coordinates, through subordinate level staff, the Public Work's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Represents the Public Works department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Supervises the maintenance of all buildings, property, materials, apparatus and/or equipment used by, or designated to be, under the control of the department.
- Attends all City Council meetings, staff meetings, and other seminars or meetings as necessary or assigned; attends workshops and seminars to keep abreast of governmental regulations, EPA proposals and related program developments that impact water distribution and wastewater systems; conducts staff meetings for dissemination of pertinent information.

- Submits required reports including monthly activity reports, staff updates, newsletter articles, budget reviews and monthly expenditures. Provides preliminary approval to payment of departmental invoices in accordance with established policy and procedures.
- Organizes and staffs safety programs for staff; encourages safety compliance in all phases of work. Assists with conducting safety education training for the department; assists or coordinates such activity for other departments of the local government.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and federal agencies, professional and technical groups, and the general public regarding division activities and services.
- Coordinates projects involving federal, State and local funding.
- Maintains and updates location maps for all City utilities and all records, including One Call utility locales.
- Responds to questions and complaints from the public; inspects problem areas to determine the nature of work required including manpower, equipment and materials needed; investigates causes and takes corrective action as appropriate; maintains records of resolution.
- Performs activities under strict deadlines and other time pressures.
- Reports to the City Administrator on the activities, accomplishments and operations of the Department.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists other City departments as needed and directed.
- Performs other duties as assigned by the City Administrator.

Minimum Education or Experience Required

Five to six years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience. Experience in Public Works with at least one year of supervisory or administrative experience.

Preferred Education or Experience Required

Six to ten years related experience and/or training, or a master's degree from a four-year college or university and one to five years of experience; or bachelor's degree from a four-year college or university and two to five years related experience and/or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Shall possess a valid Class B Commercial Driver's license (CDL) with tanker and air brakes endorsements issued by the State of Iowa.
- Reside within 45 minutes under normal driving conditions of the Street Maintenance Shed.

Knowledge, Skills, Abilities

- Ability to use logic or science to solve problems with several abstract and concrete variables; ability to perform arithmetic, algebraic and geometric calculations; fractions, decimals and percentages.
- Knowledge of and ability to perform effective training and organizing methods.

- Knowledge of the sewage collection system, water distribution system, City street system, storm water collection system and City-owned facilities.
- Ability to report, write or edit articles for publication, ability to prepare and deliver lectures; ability to interview, counsel or advise people; ability to evaluate technical data; ability to use a telephone and a mobile radio.
- Ability to work independently while being responsible for planning, coordinating, organizing and participating in the public works activities of the City in an effective and efficient manner; ability to plan and administer a comprehensive public works program.
- Knowledge of principles, practices, and operation of public works infrastructure, facilities and equipment.
- Knowledge of municipal, state and federal laws/codes and standards pertaining to public works and local government.
- Knowledge of standard operating procedures, DNR rules, Code of Iowa, City of Nevada Code of Ordinances, Uniform Traffic Code, Uniform Building Code, Fire, Electrical and Plumbing Codes, MSDS documentation, and the Federal Register.
- Knowledge of the methods, practices and materials used in construction by engineers, contractors, laborers, suppliers, and municipal representatives.
- Knowledge of safety procedures, equipment and materials for programs such as lock out/tag out; underground excavations; OSHA and state certification programs.
- Ability to read engineering drawings, plat maps, topographic materials and specifications, and to interpret and comment on them.
- Ability to establish and maintain effective, positive working relationships with the City Administrator, City Council, Mayor, co-workers, subordinates and the public.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Truck and attachments, tractor, mower, grader, backhoe, loader, street sweeper, sewer cleaning equipment, air compressor, electrical welding equipment, combustible gas meter, pumps, drill press, saws, grinder, ladder, generator, chains, extension cords, measuring equipment, jackhammers, sledgehammer, pick-axe, winch, hoses, oils, forklift, concrete and asphalt tools, hydraulic tools, traffic control equipment, hand-held computer used for reading meters and generating reports, water main tapping machine, valve-power wrench machine, general purpose maintenance equipment, general purpose hand tools, propane torch, safety equipment, protective clothing, pH meter, ion-sensitive electrodes, water distillation equipment, titration equipment, flow finder, register testing equipment, vacuum filtration equipment, glassware, hazardous chemicals and materials, level, metal detecting device, thermometer, calculator, telephone, mobile radio, computer, photocopier, and fax machine.

Supervision

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports. Includes interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or move up to 10 pounds, occasionally will lift and/or move 25 pounds, and will occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. Employee may work at unprotected heights, on uneven ground, experience mechanical hazards, electrical hazards, traffic hazards, fire hazards, and bodily injury. Responds to evening and weekend emergencies.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description

Department: Public Works
Reports To: Street Supervisor or Public Works Director
FLSA: Non-exempt

Purpose of Position

Entry-level position under general supervision of the Street Department Supervisor, performs manual labor work often involving the operation of light and medium construction and maintenance equipment. Employee need only show fundamental knowledge of how to use the machinery.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Repairs, replaces, and maintains street signs and markers.
- Performs manual labor in the repair and construction of streets.
- Operates painting equipment to paint crosswalks, parking spaces, curbs, and other street and sidewalk markings.
- Performs routine maintenance and repairs on equipment.
- Mows weeds, cuts brush, trim trees and cleans site by raking and/or hauling to the landfill.
- Loads and unloads heavy objects and materials as needed.
- Assists with concrete and asphalt work.
- Assists with the repair and installation of sanitary sewer and water mains.
- Performs maintenance duties relating to building and grounds maintenance.
- Assists other City departments as directed.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Helps install and remove snow fence and holiday decorations.
- Attends safety meetings and seminars as required.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

High school education or G.E.D. and three to six months related experience or training; or equivalent combination of education and experience.

Preferred Education or Experience Required

High school education or G.E.D. and six to twelve months related experience or training; or equivalent combination of education and experience. One year of operating light and medium construction equipment.

Other Requirements – Certificates/Licensures

- Valid Driver's License.

- Reside within 45 minutes under normal driving conditions of the Street Maintenance Shed.

Knowledge, Skills, Abilities

- Ability to follow one- or two-step verbal or demonstrated instructions.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Ability to read and write identifying information, and request supplies verbally or in writing.
- Ability to operate, or learn how to operate, light and medium construction equipment.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to utilize a wide variety of descriptive data and information such as safety regulations, equipment maintenance records, maps, construction sheets, and equipment operating and maintenance manuals.
- Ability to perform manual labor for extended periods of time, often in inclement weather.
- Ability to use a mobile radio and a telephone.
- Knowledge of traffic laws and regulations involved in equipment operation.
- Knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical end.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Truck and attachments, tractor, mower, sewer cleaning equipment, air compressor, electrical welding equipment, combustible gas meter, pumps, drill press, saws, grinder, ladder, generator, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-axe, winch, hoses, oils, forklift, concrete and asphalt tools, hydraulic tools, traffic control equipment, calculator, telephone, mobile radio, MSDS documentation, and the Code of Iowa.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or move up 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The worker is also exposed to awkward or confining workspace, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee _____	Date _____
Department Head _____	Date _____
City Administrator _____	Date _____



Position Description
STREET EQUIPMENT OPERATOR I

Department: Public Works
Reports To: Street Supervisor or Public Works Director
FLSA: Non-exempt

Purpose of Position

Entry-level position under general supervision of the Street Supervisor, performs manual labor and semi-skilled and skilled work often involving the operation of light and medium construction and maintenance equipment. Employee need only show fundamental knowledge of how to use the machinery.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Operates trucks, tractors, and other relevant equipment to construct, maintain and repair streets.
- Operates truck hauling gravel, dirt, sand, and other materials.
- Operates snowplow, sanding and salting equipment; clears snow and ice from streets and sidewalks.
- Repairs, replaces, and maintains street signs and markers.
- Performs manual labor in the repair and construction of streets.
- Operates painting equipment to paint crosswalks, parking spaces, curbs and other street and sidewalk markings.
- Operates sewer jet and vacuum to clean sanitary and storm sewers.
- Performs routine maintenance and repairs on equipment.
- Mows weeds, cuts brush, trims trees and cleans up site by raking and hauling to the landfill.
- Loads and unloads heavy objects and materials as needed.
- Assists with concrete and asphalt work.
- Assists with the repair and installation of sanitary sewer and water mains.
- Performs maintenance duties relating to building and grounds maintenance.
- Assists other City departments as directed.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Helps install and remove snow fence and holiday decorations.
- Attends safety meetings and seminars as required.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

High school diploma or G.E.D., or associate's degree or equivalent; or twelve months to two years related experience or training, or equivalent combination of education and experience.

Preferred Education or Experience Required

High school diploma or G.E.D., or associate's degree or equivalent; or two to three years related experience or training; or equivalent combination of education and experience. One year of operating light and medium construction equipment.

Other Requirements – Certificates/Licensures

- Valid Class A or B Commercial Driver's License (CDL) and any required endorsements and/or restriction removals issued by the State of Iowa within one month of appointment.
- Reside within 45 minutes under normal driving conditions of the Street Maintenance Shed.
- Valid Herbicide and Pesticide core category 6 and 7D Certification

Knowledge, Skills, Abilities

- Ability to follow one- or two-step verbal or demonstrated instructions.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Ability to read and write identifying information, request supplies verbally or in writing.
- Ability to operate, or learn how to operate, light and medium construction equipment.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to utilize a wide variety of descriptive data and information such as safety regulations, equipment maintenance records, maps, construction sheets, and equipment operating and maintenance manuals.
- Ability to perform manual labor for extended periods of time, often in inclement weather.
- Ability to use a mobile radio and a telephone.
- Knowledge of traffic laws and regulations involved in equipment operation.
- Knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical end.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Truck and attachments, tractor, mower, sewer cleaning equipment, air compressor, electrical welding equipment, combustible gas meter, pumps, drill press, saws, grinder, ladder, generator, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-axe, winch, hoses, oils, forklift, concrete and asphalt tools, hydraulic tools, traffic control equipment, calculator, telephone, mobile radio, MSDS documentation, and the Code of Iowa.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or move up to 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The worker is also exposed to awkward or confining workspace, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

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I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description

STREET EQUIPMENT OPERATOR II

Department: Public Works

Reports To: Street Supervisor or Public Works Director

FLSA: Non-exempt

Purpose of Position

Intermediate position under general supervision of the Street Supervisor, performs manual labor, semi-skilled and skilled work often involving the operation of light and medium construction and maintenance equipment. Must exhibit average competency in machinery operations.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs all duties of an Equipment Operator I/Laborer.
- Assists with training others in the operation of light and medium construction and maintenance equipment and street department operations.
- Installs and repairs water, storm, and sewer mains, manholes, intakes and hydrants.
- Operates end-loader, backhoe, and grader to remove concrete, snow or other materials from streets.
- Operates heavy equipment during training program and in emergency circumstances.
- Operates trucks, tractors, and other relevant equipment to construct, maintain and repair streets; performs routine maintenance and repair of equipment.
- Performs duties relating to finishing concrete and leveling asphalt.
- Assists with One Call utility locates.
- Takes phone messages. Listens to public concerns and forwards to proper authorities.
- Assists other City departments as directed.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

Two to three years related experience or training, or associate's degree or equivalent from a two-year college or technical school and one year of experience; or equivalent combination of education and experience. Experience in public works, construction, mechanical, or work with medium and heavy equipment.

Preferred Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university, or equivalent combination of education and experience.

Other Requirements – Certificates/Licenses

- Class B Commercial Driver's License with tanker and air brakes endorsements.
- Valid Herbicide and Pesticide core category 6 and 7D Certification.
- Reside within 45 minutes in normal driving conditions within first six months.
- Available for off-hour emergencies.

Knowledge, Skills, Abilities

- Ability to follow written, verbal or diagrammatic instructions.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Ability to read and write identifying information, and request supplies verbally or in writing.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to utilize a wide variety of descriptive data and information such as safety regulations, equipment maintenance records, maps, construction sheets, and equipment operating and maintenance manuals.
- Ability to perform manual labor for extended periods of time, often in inclement weather.
- Ability to use a mobile radio and a telephone.
- Knowledge of traffic laws and regulations involved in equipment operation.
- Knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical end.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Truck and attachments, tractor, mower, loader, air compressor, electrical welding equipment, combustible gas meter, pumps, sewer cleaning equipment, drill press, saws, grinder, ladder, generator, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-axe, winch, hoses, oils, forklift, concrete and asphalt tools, hydraulic tools, traffic control equipment, calculator, telephone, mobile radio, MSDS documentation, Code of laws, heavy equipment (grader, street sweeper, backhoe-no excavation with buried utilities except during emergency situations) during training or emergency circumstances.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or move up to 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The worker is also exposed to awkward or confining workspaces, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

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I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description
STREET EQUIPMENT OPERATOR III

Department: Public Works
Reports To: Street Supervisor or Public Works Director
FLSA: Non-exempt

Purpose of Position

Under general supervision of the Street Supervisor, performs manual labor and skilled and semi-skilled labor involving the operation of light, medium and heavy construction and maintenance equipment. Must exhibit high competency in equipment operation and be able to train others in the equipment's operation.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs all duties of Equipment Operator I and Equipment Operator II.
- Must be able to perform all aspects of Street department functions in the absence of Street Supervisor (working with City Administrator).
- Trains others in the safe operation of light, medium and heavy construction and maintenance equipment; performs maintenance and repairs on light, medium and heavy equipment.
- Monitors crew operating plowing, sanding and salting trucks to ensure adequate completion in a timely manner.
- Sets an example and promotes the use of safety equipment and safe work practices.
- Performs One Call utility locates, plus calls in locates for Street department digging.
- Assists other City departments as directed and/or required.
- Responsible for routine maintenance and operation of street sweeper.
- Responsible for excavation of water and sewer main breaks when other utilities are in area.
- Maintains detailed operational logs on a daily basis. Maintains equipment usage sheets, sewer and sign books daily.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs other duties as apparent or assigned.
- Takes and relays phone messages to proper authorities. Deals with public in a professional manner and solves their concerns.

Minimum Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Experience in public works, construction, mechanical, or working with medium and heavy equipment.

Preferred Education or Experience Required

Five to six years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licenses

- Class B Commercial Driver's License with air brake and tanker endorsements.
- Reside within 45 minutes in normal driving conditions within first six months.
- Valid Herbicide and Pesticide Core Category 6 and 7D Certification.

Knowledge, Skills, Abilities

- Ability to follow written, verbal or diagrammatic instructions.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Ability to read and write identifying information; request supplies verbally or in writing.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to utilize a wide variety of descriptive data and information such as safety regulations, equipment maintenance records, maps, construction sheets, and equipment operating and maintenance manuals.
- Ability to guide co-workers and provide direction and training.
- Exhibit a high level of competency in the safe operation of light, medium and heavy construction equipment; must safely operate equipment with high efficiency and with accuracy, and be able to train others on the equipment's operation.
- Exhibit sufficient knowledge of light, medium and heavy construction, and maintenance equipment to be able to perform minor repairs and/or service on the equipment.
- Ability to perform manual labor for extended periods of time, often in inclement weather.
- Ability to use a mobile radio and a telephone.
- Knowledge of traffic laws and regulations involved in equipment operation.
- Knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment.
- Takes phone messages. Listens to public concerns and forwards to proper authorities.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical end.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Truck and attachments, tractor, mower, grader, backhoe, loader, street sweeper, sewer cleaning equipment, air compressor, electrical welding equipment, combustible gas meter, pumps, drill press, saws, grinder, ladder, generator, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-axe, winch, hoses, oils, forklift, concrete and asphalt tools, hydraulic tools, traffic control equipment, calculator, telephone, mobile radio, MSDS documentation, DMK rules, Code of Iowa, and Uniform Traffic Code.

Supervision

May supervise temporary staff.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or move up to 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The worker is also exposed to awkward or confining workspaces, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

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I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Department: Public Works
Reports To: Public Works Director
FLSA: Non-exempt

Purpose of Position

Under general supervision of the Street department supervisor, performs diagnostic and repair work on all City vehicles, construction and maintenance equipment. Performs manual labor and semi-skilled and skilled work often involving the operation of light, medium and heavy construction and maintenance equipment. Performs related work as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs all duties of Equipment Operator I and II.
- Diagnoses and repairs and/or rebuilds mechanical, electrical and hydraulic problems with City equipment; removes, repairs, overhauls and installs gasoline and diesel powered engines.
- Maintains records of all City equipment.
- Orders parts and supplies.
- Maintains sufficient inventory of parts, requisitions parts, tools, and supplies as necessary. Creates specs for new equipment.
- Performs manual labor in the repair and construction of streets.
- Operates sewer jet, rodder and vacuum to clean sanitary and storm sewers.
- Loads and unloads heavy objects and materials as needed.
- Performs cleaning and maintenance of shop area.
- Notifies Street Department Supervisor of items needing attention within the City.
- Must be able to operate heavy equipment in a safe manner to move equipment for repair and maintenance.
- Assist other City departments as directed and/or required.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Helps install and remove snow fence and holiday decorations.
- Repairs, replaces, and maintains street signs and markers.
- Mows weeds, cuts brush, trims trees and cleans up site by raking and hauling to the landfill; trims trees and brush along roads, alleys and railroad tracks. Plows snow.
- Assists with building maintenance, such as painting, shingling, weatherizing and other miscellaneous repairs.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university, or equivalent combination of education and experience. Training and/or experience in automotive and diesel mechanics.

Preferred Education or Experience Required

Five to six years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training, or equivalent combination of education and experience.

Other Requirements – Certificates/Licenses

- Class B Commercial Driver's License with tanker and air brake endorsements.
- Valid Herbicide and Pesticide core category 6 and 7D Certification.
- Reside within five miles of the maintenance shop within the first six months of employment.

Knowledge, Skills, Abilities

- Ability to follow written, verbal or diagrammatic instructions.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Ability to read and write identifying information; request supplies verbally or in writing.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to utilize a wide variety of descriptive data and information such as safety regulations, equipment maintenance records, maps, construction sheets, and equipment operating and maintenance manuals.
- Ability to guide co-workers and provide direction and training.
- Exhibit a high level of competency in the safe operation of light, medium and heavy construction equipment; must safely operate equipment with high efficiency and with accuracy, and be able to train others on the equipment's operation.
- Exhibit sufficient knowledge of light, medium and heavy construction and maintenance equipment to be able to perform minor repairs and/or service on it.
- Ability to perform manual labor for extended periods of time, often in inclement weather.
- Ability to use a mobile radio and a telephone.
- Knowledge of traffic laws and regulations involved in equipment operation.
- Knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment.
- Takes phone messages. Listens to public concerns and forwards to proper authorities.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical end.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Truck and attachments, tractor, mower, grader, backhoe, loader, street sweeper, air compressor, electrical welding equipment, pumps, drill press, saws, grinder, ladder, generator, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-axe, winch, hoses, oils, forklift, concrete and asphalt tools, hydraulic tools, traffic control equipment, calculator, telephone, mobile radio, MSDS documentation, DMK rules, and Code of Iowa.

Supervision
None.

Physical Demands
The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or move up to 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The worker is also exposed to awkward or confining workspace, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

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I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description
STREET SUPERVISOR

Department: Public Works
Reports To: Public Works Director
FLSA: Non-exempt

Purpose of Position
Under administrative direction of the Public Works Director, performs supervisory work for the street department. Responsible for supervision, coordination, evaluation and performance of subordinates. Performs other managerial duties such as assigning work, maintaining standards, and training employees. Knowledge of street, sewer and water line maintenance is required, as is substantial knowledge regarding managerial techniques. Also, performs semi-skilled and skilled labor often involving the operation of light and medium construction equipment. Must possess an above-average knowledge of equipment operations, such that he/she could train others. Performs related work as necessary.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, directs and implements the daily operations of the street department; delegates work to subordinates by issuing written and oral instructions; assists with training employees.
- Leads tailgate meetings.
- Provides first-time supervision of street department, approving time sheets, requests for overtime and time off.
- Notifies and consults with the City Administrator regarding departmental projects, prioritizing work items, potential problems and needs; attends staff meetings and other meetings as directed.
- Supervises, advises and inspects work of street crews; responsible for maintaining a high standard of quality in street department work; assists with inspection of work by contractors retained to pave streets or lay sewer and water lines.
- Assists City Administrator with the preparation of departmental annual budget request.
- Encourages and promotes compliance with safety rules and the use of safety equipment.
- Requisitions materials, supplies and parts as needed to maintain operation; provides preliminary approval to payment of departmental invoices in accordance with established policies and procedures.
- Participates in maintenance and repair of City streets, alleys and parking lots; operates backhoe, grader, endloader, street sweeper, sewer jet and other department equipment; assists with mowing, cutting brush, and trimming trees when necessary.
- Evaluates staff performance.
- Evaluates department needs and formulates short- and long-range plans to meet them.
- Makes recommendations regarding street projects to be included in the five-year street plan.
- Oversees the maintenance of infrastructure and records regarding such maintenance.
- Oversees, performs, and maintains files for One Call utility locates.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Oversees and assists with installations of water and sewer lines.
- Performs manual labor while assisting with completing various operational tasks.
- Loads and unloads heavy objects and materials as needed.
- Oversees and assists with building maintenance, such as painting, shingling, weatherizing and other miscellaneous repairs and maintenance of the shop area.
- Maintains harmony among Street Department staff and resolves grievances.
- Prepares reports as required.
- Responds to public or other inquiries and concerns relative to City policies and procedures. Evaluates issues and options regarding department operations, and makes decisions and recommendations.
- Assists other City departments as needed.
- In cooperation with the Building and Zoning Department, maintains and updates location maps for all City utilities.
- Performs other duties or assumes other responsibilities as apparent or assigned.

Minimum Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university, or equivalent combination of education and experience. Experience in public works, construction, mechanical, or working with medium and heavy equipment.

Preferred Education or Experience Required

Five to six years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training, or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Class B Commercial Driver's License (CDL) with tanker and air brakes endorsements.
- Valid Herbicide and Pesticide core category 6 and 7D Certification.
- Shall reside within five miles of the maintenance shop within the first six months of employment.

Knowledge, Skills, Abilities

- Ability to use logical or scientific thinking to solve problems with several concrete or abstract variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to compose original correspondence, follow technical manuals, and have substantial contact with people.
- Ability to train, organize and direct staff in daily operations.
- Knowledge of municipal street system and City utility systems.
- Ability to establish working relationships with subordinates and supervisors.
- Knowledge of operation of light, medium and heavy construction and maintenance equipment to be used in maintenance, repair and improvement of City streets.

- Knowledge of traffic laws and regulations involved in equipment operation, knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to utilize a wide variety of descriptive data and information such as safety regulations, equipment maintenance records, maps, construction sheets, and equipment operating and maintenance manuals.
- Ability to perform manual labor for extended periods of time, often in inclement weather, tools and equipment.
- Knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment.
- Takes phone messages. Listens to public concerns and forwards to proper authorities.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical end.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Truck and attachments, tractor, mower, grader, backhoe, loader, street sweeper, general purpose maintenance equipment, air compressor, electrical welding equipment, combustible gas meter, pumps, drill press, hand tools, saws, grinder, ladder, generator, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-axe, winch, hoses, oils, forklift, concrete and asphalt tools, hydraulic tools, traffic control equipment, calculator, typewriter, telephone, mobile radio, MSDS documentation, DNR rules, automotive manuals, Code of Iowa, and City of Nevada Code of Ordinances.

Supervision

Assists with the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or move up to 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud.

The worker is also exposed to awkward or confining workspace, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

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I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description
WASTEWATER OPERATOR I

Department: Public Works
Reports To: Wastewater Plant Supervisor
FLSA: Non-exempt

Purpose of Position
Under general supervision of the Wastewater Plant Supervisor, operates and maintains the wastewater treatment plant, pump stations, and related equipment meeting the regulations established by the federal, state, and local authorities. Performs sample collection, testing, recording and interpretation of laboratory analysis.

Essential Duties and Responsibilities
The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs all duties of a Wastewater Treatment Operator I.
- Assures proper operation of the wastewater treatment plant, including daily maintenance such as cleaning clarifiers, filters, and screens.
- Inspects process units including gauges and meters; records meter readings; inspects pumping stations and alarm systems.
- Collects samples, performs, and arranges testing as provided by City, State, and federal law, and records laboratory test results of the samples.
- Cleans tanks, pits, buildings, pumps, distributor arms and other various equipment.
- Performs duties relating to building and grounds maintenance.
- Assists with sludge disposal and application, and transports grit to landfill.
- Attends safety and regional meetings and seminars as needed to retain or further his/her certification.
- Assists with installation and repair of pumps, valves, piping and other equipment; assists service personnel with repairs.
- Provides information, answers questions, and responds to inquiries regarding wastewater treatment plant operations to the public.
- Assists other City departments as directed and/or required.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Exhibit a high level of competency in the operation of light to medium construction and maintenance equipment.
- Assists with snow removal as directed and/or required.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required
High school diploma or G.E.D., or associate's degree or equivalent; or twelve months to two years related experience or training; or equivalent combination of education and experience.

Preferred Education or Experience Required

High school diploma or G.E.D., or associate's degree or equivalent; or two to three years related experience or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licenses

- Valid Class B Commercial Driver's license (CDL) with tanker and air brakes endorsements issued by the State of Iowa.
- State of Iowa, Wastewater Treatment Plant Operator Grade 1 certificate must be gained and maintained within two (2) years from the date of hire.
- Reside within forty-five minutes of the wastewater treatment plant within the first six months of employment.

Knowledge, Skills, Abilities

- Ability to follow written, verbal or diagrammatic instructions utilizing several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to read and interpret gauges; ability to copy figures from one record to another.
- Ability to use a mobile radio and a telephone.
- Ability to perform manual labor for extended periods of time, often in inclement weather.
- Knowledge of the principles and procedures involved in wastewater treatment plant operations; knowledge of the operation of mechanical and electrical equipment.
- Knowledge of relevant federal, state and local regulations regarding wastewater treatment; knowledge of occupational hazards and safety precautions associated with the operation of the wastewater treatment plant, tools and equipment.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical ends.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to utilize a variety of advisory data and information such as production reports, lab results, charts, schedules, activity logs, chemical reports, blueprints, diagrams, lab manuals, equipment repair and operating manuals, maps, Iowa DNR regulations, procedures and guidelines.
- Ability to communicate orally and in writing with customers, utility personnel, and Iowa DNR personnel.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

General purpose hand tools, protective clothing, safety equipment, trucks and attachments, car/light truck, general purpose maintenance equipment, tractor, end-loader, mower, air compressor, sewer cleaning equipment, pumps, saws, ladders, pick-axe, generator, measuring equipment, sledgehammer, winch, hoses, oils, hydraulic tools, concrete/asphalt tools, pH meter, thermometer, calculator, telephone, mobile radio, DNR rules.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or moves up to 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The worker is also exposed to awkward or confining workspace, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



**Position Description
WASTEWATER OPERATOR II**

Department: Public Works

Reports To: Wastewater Plant Supervisor

FLSA: Non-exempt

Purpose of Position

Under general supervision of the Wastewater Plant Supervisor, operates and maintains the wastewater treatment plant, pump stations, and related equipment, meeting regulations established by Federal, State, and local authorities. Performs sample collection, testing, recording and interpretation of laboratory analysis.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs all duties of a Wastewater Treatment Operator I.
- Assures proper operation of the wastewater treatment plant, including daily maintenance such as cleaning clarifiers, filters, and screens.
- Inspects process units including gauges and meters; records meter readings; inspects pumping stations and alarm systems.
- Collects samples, performs and arranges testing as provided by City, State, and Federal law, and records laboratory test results of the samples.
- Cleans tanks, pits, buildings, pumps, distributor arms and other various equipment.
- Performs duties relating to building and grounds maintenance.
- Assists with sludge disposal and application; transports grit to landfill.
- Attends safety and regional meetings and seminars as needed to retain or further his/her certification.
- Assists with installation and repair of pumps, valves, piping and other equipment; assists service personnel with repairs.
- Possesses the ability to make the necessary process changes to maintain optimum plant efficiency without supervision.
- Provides information, answers questions and responds to inquiries regarding wastewater treatment plant operations to the public.
- Assists other City departments as directed and/or required.
- Works with outside vendors, shops, and sales representatives.
- Trains new operators.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Exhibits a high level of competency in the operation of light to medium construction and maintenance equipment.
- Assists with snow removal as directed and/or required.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

Two to three years related experience or training, or associate's degree or equivalent from a two-year college or technical school and one year of experience; or equivalent combination of education and experience. Wastewater Treatment Operator experience.

Preferred Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university, or equivalent combination of education and experience.

Other Requirements – Certificates/Licenses

- Valid Class B Commercial Driver's License (CDL) with tanker and air brakes endorsements issued by the State of Iowa.
- State of Iowa, Wastewater Treatment Plant Operator Grade 2 certificate required and maintained.
- Reside within forty-five minutes of the wastewater treatment plant within the first six months of employment.
- FEMA ICS-100 and IS-700.

Knowledge, Skills, Abilities

- Ability to follow written, verbal or diagrammatic instructions utilizing several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to read and interpret gauges; ability to copy figures from one record to another.
- Ability to use a mobile radio and a telephone.
- Ability to perform manual labor for extended periods of time, often in inclement weather.
- Knowledge of the principles and procedures involved in wastewater treatment plant operations; knowledge of the operation of mechanical and electrical equipment.
- Knowledge of relevant federal, State and local regulations regarding wastewater treatment; knowledge of occupational hazards and safety precautions associated with the operation of the wastewater treatment plant, tools and equipment.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical ends.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to utilize a variety of advisory data and information such as productions reports, lab results, charts, schedules, activity logs, chemical reports, blueprints, diagrams, lab manuals, equipment repair and operating manuals, maps, and Iowa DNR regulations, procedures and guidelines.
- Ability to communicate orally and in writing with customers, utility personnel and Iowa DNR personnel.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

General purpose hand tools, protective clothing, safety equipment, trucks and attachments, car/light truck, general purpose maintenance equipment, tractor, endloader, mower, air compressor, sewer cleaning equipment, pumps, saws, ladders, pick-axe, generator, measuring equipment, sledgehammer, winch, hoses, oils, hydraulic tools, concrete/asphalt tools, pH meter, thermometer, calculator, telephone, mobile radio, and DNR rules.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or move up to 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The worker is also exposed to awkward or confining workspace, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

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I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Department: Public Works
Reports To: Wastewater Plant Supervisor
FLSA: Non-exempt

Purpose of Position

Under general supervision of the Wastewater Plant Supervisor, operates and maintains the wastewater treatment plant, pump stations, and related equipment, meeting regulations established by federal, state, and local authorities. Performs sample collection, testing, recording and interpretation of laboratory analysis.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs all duties of a Wastewater Treatment Operator III.
- Assures proper operation of the wastewater treatment plant, including daily maintenance such as cleaning clarifiers, filters, and screens.
- Inspects process units including gauges and meters; records meter readings; inspects pumping stations and alarm systems.
- Collects samples, performs and arranges testing as provided by City, State, and Federal law, and records laboratory test results of the samples.
- Cleans tanks, pits, buildings, pumps, distributor arms and other various equipment.
- Performs duties relating to building and grounds maintenance.
- Assists with sludge disposal and application; transports grit to landfill.
- Attends safety and regional meetings and seminars as needed to retain or further his/her certification.
- Assists with installation and repair of pumps, valves, piping and other equipment; assists service personnel with repairs.
- Possesses the ability to make the necessary process changes to maintain optimum plant efficiency without supervision.
- The ability to advise Wastewater Operator grades I and II with operational requirements of the wastewater treatment facility.
- Provides information, answers questions, and responds to inquiries regarding wastewater treatment plant operations to the public.
- Assists other City departments as directed and/or required.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Exhibits a high level of competency in the operation of light to medium construction and maintenance equipment.
- Assists with snow removal as directed and/or required.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

Two to three years related experience or training, or associate's degree or equivalent from a two-year college or technical school and one year of experience; or equivalent combination of education and experience. Wastewater Treatment Operator experience.

Preferred Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience.

Other Requirements – Certificates/Licenses

- Valid Class B Commercial Driver's License (CDL) with tanker and air brakes endorsements issued by the State of Iowa.
- State of Iowa, Wastewater Treatment Plant Operator Grade 3 certificate required and maintained.
- Reside within forty-five minutes of the wastewater treatment plant within the first six months of employment.
- FEMA ICS-100 and IS-700.

Knowledge, Skills, Abilities

- Ability to follow written, verbal or diagrammatic instructions utilizing several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to read and interpret gauges; ability to copy figures from one record to another.
- Ability to use a mobile radio and a telephone.
- Ability to perform manual labor for extended periods of time, often in inclement weather.
- Knowledge of the principles and procedures involved in wastewater treatment plant operations; knowledge of the operation of mechanical and electrical equipment.
- Knowledge of relevant federal, State and local regulations regarding wastewater treatment; knowledge of occupational hazards and safety precautions associated with the operation of the wastewater treatment plant, tools and equipment.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical ends.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to utilize a variety of advisory data and information such as production reports, lab results, charts, schedules, activity logs, chemical reports, blueprints, diagrams, lab manuals, equipment repair and operating manuals, maps, and Iowa DNR regulations, procedures and guidelines.
- Ability to communicate orally and in writing with customers, utility personnel and Iowa DNR personnel.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

General purpose hand tools, protective clothing, safety equipment, trucks and attachments, car/light truck, general purpose maintenance equipment, tractor, endloader, mower, air compressor, sewer cleaning equipment, pumps, saws, ladders, pick-axe, generator, measuring equipment, sledgehammer, winch, hoses, oils, hydraulic tools, concrete/asphalt tools, pH meter, thermometer, calculator, telephone, mobile radio, and DNR rules.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or move up 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The worker is also exposed to awkward or confining workspace, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

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I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description
WASTEWATER TREATMENT PLANT SUPERVISOR

Department: Public Works
Reports To: Director of Public Works
FLSA: Exempt

Purpose of Position

Under administrative direction of the Public Works Director, performs supervisory work concerning the wastewater department. Directs, plans and participates in duties essential to proper operation of the wastewater treatment plant (WWTP), pump stations, and related equipment. Responsible for supervision, coordination, evaluation and performance of subordinates. Performs other managerial duties such as assigning work, training employees and ensuring that wastewater plant operations meet or exceed governmental standards. Coordinates with the City Administrator and participates in functions necessary to maintain daily functioning and record keeping for the wastewater plant.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs the duties of wastewater treatment plant operator as needed.
- In cooperation with the City Administrator, plans, directs, implements and participates in the daily operation of the wastewater treatment plant and pumping stations to meet the requirements of the City, State, and federal regulations; delegates work to WWTP staff; provides first-line supervision of WWTP department employees; tentatively approving time sheets, and requests for overtime and time off; trains new employees.
- Notifies and consults with the City Administrator regarding departmental projects, prioritizing work items, and potential problems and needs.
- Performs annual performance evaluations of WWTP employees.
- Operates and monitors wastewater treatment process daily to ensure reliability and performance.
- Supervises, performs, and examines laboratory test results (including tests done in house and those contracted) and meter and gauge readings to determine if adjustments need to be made; adjusts processes if necessary.
- Produces required reports for regulatory agencies; corresponds via telephone and in writing with regulatory agencies and others.
- Maintains operating permits, maintenance schedule, and a log of plant operations and maintenance work performed.
- Supervises, assists in inspections, and participates in the construction and maintenance of the wastewater treatment plant, pumping stations, and collection system.
- Supervises and participates in custodial and maintenance duties of the wastewater plant, pumping stations, and the surrounding grounds.
- Attends regional meetings and various seminars relating to wastewater treatment to maintain and further operator certification.
- Assists the City Administrator with the preparation of the departmental budget.

- Provides preliminary approval to payment of departmental invoices in accordance with established policy and procedures.
- Applies sludge at the proper rate on designated sites; tests soils where sludge is to be applied, and reports soil test results as necessary.
- Services and repairs equipment including pumps, control panels, drive units, distributors, vehicles, etc.; schedules service personnel for necessary repair work.
- Requisitions materials and equipment as needed and approved.
- Encourages and promotes compliance with safety rules and the use of safety equipment.
- Oversees groundskeeping.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists other departments as needed.
- Loads and unloads heavy objects and materials as needed.
- Maintains harmony among WWTP staff and resolves grievances.
- Prepares reports as required.
- Responds to public or other inquiries and concerns related to City policies and procedures.
- Evaluates issues and options regarding WWTP department operations, and makes decisions and recommendations.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Wastewater Treatment Operator experience.

Preferred Education or Experience Required

Five to six years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training, or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- State of Iowa, Wastewater Treatment Plant Operator Grade 3 certificate required and maintained, Grade 4 for new facility.
- Reside within a drive time of forty-five minutes under normal driving conditions within the first six months of employment.
- FEMA ICS-100 and IS-700.

Knowledge, Skills, Abilities

- Ability to solve practical problems utilizing a variety of variables with limited standardization.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to compose original correspondence, follow technical manuals and have significant contact with people; ability to use a mobile radio and a telephone.
- Knowledge of the principles and procedures involved in wastewater treatment plant, pumping station, and sewage collection systems; knowledge of the operation of mechanical and electrical equipment.

- Ability to train, organize, and direct WWTP staff in daily operations.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Knowledge of relevant federal, state, and local regulations regarding wastewater treatment; knowledge of occupational hazards and safety precautions associated with the operation of the wastewater treatment plant, pumping, and collection system.
- Knowledge of sewer main construction and maintenance.
- Ability to organize and direct subordinates in daily operations; knowledge of and ability to perform effective training methods.
- Knowledge of the City's sewer main network; ability to understand and follow maintenance and construction plans and diagrams.
- Knowledge of modern laboratory techniques relating to wastewater treatment; ability to interpret laboratory results and implement changes if necessary.
- Ability to utilize a variety of advisory data and information such as productions reports, lab results, charts, schedules, activity logs, chemical reports, blueprints, diagrams, lab manuals, equipment repair and operating manuals, maps, Iowa DNR regulations, procedures and guidelines.
- Ability to communicate orally and in writing with customers, utility personnel and Iowa DNR personnel.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

General purpose hand tools, protective clothing, safety equipment, trucks and attachments, car/light truck, general purpose maintenance equipment, tractor, endloader, mower, air compressor, sewer cleaning equipment, pumps, saws, ladders, pick-axe, generator, measuring equipment, soil sampler, electrical multi-meter, amp meter, sound level meter, sledgehammer, winch, hydraulic tools, concrete/asphalt tools, pH meter, thermometer, oils, calculator, telephone, mobile radio, City of Nevada Code of Ordinances, DNR rules, and Code of Iowa.

Supervision

Assists with the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports. Includes interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or move up to 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The worker is also exposed to awkward or confining workspace, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

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I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



**Position Description
WATER OPERATOR I**

Department: Public Works
Reports To: Water Treatment Plant Supervisor
FLSA: Non-exempt

Purpose of Position

Under general supervision of the Water Treatment Plant Supervisor, operates and maintains the water treatment plant and water distribution system meeting the regulations established by federal, state and local authorities. Performs the necessary duties and labor to ensure a safe supply of water to the City, such as collecting and monitoring samples, installing and repairing water mains, and repairing or replacing water meters.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs all duties necessary with the water department including meter reading and general labor.
- Performs construction and maintenance on the water distribution system such as installation of new water main, repairing water main breaks, and replacing fire hydrants, valves, and fittings; flushes hydrants and paints fire hydrants as necessary; installs water meters in new buildings.
- Assists Water Department Supervisor with operating the water treatment plant and distribution system in a manner to meet or exceed the federal, state, and city regulations.
- Coordinates and completes work orders.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists other departments as directed and/or required.
- Assists with snow removal as directed and/or required.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

High school diploma or G.E.D., or associate's degree or equivalent; or twelve months to two years related experience or training; or equivalent combination of education and experience. Water Operator experience.

Preferred Education or Experience Required

High school diploma or G.E.D., or associate's degree or equivalent; or two to three years related experience or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Class B Commercial Driver's License (CDL) with tanker and air brakes endorsements issued by the State of Iowa.

- State of Iowa, Water Treatment Plant Operator Grade 1 and Water Distribution I certificate must be gained and maintained within two (2) years from the date of hire.
- Reside within a drive time of forty-five minutes under normal driving conditions of the Water Plant within the first six months of employment.
- FEMA ICS-100 and IS-700.

Knowledge, Skills, Abilities

- Ability to follow written, verbal or diagrammatic instructions utilizing several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to write identifying information; ability to request information and/or supplies verbally or in writing; ability to use a mobile radio and a telephone.
- Knowledge of the principles and procedures involved in water treatment plant operations; knowledge of the operation of mechanical and electrical equipment.
- Knowledge of water main and water meter installation and repair.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical ends.
- Ability to establish and maintain effective working relationships with co-workers and the public regarding water treatment; knowledge of occupational hazards and safety precautions associated with the operation of the water treatment plant, tools and equipment.
- Ability to utilize a variety of advisory data and information such as production reports, lab results, charts, schedules, activity logs, chemical reports, blueprints, diagrams, lab manuals, equipment repair and operating manuals, maps, and Iowa DNR regulations, procedures and guidelines.
- Ability to communicate orally and in writing with customers, utility personnel and Iowa DNR personnel.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Hand-held computer used for reading meters and generating reports, truck, mower, water main tapping machine, valve-power wrench machine, air compressor, general purpose maintenance equipment, general purpose hand tools, propane torch, safety equipment, protective clothing, pumps, saws, ladder, measuring equipment, sledgehammer, hoses, pH meter, ion-sensitive electrodes, water distillation equipment, titration equipment, flow finder, register testing equipment, vacuum filtration equipment, glassware, hazardous chemicals and materials, calculator, telephone, mobile radio, MSDS documentation, federal register, standard operating procedures, DNR rules, and the Code of Iowa.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or move up to 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The worker is also exposed to awkward or confining workspace, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

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I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Department: Public Works
Reports To: Water Treatment Plant Supervisor
FLSA: Non-exempt

Purpose of Position

Under general supervision of the Water Treatment Plant Supervisor, operates and maintains the water treatment plant and water distribution system meeting the regulations established by the federal, State and local authorities. Performs the necessary duties and labor to ensure a safe supply of water to the City, such as collecting and monitoring samples, installing water main, repairing water mains and repairing or replacing water meters.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs all duties necessary with the water department including meter reading and general labor.
- Performs construction and maintenance on the water distribution system such as installation of new water main, repairing water main breaks, and replacing fire hydrants, valves, fittings, flushes hydrants and paints fire hydrants as necessary; installs water meters in new buildings.
- Assists Water Department Supervisor with operating the water treatment plant and distribution system in a manner that meets or exceeds the federal, State, and City regulations.
- Coordinates and completes work orders.
- Responds to emergencies in the plant and out in the distribution system.
- Maintains pumps and online analyzers.
- Performs general plant maintenance including mowing and cleaning.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists other departments as directed and/or required.
- Assists with snow removal as directed and/or required.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

Two to three years related experience or training, or associate's degree or equivalent from a two-year college or technical school and one year of experience, or equivalent combination of education and experience.

Preferred Education or Experience Required

Three (3) years of relevant experience in water department operations. Four to five years related experience and/or training or bachelor's degree from a four-year college or university; or equivalent combination of education and experience.

Other Requirements – Certificates/Licenses

- Class B Commercial Driver's License (CDL) with tanker and air brakes endorsements issued by the State of Iowa.
- State of Iowa Water Treatment Plant Operator Grade 2 and Water Distribution I certificate must be gained and maintained.
- Reside within a drive time of forty-five minutes under normal driving conditions of the Water Plant within the first six months of employment.
- FEMA ICS-100 and IS-700.

Knowledge, Skills, Abilities

- Ability to follow written, verbal or diagrammatic instructions utilizing several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to write identifying information; ability to request information and/or supplies verbally or in writing; ability to use a mobile radio and a telephone.
- Knowledge of the principles and procedures involved in water treatment plant operations; knowledge of the operation of mechanical and electrical equipment.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical ends.
- Knowledge of and ability to understand and apply relevant federal, State and local regulations regarding water treatment; knowledge of occupational hazards and safety precautions associated with the operation of the water treatment plant, tools and equipment.
- Possess the ability to make the necessary process changes to maintain optimum plant efficiency without supervision.
- Ability to utilize a variety of advisory data and information such as productions reports, lab results, charts, schedules, activity logs, chemical reports, blueprints, diagrams, lab manuals, equipment repair and operating manuals, maps, Iowa DNR regulations, procedures and guidelines.
- Ability to communicate orally and in writing with customers, utility personnel and Iowa DNR personnel.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Hand-held computer used for reading meters and generating reports; truck, mower, water main tapping machine, valve-power wrench machine, air compressor, general purpose maintenance equipment, general purpose hand tools, propane torch, safety equipment, protective clothing, pumps, saws, ladder, measuring equipment, sledgehammer, hoses, pH meter, non-sensitive electrodes, water distillation equipment, titration equipment, flow finder, register testing equipment, vacuum filtration equipment, glassware, hazardous chemicals and materials, calculator, telephone, mobile radio, MSDS documentation, federal register, standard operating procedures, DNR rules, and the Code of Iowa.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or move up 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The worker is also exposed to awkward or confining workspaces, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description WATER OPERATOR III

Department: Public Works
Reports To: Water Treatment Plant Supervisor
FLSA: Non-exempt

Purpose of Position

Under general supervision of the Water Treatment Plant Supervisor, operates and maintains the water treatment plant and water distribution system meeting the regulations established by federal, State and local authorities. Performs necessary duties and labor to ensure a safe supply of water to the City, such as collecting and monitoring samples, installing water mains, repairing water mains, and repairing or replacing water meters.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs all duties necessary with the water department including meter reading and general labor.
- Performs construction and maintenance on the water distribution system such as installation of new water main, repairing water main breaks and replacing fire hydrants, valves, and fittings; flushes hydrants, paints fire hydrants as necessary; installs water meters in new buildings.
- Assists Water Department Supervisor with operating the water treatment plant and distribution system in a manner to meet or exceed the federal, State, and City regulations.
- Coordinates and completes work orders.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists other departments as directed and/or required.
- Assists with snow removal as directed and/or required.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

Two to three years related experience or training, or associate's degree or equivalent from a two-year college or technical school and one year of experience; or equivalent combination of education and experience. Water Operator Experience.

Preferred Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Class B Commercial Driver's License (CDL) with tanker and air brakes endorsements issued by the State of Iowa.

- State of Iowa, Water Treatment Plant Operator Grade 3 and Water Distribution I certificate must be gained and maintained.
- Reside within a drive time of forty-five minutes under normal driving conditions of the Water Plant within the first six months of employment.
- FEMA ICS-100 and IS-700.

Knowledge, Skills, Abilities

- Ability to follow written, verbal or diagrammatic instructions utilizing several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to write identifying information; ability to request information and/or supplies verbally or in writing; ability to use a mobile radio and a telephone.
- Knowledge of the principles and procedures involved in water treatment plant operations; knowledge of the operation of mechanical and electrical equipment.
- Knowledge of water main and water meter installation and repair.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical ends.
- Knowledge of and ability to understand and apply relevant federal, State and local regulations regarding water treatment; knowledge of occupational hazards and safety precautions associated with the operation of the water treatment plant, tools and equipment.
- Possess the ability to make the necessary process changes to maintain optimum plant efficiency without supervision.
- Ability to utilize a variety of advisory data and information such as productions reports, lab results, charts, schedules, activity logs, chemical reports, blueprints, diagrams, lab manuals, equipment repair and operating manuals, maps, and Iowa DNR regulations, procedures and guidelines.
- Ability to communicate orally and in writing with customers, utility personnel and Iowa DNR personnel.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Hand-held computer used for reading meters and generating reports, truck, mower, water main tapping machine, valve-power wrench machine, air compressor, general purpose maintenance equipment, general purpose hand tools, propane torch, safety equipment, protective clothing, pumps, saws, ladder, measuring equipment, sledgehammer, hoses, pH meter, ion-sensitive electrodes, water distillation equipment, titration equipment, flow finder, register testing equipment, vacuum filtration equipment, glassware, hazardous chemicals and materials, calculator, telephone, mobile radio, MSDS documentation, federal register, standard operating procedures, DNR rules, and the Code of Iowa.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or move up to 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The worker is also exposed to awkward or confining workspaces, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description
WATER TREATMENT PLANT SUPERVISOR

Department: Public Works
Reports To: Public Works Director
FLSA: Exempt

Purpose of Position

Under administrative direction of the Public Works Director, performs supervisory work concerning the water department. Directs, plans and participates in duties essential to proper operation of the water treatment plant and distribution system. Responsible for supervision, coordination, evaluation and performance of subordinates. Performs other managerial duties such as assigning work, training employees, and ensuring the water meets or exceeds government standards by collecting and testing water samples. Coordinates with the Public Works Director and participates in the operation and maintenance of the water treatment plant, water distribution system, and in water main repair and installation.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs the duties of Meter Reader/Laborer and Water Treatment Plant Operator.
- In cooperation with the Public Works Director, plans, directs, implements and participates in the daily operation of the water treatment plant to meet the requirements of the City, State, and federal regulations; delegates work to Water Department staff; provides first-line supervision of water department employees, tentatively approving time sheets and requests for overtime and time off with review from the Public Works Director; trains new employees.
- Notifies and consults the Public Works Director regarding departmental projects, prioritizing work items, potential problems and needs.
- Assists the Public Works Director in performing annual performance evaluations on Water Department staff.
- Operates and monitors motors, pumps, filters, chemical feeders and other equipment necessary to ensure proper functioning of the water treatment plant in compliance with federal, State and local regulations.
- Monitors, reads and records readings and measurements from gauges and meters to ensure proper operation of the plant; makes adjustments including changing chemical ratios when necessary.
- Assists with inspections of the maintenance and construction work of staff and/or contracting firms to determine compliance with federal, State and local regulations.
- Maintains records, operating permits, and prepares reports as required by law based on the results of laboratory experiments and others as requested.
- Operates equipment used in locating water mains and service lines.
- Supervises and participates in custodial and maintenance duties on the water plant, pump stations and the surrounding grounds.
- Supervises and participates in maintenance on the water plant and water distribution system such as repairing water main breaks and replacing fire hydrants, valves, and fittings.

- Assists the Public Works Director with the preparation of the departmental budget.
- Encourages and promotes compliance with safety rules and the use of safety equipment.
- In cooperation with the Public Works Director, performs and maintains files for One Call utility locates.
- Provides preliminary approval for payment of departmental invoices in accordance with established policies and procedures with review from the Public Works Director.
- Attends regional meetings and various seminars relating to water treatment and distribution in order to maintain and further operator certification.
- Requisitions materials and equipment as needed and approved.
- Maintains harmony among Water Department staff and relays all grievances to the Public Works Director.
- Responds to public or other inquiries and concerns relative to City policies and procedures. Evaluates issues and options regarding Water Department operations and makes decisions and recommendations.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs manual labor while assisting with the completion of various operational tasks.
- Oversees and assists with installation of water mains.
- Loads and unloads heavy objects and materials as needed.
- Prepares reports as required by State and federal governments.
- Assists other departments as directed.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Water Plant Operator experience.

Preferred Education or Experience Required

Five to six years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licenses

- State of Iowa, Water Treatment Plant Operator Grade 3 and Water Distribution II certificate must be gained and maintained.
- Reside within a drive time of forty-five minutes under normal driving conditions within the first six months of employment.
- FEMA ICS-100 and IS-700.

Knowledge, Skills, Abilities

- Ability to solve practical problems utilizing a variety of variables with limited standardization.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to compose original correspondence, follow technical manuals and have significant contact with people; ability to use a mobile radio and a telephone.

- Knowledge of the principles and procedures involved in water treatment plant and water distribution operations; knowledge of the operation of mechanical and electrical equipment.
- Ability to train, organize, and direct Water Department staff in daily operations.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Knowledge of relevant federal, State, and local regulations regarding water treatment; knowledge of occupational hazards and safety precautions associated with the operation of the water treatment plant and distribution system.
- Knowledge of water main construction and maintenance.
- Ability to organize and direct subordinates in daily operations; knowledge of and ability to perform effective training methods.
- Knowledge of the City's water main network; ability to understand and follow maintenance and construction plans and diagrams.
- Knowledge of modern laboratory techniques relating to water treatment; ability to interpret laboratory results and implement changes if necessary.
- Ability to utilize a variety of advisory data and information such as production reports, lab results, charts, schedules, activity logs, chemical reports, blueprints, diagrams, lab manuals, equipment repair and operating manuals, maps, and Iowa DNR regulations, procedures and guidelines.
- Ability to communicate orally and in writing with customers, utility personnel and Iowa DNR personnel.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Hand-held computer used for reading meters and generating reports, truck, mower, water main tapping, valve-power wrench machine, air compressor, general purpose maintenance equipment, general purpose hand tools, propane torch, safety equipment, protective clothing, pumps, saws, ladder, measuring equipment, sledgehammer, hoses, pH meter, ion-sensitive electrodes, water distillation equipment, titration equipment, flow finder, register testing equipment, glassware, hazardous chemicals and materials, calculator, telephone, mobile radio, MSDS documentation, federal register, standard operating procedures, City of Nevada Code of Ordinances, DNR rules, and the Code of Iowa.

Supervision

Assists with the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports, includes interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or move up 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The worker is also exposed to awkward or confining workspace, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Department Head

Date

City Administrator

Date



Position Description
BUILDINGS & GROUNDS MAINTENANCE COORDINATOR

Department: Parks and Recreation

Reports To: Parks and Recreation Director

FLSA: Non-exempt

Purpose of Position

Under the administrative supervision of the Parks and Recreation Director, performs a variety of duties involved with the maintenance and care of park grounds, buildings, and equipment. Performs cemetery duties as needed in the absence of the Cemetery Section to ensure proper and timely function of the cemetery operations. Performs related duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs park maintenance work such as the repair and maintenance of buildings, tables, and park equipment, irrigation systems, and janitorial duties; assists with the development and maintenance of City grounds, roadways, trails, softball and baseball fields, and pool operations and maintenance.
- Operates all grounds maintenance equipment and regularly performs preventive maintenance on equipment; maintains accurate and up-to-date service records on equipment.
- Performs various semi-skilled tasks in plumbing, carpentry, welding, concrete, construction, and general maintenance work.
- Mows, sprays, landscapes, trims trees and bushes, and maintains parks, ball fields, and various City properties.
- Regularly inspects, performs maintenance, and maintains records on playground equipment.
- Attends the meetings and provides monthly progress report to the Parks and Recreation Board as requested by the Parks and Recreation Director or City Administrator.
- Maintains a complete and up-to-date record of inventory for the Parks and Recreation Department.
- Ensures departmental policies and safety procedures are followed.
- Consults with Parks and Recreation Director for approval to purchase supplies.
- Maintains a timely program for weed control and fertilizing of park grounds and various City properties.
- Performs functions of Equipment Operator I, II, and III when requested.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Works in cooperation with the Cemetery Section to ensure all assignments under the direction of the Parks and Recreation Director are completed in a timely and efficient manner in the absence of the Cemetery Section.
- Attends courses and seminars to keep current on park and recreation matters and to maintain necessary certifications.
- Assists other City departments as directed and required.
- Makes phone calls and inquiries for information from various sources.
- Removes snow/ice from all City sidewalks and lots in a timely fashion as directed to ensure pedestrian safety; assists with other snow removal as directed and required.

- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

Two to three years related experience or training, or associate's degree or equivalent from a two year college or technical school and one year of experience; or equivalent combination of education and experience.

Preferred Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Associate's Degree in Turf Management or related field.

Other Requirements – Certificates/Licenses

- Valid Class B Commercial Driver's License from the State of Iowa.
- Valid Iowa Pesticide Applicator's License within one year for:
 - Ornamental & Turf Pest Control,
 - Community Insect Control (Mosquitoes),
 - Right-of-way Pest Control, and
 - Aquatic Pest Control
- Valid Certified Pool/Spa Operator certificate.

Knowledge, Skills, Abilities

- Ability to solve practical problems that have a variety of variables with limited standardization.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Exhibit a high level of competency in the operation of light and medium construction grounds maintenance equipment including, but not limited to, car/light trucks, mowers, trucks, chemical sprayers, and tractors. Must operate the equipment with high efficiency and with accuracy, and be able to train others on the equipment's operation.
- Ability to perform manual labor for extended periods of time, often in inclement weather.
- Ability to use a mobile radio, computer, calculator and telephone.
- Ability to plan, assign, and direct the work of departmental staff.
- Exhibit a high level of public relations skills to confer with citizens on complaints, problems or service requests both verbally and in writing.
- Knowledge of the principles and practices of grounds care and maintenance; knowledge of the methods of landscaping and horticulture as applied to grounds care and maintenance.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical end.
- Knowledge of business matters, including proper grammar and use of English in speaking and writing; computer operations and applications including word processing and spreadsheets.
- Knowledge of equipment operation and repair, including basic understanding of hand tools and small machinery; ability to operate and repair equipment, driving skills, and OSHA standards and regulations.
- Knowledge of federal and State statutes concerning the work of the department.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

General purpose maintenance equipment, general purpose hand tools, trucks, scaffolding, snow blower, mowers, tractors, and loader, back-hoe, pickups, UTVs, chopper, skid loader, safety equipment, chemical sprayers, protective clothing, saws, grinders, trimmers, ladders, pumps, vacuums, chains, spreaders, measuring equipment, hazardous chemicals and materials, chemical feed monitors, SDS documentation, dictionary, telephone, mobile radio, calculator, personal computer, computer printer, and fax machine.

Supervision

Assists with the overall direction, coordination, and evaluation of a program function or unit for the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports; interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or moves up to 25 pounds, and will occasionally lift and move up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock; dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The work may expose the employee to unpleasant social situations, significant workplace pressure, and involves evening and weekend work hours and responding to emergencies.

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I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description
CEMETERY SECTOR

Department: Parks and Recreation
Reports To: Parks and Recreation Director
FLSA: Non-exempt

Purpose of Position

Under administrative supervision of the Parks and Recreation Director, performs a variety of duties in concert with the goals and objectives established by the City Administrator in cooperation with the Parks and Recreation Director. Involved with the maintenance and care of the cemetery, buildings, and equipment. Participates in manual labor activities in the care and maintenance of the cemetery grounds and facilities. Performs related duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Administers and carries out the policies of the cemetery as directed by the Parks and Recreation Director.
- Advises Parks and Recreation Director of cemetery needs.
- Maintains automated records and maps of grave sites; assures that graves are dug at the proper location.
- Assures that headstones and memorials are positioned in their proper place.
- Performs maintenance work including mowing and trimming grass, trimming trees, picking up litter, maintaining cemetery buildings, and removing snow from the cemetery and City sidewalks.
- Monitors use of cemetery to enforce rules and regulations.
- Makes necessary arrangements for all grave openings and closing, and performs necessary follow through.
- Sells cemetery lots; prepares and maintains related automated records to assure that State requirements are met including preparation of Certificate of Internment Rights, burial records, statistical and financial reports, drafts of equipment specifications, and related perpetual care documents.
- Attends the meetings of the Parks and Recreation Board as requested by the Parks and Recreation Director or City Administrator.
- Provides written reports of relevant cemetery activities for inclusion in agenda materials for Parks and Recreation Board meetings.
- Maintains a complete and up-to-date record of inventory for the Nevada Municipal Cemetery.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Works in cooperation with the Building and Grounds Maintenance Coordinator to ensure all assignments under the direction of the Parks and Recreation Director and/or Department are completed in a timely and efficient manner.
- Provides information on cemetery records and policies to the public, answers questions and responds to inquiries.
- Maintains equipment used in cemetery maintenance, performs minor repairs, and maintains accurate and up-to-date service records on all equipment.
- Assists other City departments as directed and/or required.

- Attends courses and seminars to stay current on cemetery matters and to maintain necessary certifications as authorized by the Parks and Recreation Director.
- Makes phone calls and inquiries for information from various sources.
- Clears snow and ice from streets and sidewalks as directed and/or required.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

High school diploma or G. E. D., or associate's degree or equivalent; or twelve months to two years related experience or training; or equivalent combination of education and experience.

Preferred Education or Experience Required

High school diploma or G. E. D., or associate's degree or equivalent; or two to three years related experience or training; or equivalent combination of education and experience. Turf management experience.

Other Requirements – Certificates/Licenses

- Valid Class B Commercial Iowa Driver's License.
- Valid Iowa Pesticide Applicators License within one year for:
 - o Ornamental & Turf Pest Control,
 - o Community Insect Control (Mosquitoes), and
 - o Right-of-way Pest Control
- Confined space training, preferred.

Knowledge, Skills, Abilities

- Ability to solve practical problems that have a variety of variables with limited standardization.
- Ability to perform arithmetic, geometric calculations, and use of measuring devices.
- Knowledge of the principles and practices of grounds care and maintenance; knowledge of the methods of landscaping and horticulture as applied to grounds care and maintenance.
- Ability to plan, assign and direct the work of manual laborers.
- Ability to perform manual labor for extended periods of time, often in inclement weather.
- Knowledge of the rules and regulations governing the use of cemeteries.
- Ability to establish and maintain effective working relationships with co-workers and the public; ability to use tact and maintain a sympathetic relationship with relatives and friends of the deceased.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical end.
- Knowledge of equipment operation and repair, including basic understanding of hand tools and small machinery; ability to operate and repair equipment; driving skills; and knowledge of OSHA standards and regulations.
- Knowledge of federal and State statutes concerning the work of the department.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

General purpose maintenance equipment, general purpose hand tools, snow blower, mowers, tractors, UTV's, pickups, truck, chopper, skid loader, safety equipment, chemical sprayer, pumps, protective clothing, saws, grinders, trimmers, ladders, spreaders, chains, measuring equipment, oils, hazardous chemicals and materials, SDS documentation, telephone, mobile radio, calculator, dictionary, personal computer, and fax machine.

Supervision

May supervise temporary staff to assist with the overall direction, coordination, and evaluation of a program function or unit for the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports; interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or moves up to 25 pounds, and will occasionally lift and move up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The worker is also exposed to awkward/confined workspaces, darkness and poor lighting. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The work may expose the employee to unpleasant social situations, significant workplace pressure, and involves evening and weekend work hours and responding to emergencies.

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I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description
CITY CUSTODIAN

Department: Parks and Recreation
Reports To: Parks and Recreation Director
FLSA: Non-exempt

Purpose of Position

This entry-level position, under general supervision of the Parks and Recreation Director, performs custodial duties necessary to ensure the proper maintenance of assigned facilities in concert with the goals and objectives established by the City Administrator or Parks and Recreation Director. Responsible for preparing the building for those groups using the facility. Performs related duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Unlocks building and turns on lights prior to planned activities, and locks doors and windows and turns off lights after use.
- Communicates with Parks and Recreation Director and program staff to receive instructions and be advised of reservations.
- Arranges tables, chairs and other equipment as requested by each group using the facility; removes same after each group has adjourned; moves furniture and other heavy objects.
- Maintains commercial kitchen equipment and cleans floors and hallways; dusts and washes furniture and fixtures as needed or directed; washes windows and walls, empties wastebaskets and exterior ashtrays; paints walls, ceilings, floors and fixtures as needed; replaces light bulbs, fluorescent lights and ballasts.
- Performs routine maintenance on the plumbing system and its fixtures.
- Monitors heating, cooling, plumbing and electrical systems; maintains the heating and cooling system not done through the maintenance contract; addresses problems as they arise or notifies supervisor; adjusts heating and cooling equipment to ensure proper temperature in the building.
- Develops weekly work schedule for maintenance staff for review and approval by Parks and Recreation Director.
- Consults with Parks and Recreation Director for approval to purchase supplies.
- Maintains a complete and up-to-date inventory of all equipment and supplies.
- Removes snow and ice from walkways, as needed or directed.
- Trims trees, bushes and grass around the building; picks up debris and performs routine grounds maintenance as needed or directed.
- Maintains and updates activity board.
- Consults with and advises the Parks and Recreation Director on recommendations or problems.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Submits information to the Program Assistant regarding hours, room usage, and extra supplies for groups using the building.
- Attends meetings at the direction of the Parks and Recreation Director or the City Administrator.
- Assigns and monitors work done by part-time help in accordance with standards established by the Parks and Recreation Director or the City Administrator.

- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

High school education or G.E.D. and three to six months related experience or training; or equivalent combination of education and experience.

Preferred Education or Experience Required

High school education or G.E.D. and six to twelve months related experience or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Valid Iowa Driver's License.

Knowledge, Skills, Abilities

- Ability to follow written, verbal or diagrammatic instructions using several concrete variables.
- Ability to perform simple addition and subtraction, copying figures, counting and recording.
- Ability to file, post and mail materials; ability to interview to obtain basic information such as group needs in using the facility; ability to guide people and provide basic direction.
- Knowledge of the materials, methods and equipment used in custodial work.
- Ability to establish and maintain effective working relationships with supervisor, co-workers, and the public.
- Ability to perform light to moderately heavy manual cleaning and maintenance work while standing for extended periods of time.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical end.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

General purpose maintenance equipment, general purpose hand tools, scaffolding, trucks, UTVs, mowers, trimmers, snow blower, general purpose grounds maintenance equipment, floor cleaning/buffing equipment, safety equipment, protective clothing, extension cords, grinders, ladders, chains, measuring equipment, hoses, oils, hazardous chemicals and materials, SDS documentation, dictionary, telephone, calculator, audiovisual equipment, computer, and commercial kitchen equipment.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or moves up to 10 pounds, occasionally will lift and move 25 pounds, and will occasionally lift and move up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires standing for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure. Position involves evening or weekend work hours and responding to emergencies.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date

Department: Parks and Recreation
Reports To: City Administrator
FLSA: Exempt



Purpose of Position

Under administrative direction of the City Administrator, plans, coordinates, directs and organizes the municipal recreation program within parameters set forth by local, State and Federal authorities. Supervises all City parks, municipal swimming pool, municipal cemetery, assigned facilities, and Parks and Recreation Department full-time, part-time and seasonal employees. Performs supervisory duties including interviewing and recommending hiring, training, assigning work, disciplining, evaluating, and recommending discharge. Performs other duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, and directs recreational activities and events.
- Develops long-term plans to improve departmental operations. Evaluates pending legislation and statutes and responds to changing citizen needs for programs; conducts program evaluations to determine feasibility, participation, and quality of each program.
- Sets agenda for, organizes, and attends periodic meetings of the Parks and Recreation Board and other assigned Boards.
- Develops annual department budgets for operations and equipment. Assists with developing long-range capital budgets. Monitors the departmental budgets throughout the fiscal year and oversees the purchase and maintenance of equipment, vehicles, and supplies. Provides preliminary approval to payment of departmental invoices in accordance with established policy and procedures.
- Communicates, advises, and discusses with the Parks and Recreation Board and related Boards/Committees future plans for programming, capital improvement projects, annual budget, purchase of capital equipment and evaluations of existing programs and policies.
- Plans, directs, and coordinates, through subordinate staff, the Parks and Recreation Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Represents the Parks and Recreation Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Speaks to service clubs, civic groups, and other organizations about department activities and how the organizations may assist with departmental efforts.
- Attends staff meetings; attends approved seminars to improve abilities, evaluate new programming and receive necessary training.
- Conducts regular checks of all activities at program sites to monitor staff and assist with problems.
- Conducts regular checks of all parks and the cemetery to monitor staff and assist with daily work and problems.
- Attends City Council and Park Board meetings on a monthly basis; submits required reports including monthly activity reports, staff updates, budget reviews and monthly expenditures.
- Organizes and staffs safety programs for staff; training, licensing, and encourages safety compliance in all phases of work.

- Prepares and distributes departmental press releases, newsletters and informational brochures.
- Performs activities under strict deadlines and other time pressures.
- Performs duties in the oversight and implementation of the Citywide mosquito control program.
- Researches and prepares Request for Proposals for new equipment or services.
- Prepares grant applications and fundraising materials for outside funding for projects, and administers and monitors funded projects.
- Develops and creates Facility Use Agreements and other Memorandums of Understanding with partner organizations such as the School District and recreation user groups.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Participates in Iowa Parks and Recreation Association (IPRA) activities.
- Participates in and ensures City involvement with activities of other community groups.
- Assists other City departments as directed.
- Other duties as apparent or assigned.

Minimum Education or Experience Required

Six to ten years related experience and/or training, or a master's degree from a four-year college or university and one to five years of experience, or bachelor's degree from a four-year college or university and two to five years related experience and/or training; or equivalent combination of education and experience. Degree in Recreation, Sports Management or other related field and training sufficient to become a Certified Pool Operator. At least three (3) years relevant experience in Parks and Recreation, with at least one (1) year being in a supervisory capacity.

Preferred Education or Experience Required

Ten years or more related experience and/or training, or a master's degree from a four-year college or university and one to five years of experience, or bachelor's degree from a four-year college or university and two to five years related experience and/or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licenses

- Reside within a drive time of forty-five minutes under normal driving conditions within the first six months of employment.
- Certified Pool/Spa Operator License
- Valid Iowa Driver's License.
- NRPA Certified Parks and Recreation Professional within first year of employment.

Knowledge, Skills, Abilities

- Ability to use logic and science to solve problems with several abstract and concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages; ability to solve problems using geometry.
- Ability to report, write or edit articles for publication; ability to prepare and deliver lectures; ability to interview, counsel or advise people; ability to use a telephone and a mobile radio.
- Ability to work independently while being responsible for planning, determining approaches and developing new methods to fulfill responsibilities.
- Thorough knowledge of the principles and practices of public recreation planning and development.
- Knowledge of the principles and practices of grounds maintenance and methods of landscaping and horticulture as they pertain to grounds maintenance.

- Knowledge of facilities, equipment and staffing needs.
- Knowledge of swimming pool administration and maintenance sufficient to become certified as a Certified Pool/Spa Operator (CPO).
- Ability to plan, organize and supervise the activities and personnel involved in a comprehensive recreational program.
- Ability to establish and maintain effective working relationships with the City Council, Mayor, City Administrator, board and commission members, co-workers, subordinates and the public.
- Knowledge of relevant local, state and federal regulations regarding recreation programs, community buildings, and cemeteries.
- Knowledge of safety precautions associated with recreational activities.
- Knowledge of grounds maintenance and equipment.
- Knowledge of business matters, including proper grammar and use of English in speaking and writing, computer operations and applications including word processing and spreadsheets.
- Knowledge of equipment operation and repair, including basic understanding of hand tools and small machinery; ability to operate and repair equipment, driving skills, and OSHA standards and regulations.
- Knowledge of federal and State statutes concerning the work of the department.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

General purpose maintenance equipment, general purpose hand tools, protective clothing, safety equipment, car/light truck, trucks, tractors, UTVs, mowers, pumps, saws, sprayers, generators, extension cords, trimmers, ladders, chains, measuring equipment, sledgehammer, hoses, oils, traffic control equipment, thermometers, vacuum filtration equipment, hazardous chemicals and materials, chemical feed monitors, calculator, personal computer, computer network, computer printer, computer software, SDS documentation, DNA rules, City of Nevada Code of Ordinances, Code of Iowa, personnel policies, dictionary, typewriter, telephone, mobile radio, fax machine, photographic equipment, and copier machine.

Supervision

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports; interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or moves up to 10 pounds, occasionally will lift and move 25 pounds, and will occasionally lift and move up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The work is performed both inside and outside and includes seasonal exposure to cold and heat. The work may expose the employee to unpleasant social situations, significant workplace pressure, and involves evening and weekend work hours and responding to emergencies.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description EQUIPMENT OPERATOR

Department: Parks and Recreation
Reports To: Buildings and Grounds Maintenance Coordinator
FLSA: Non-exempt

Purpose of Position

This entry-level position under the administrative supervision of the Parks and Recreation Director with daily reporting is to the Building and Grounds Coordinator, performs a variety of duties involved with the maintenance and care of park grounds, buildings, and equipment. Assists with the implementation and supervision of recreation programs as needed. Performs related duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs park maintenance work such as the repair and maintenance of buildings, tables, and park equipment, and irrigation systems; janitorial duties; assists with the development and maintenance of City grounds, roadways, trails, softball and baseball fields, and pool operations and maintenance.
- Operates all grounds maintenance equipment and regularly performs preventive maintenance on equipment.
- Performs various semi-skilled tasks in plumbing, carpentry, welding, concrete, construction, and general maintenance work.
- Mows, sprays, landscapes, trims trees and bushes, and maintains parks, ball fields, and various City properties.
- Regularly inspects, performs maintenance, and maintains records on playground equipment.
- Assists with the implementation and supervision of recreation programs, events, and trips as assigned.
- Assists with operation and maintenance of facilities and cemetery as needed or directed.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Attends courses and seminars to keep current on Parks and Recreation matters and to maintain necessary certifications.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical end.
- Assists with snow removal as directed or required.
- Assists other City departments as directed.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

High school education or G.E.D. and six to twelve months related experience or training; or equivalent combination of education and experience.

Preferred Education or Experience Required

High school diploma or G.E.D.; twelve months to two years related experience or training; or equivalent combination of education and experience. Experience with turf management.

Other Requirements – Certificates/Licenses

- Valid Class B Commercial Driver's License within six months.
- Valid Iowa Pesticide Applicator's License within one year for:
 - Ornamental & Turf Pest Control,
 - Community Insect Control (Mosquitoes),
 - Right-of-way Pest Control, and
 - Aquatic Pest Control

Knowledge, Skills, Abilities

- Ability to solve practical problems that have a variety of variables with limited standardization.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Exhibit an average level of competency in the operation of light and medium construction grounds maintenance equipment including, but not limited to, car/light trucks, mowers, trucks, chemical sprayers, and tractors.
- Ability to perform manual labor for extended periods of time, often in inclement weather.
- Ability to use a mobile radio, calculator and telephone.
- Ability to plan, assign, and direct the work of seasonal staff under the supervision of the Parks and Recreation Director.
- Knowledge of the principles and practices of grounds care and maintenance; knowledge of the methods of landscaping and horticulture as applied to grounds care and maintenance.
- Knowledge for park safety identification.
- Knowledge of pesticides and chemical applications.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

General purpose maintenance equipment, general purpose hand tools, trucks, scaffolding, snow blower, mowers, tractors, pickups, UTVs, chipper, skid loader, safety equipment, chemical sprayers, pumps, vacuums, protective clothing, saws, grinders, trimmers, ladders, chains, spreaders, trucks, measuring equipment, hazardous chemicals and materials, SDS documentation, dictionary, telephone, mobile radio, calculator, personal computer, computer printer, and fax machine.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or moves up to 25 pounds, and will occasionally lift and move up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is regularly exposed to outside weather conditions. Risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The work may expose the employee to unpleasant social situations, significant workplace pressure, and involves evening and weekend work hours and responding to emergencies.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	_____	Date	_____
Department Head	_____	Date	_____
City Administrator	_____	Date	_____



Position Description

LABORER

Department: Parks and Recreation
Reports To: Buildings and Grounds Maintenance Coordinator
FLSA: Non-exempt

Purpose of Position

Entry level position under the administrative supervision of the Parks and Recreation Director with daily reporting is to the Building and Grounds Coordinator, performs a variety of duties involved with the maintenance and care of park grounds, buildings, and equipment. Assists with the implementation and supervision of recreation programs as needed. Performs related duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs park maintenance work such as the repair and maintenance of buildings, tables, and park equipment and janitorial duties; assists with the development and maintenance of City grounds, roadways, trails, softball and baseball fields, and pool operations and maintenance.
- Operates all grounds maintenance equipment and regularly performs preventive maintenance on equipment.
- Performs various semi-skilled tasks in plumbing, carpentry, welding, concrete, construction, and general maintenance work.
- Mows, sprays, landscapes, trims trees and bushes, and maintains parks, ball fields, and various City properties.
- Regularly inspects, performs maintenance, and maintains records on playground equipment.
- Assists with the implementation and supervision of recreation programs, events, and trips as assigned.
- Assists with operation and maintenance of facilities and cemetery as needed or directed.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Attends courses and seminars to keep current on park and recreation matters and to maintain necessary certifications.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical end.
- Assists with snow removal as directed or required.
- Assists other City departments as directed.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

High school education or G.E.D. and three to six months related experience or training; or equivalent combination of education and experience.

Preferred Education or Experience Required

High school education or G.E.D. and six to twelve months related experience or training; or equivalent combination of education and experience. One year of operating light and medium construction equipment and/or turf management experience.

Other Requirements – Certificates/Licenses

- Valid Iowa Driver's License.

Knowledge, Skills, Abilities

- Ability to solve practical problems that have a variety of variables with limited standardization.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Exhibit an average level of competency in the operation of light and medium construction grounds maintenance equipment including, but not limited to, car/light trucks, mowers, trucks, chemical sprayers, and tractors.
- Ability to perform manual labor for extended periods of time, often in inclement weather.
- Ability to use a mobile radio, calculator and telephone.
- Ability to plan, assign, and direct the work of seasonal staff under the supervision of the Parks and Recreation Director.
- Knowledge of the principles and practices of grounds care and maintenance; knowledge of the methods of landscaping and horticulture as applied to grounds care and maintenance.
- Knowledge of park safety identification.
- Knowledge of pesticides and chemical applications.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

General purpose maintenance equipment, general purpose hand tools, trucks, scaffolding, snow blower, mowers, tractors, UTVs, pickups, chippers, skid loader, safety equipment, chemical sprayers, pumps, vacuums, protective clothing, saws, grinders, trimmers, ladders, chains, spreaders, trucks, measuring equipment, hazardous chemicals and materials, SDS documentation, dictionary, telephone, mobile radio, calculator, personal computer, computer printer, and fax machine.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance, stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or moves up to 25 pounds, and will occasionally lift and move up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The work may expose the employee to unpleasant social situations, significant workplace pressure, and may involve evening and weekend work hours and responding to emergencies.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee _____	Date _____
Department Head _____	Date _____
City Administrator _____	Date _____



Position Description
PROGRAM ASSISTANT

Department: Parks and Recreation
Reports To: Assistant Director
FLSA: Non-exempt

Purpose of Position

Under administrative supervision of the Parks and Recreation Director with daily reporting to the Assistant Director of Parks and Recreation, performs a wide variety of duties necessary for proper functioning of the Parks and Recreation Department. Coordinates reservations and contracts for facility use. Performs clerical and other duties within the Parks and Recreation Department as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Addresses customer questions, comments or complaints regarding Parks and Recreation programs; collects monies from the program; counts monetary receipts from the Parks and Recreation Department; maintains records of program participation, receipts and related expenditures relating to Parks and Recreation.
- Schedules activities in facilities; prepares reservation agreements; collects fees from renters; counts monetary receipts, and maintains records of usage, receipts and expenditures relating to use.
- Accepts reservations for the pavilion, parks and shelters as needed.
- Prepares reservation schedule for the staff.
- Acts as recording secretary for the Parks and Recreation Board and other Boards/Committees as needed.
- Coordinates pertinent information to be presented at the monthly Parks and Recreation Board meetings and other assigned Board/Committees.
- Performs receptionist duties providing information and assistance to persons calling or entering the Parks and Recreation facilities.
- Performs duties pertaining to confidential data.
- Prepares park reservations schedules for Buildings and Grounds Coordinator.
- Sells lots, prepares certificates of interment rights, updates records and files, and deposits money from cemetery receipts.
- Maintains joint card file for sale and burial of municipal cemetery lots.
- Assists with other phases of department operations as necessary. Works inside and outside as necessary.
- Assists with planning and preparation of event and program information and publicity such as fliers/brochures; makes public presentations regarding those events and programs.
- Performs duties in the development and implementation of programs, special events, classes, and/or activities as directed by the Assistant Director.
- Attends meetings, conferences, and workshops as requested and authorized.
- Assists with implementation and record keeping associated with the daily operations of the aquatic center, including the swimming lesson program.
- Assigns, schedules, and directs the work of part-time personnel in concession and front desk operations at the aquatic center and 4-Plex.
- Oversees concession stand operations, including equipment, inventory control, and daily accounting; handles daily balancing and deposits.

- Assists with administering State laws as they relate to the swimming pool, sale and consumption of food and beverage sales, and reporting violations to Director/Assistant Director.
- Assists with insuring personnel comply with applicable safety and occupational health standards, labor standards, and department policies and procedures.
- Assists with website registration procedures.
- Assists with league scheduling for the Central Iowa Recreation League (CIRL).

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists with the preparation and payment of accounts payable.
- Performs data entry, typing, filing and other clerical duties as directed.
- Assists other City departments as necessary.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

High school diploma or G.E.D. or associate's degree or equivalent; or twelve months to two years related experience or training; or equivalent combination of education and experience.

Preferred Education or Experience Required

High school diploma or G.E.D. or associate's degree or equivalent; or two to three years related experience or training; or equivalent combination of education and experience. Clerical, accounting or general office experience, and one year of experience in recreation and aquatic operations or equivalent experience.

Other Requirements – Certificates/Licenses

- Certified Pool and Spa Operator Certification within six months of hire.
- Valid Iowa Driver's License.
- Servsafe Certified Food Manager Certification within six months of hire.

Knowledge, Skills, Abilities

- Ability to solve practical problems utilizing a variety of variables with limited standardization.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to make appointments and process mail, ability to compose original correspondence; substantial contact with people.
- Knowledge of modern office procedures and practices; ability to operate computer hardware and software in an efficient and effective manner.
- Ability to establish and maintain effective working relationships with superiors, co-workers and the public; ability to handle a wide array of social situations.
- Ability to comprehend and implement departmental policies, routines and standard operating procedures.
- General knowledge of parks and recreation programming and procedures.
- Shall possess and maintain a valid State of Iowa Driver's License.
- Knowledge methods, materials, and practices used in a comprehensive community recreation program including aquatics.
- Ability to work and supervise youth and adults involved in all types of recreation and aquatic programming.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

General purpose maintenance equipment, general purpose hand tool, pickups, cars, UTVs, safety equipment, protective clothing, trimmers, mowers, ladders, pumps, vacuums, measuring equipment, hazardous chemicals and materials, chemical feed monitors and controllers, SOS documentation, dictionary, telephone, mobile radio, calculator, personal computer, computer printer, fax machine, photocopier, and camera/video camera.

Supervision

Assists with the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports; interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or moves up to 10 pounds, occasionally will lift and move 25 pounds, and will occasionally lift and move up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions. Risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The work is performed both inside and outside and includes seasonal exposure to cold and heat. The work may expose the employee to unpleasant social situations, significant workplace pressure, and involves evening and weekend work hours and responding to emergencies.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description ACCOUNTANT

Department: Administration
Reports To: Finance Director/City Clerk
FLSA: Non-exempt

Purpose of Position

Under general supervision of the Finance Director/City Clerk, the Accountant performs a wide variety of general office procedures necessary for efficient functioning of the City. Entails receptionist duties, accounts receivable, accounts payable, word processing, spreadsheets, database work, and other general clerical duties. Performs other duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs receptionist duties providing information and assistance to persons calling or entering City Hall.
- Receives payment for water bills and credits customers' accounts accordingly; maintains utility billing records and collections through the City computer system. Sends notices for past-due collection of utility accounts.
- Receives, verifies, and enters all funds provided from other departments.
- Instructs persons moving into or within the City of procedures necessary to ensure utility service; communicates necessary service order instructions to the water department; prepares work orders for water department.
- Processes accounts payable; maintains records of all accounts payable transactions, and prepares checks for mailing. Prepares claims lists for council, library, and other departments as required.
- Performs data entry, typing, filing, and other clerical duties as directed; reviews information for completeness, enters information, and prepares reports.
- Counts monetary receipts; prepares deposits on a daily basis.
- Acts as the recording secretary for various meetings as directed.
- Performs duties pertaining to confidential data.
- Maintains filing system.
- Prepares monthly expense and revenue reports for departments, and compiles information into monthly and annual statistical and other reports.
- Assists in the maintenance of the City's web page, newsletter, and other various public communications.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists other City departments as directed.
- Performs other duties as apparent or assigned. Cross trains with other staff.

Minimum Education or Experience Required

Two to three years related experience or training, or associate's degree or equivalent from a two-year college or technical school and one year of experience; or equivalent combination of education and experience. Degree majoring in accounting, business, public administration or related field, or experience in Municipal government.

Preferred Education or Experience Required
Four to five years related experience and/or training, or bachelor's degree from a four-year college or university, or equivalent combination of education and experience. Bachelor's degree majoring in accounting, business, public administration, or related field.

Other Requirements – Certificates/Licenses

- Bondable.

Knowledge, Skills, Abilities

- Ability to think logically and follow written, verbal, or diagrammatic instructions using several abstract or concrete variables.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Ability to perform arithmetic calculations involving fractions, decimals, and percentages. Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to make appointments and process mail, and to compose original correspondence; have substantial contact with people.
- Knowledge of modern office procedures and practices; ability to operate computer hardware and software in an efficient and effective manner.
- Ability to establish and maintain effective working relationships with superiors, co-workers and the public; ability to handle a wide array of social situations.
- Ability to comprehend and implement departmental policies, routines, and standard operating procedures; ability to address issues involving confidential information.
- Ability to utilize a variety of advisory data and information such as billing statements, service orders, customer payment records, tax rolls, purchase orders, rate schedules, computer software operating manuals, tax levy, City codes, zoning manuals, ordinances, procedures, guidelines, and non-routine correspondence.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Computer hardware and software, general office equipment, 10-key adding machine, typewriter, Code of Iowa, City of Nevada Code of Ordinances, dictionary, telephone, mobile radio, fax machine, copier machine, and postage machine.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or moves up to 10 pounds, occasionally will lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description
CITY ADMINISTRATOR

Department: Administration
Reports To: Mayor and City Council
FLSA: Exempt

Purpose of Position

Under the policy direction of the Mayor and City Council, the City Administrator serves as the Chief Executive Officer and Chief Fiscal Officer of the City. The City Administrator is responsible for the administration of all the affairs and business of the City in accordance with the City Charter, State law, and City ordinances. This includes oversight of all departments and employees, preparing and administering the annual budget, and reporting to City Council on the financial and administrative affairs of the City.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, and directs effective operation of all City functions for programming, staffing, and maintenance of building and grounds.
- Develops long-term plans to improve City-wide operations. Evaluates pending legislation and statutes and responds to changing citizen needs for programs; and conducts program evaluations to determine feasibility, participation, and quality of each program.
- Develops annual City budget for all departments. Develops long-range capital budgets. Monitors the departmental budgets throughout the fiscal year and oversees the purchase and maintenance of materials, equipment, and supplies. Provides approval to payment of departmental invoices in accordance with established policy and procedures.
- Plans, directs, and coordinates, through subordinate level staff, the City's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Represents City administrative department with other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Works with the staff and council to develop new policies and long-term plans; understands, applies and explains applicable City, State, and federal laws; implements policies as required. Prepares bi-weekly reports as required for City officials.
- Develops good working relationships with City officials, schools, local businesses, and community organizations. Develops, promotes, and facilitates community outreach efforts.
- Attends all scheduled board meetings and other national, State, regional and County meetings.
- Helps City Clerk prepare annual budget for Council approval and provides updates. Establishes effective financial management processes and services using sound business financial judgment. Develops a schedule for capital improvements.
- Coordinates groups to work together to accomplish overall goals of City.
- Attends continuing education courses and conferences to continue growth and development as a City Administrator.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Compiles statistical data and generates reports.
- Assists other City departments as directed.
- Performs other duties as apparent or assigned. Cross trains with other staff.

Minimum Education or Experience Required

Six to ten years related experience and/or training, or a master's degree from a four-year college or university and one to five years of experience; or Bachelor's degree from a four-year college or university and two to five years related experience and/or training; or equivalent combination of education and experience. Bachelor's degree majoring in accounting, business, public administration, or related field.

Preferred Education or Experience Required

Ten years or more related experience and/or training, or a master's degree from a four-year college or university and one to five years of experience; or Bachelor's degree from a four-year college or university and two to five years related experience and/or training; or equivalent combination of education and experience.

Other Requirements - Certificates/Licenses

- Bondable.
- Valid Driver's License.

Knowledge, Skills, Abilities

- Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques and style.
- Ability to calculate percentages, fractions, decimals, and ratios. Ability to interpret basic descriptive statistical reports.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases.
- Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles. Ability to analyze and categorize data and information, to determine consequences, and identify and select alternatives. Ability to decide the time, place, and sequence of operations within an organizational framework, as well as the ability to oversee their execution.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince, and train others. Ability to advise and interpret regarding the application of policies, procedures, and standards to specific situations. Ability to provide formal instruction in a structured setting.
- Ability to utilize a variety of advisory and design data and information such as budget reports, meeting agendas, insurance reports, employee records, personnel policies, maps, City code, DOT manual, state statutes, non-routine correspondence, City Master Plan, and accounting methods.
- Ability to communicate orally and in writing with City residents, City officials, City employees, news media representatives, state legislators, and other government agencies.
- Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, supervising, and teaching.
- Ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.
- Ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, and calculator/adding machine.

- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Computer hardware and software, general office equipment, 10-key adding machine, typewriter, Code of Iowa, City of Nevada Code of Ordinances, dictionary, telephone, mobile radio, fax machine, copier machine, and postage machine.

Supervision

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or moves up to 10 pounds, occasionally will lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure. Position involves evening and weekend work hours for meetings, events, or emergencies.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description
FINANCE DIRECTOR/CITY CLERK

Department: Administration
Reports To: City Council and City Administrator
FSA: Exempt

Purpose of Position

Under general administrative direction of the City Council, pursuant to the Code of Iowa, the Finance Director/City Clerk performs a variety of administrative and specialized duties that require accuracy, proficiency, confidentiality, and limited independent judgment. Supervises office staff, including training and evaluation of subordinates. Performs other duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receives bids for municipal construction contracts and may assist with bid openings.
- Works with Municipal Advisor and Bond Counsel on the City's bonds and other financing measures for the City. Ensures all records and filings are completed and updated annually as required.
- Attends regular and special City Council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes, ordinances, resolutions, and other records of City Council action with proper legislative terminology, recording, indexing, and filing the same for the public record. In cooperation with the City Administrator, assures staff support for the City's auxiliary boards and commissions.
- Assists with the preparation and distribution of meeting agendas to the City Council, Community and Human Services Ad Hoc Committee, Historic Preservation, and Nevada Senior Community Center, including any instructional or information supplements.
- Ensures that legal requirements are met regarding public notices, publications, and posting of City business, including authenticating and signing City records, measures, and actions including the time and manner of publication in the manner prescribed by law.
- Performs duties of City Treasurer as specified in the Code of Iowa and the Nevada Code of Ordinances; is one who prepares daily bank deposits by coding and preparing receipts and deposit slips accurately; maintains the general ledger and accounts payable records in a current, accurate manner; reconciles all bank statements and utility billings on a monthly basis; regularly prepares listing of all bills to be paid for Council approval; prepares checks for signatures as needed; and maintains current records as to customers who have paid utility deposits.
- Performs election duties as specified in the Code of Iowa.
- Assists with the preparation of the budget in cooperation with the City Administrator and Department Heads, including filing it online and with the County Auditor when required.
- Prepares the monthly and annual financial reports for the City Administrator and Council including all required yearly reports such as the Annual Financial Report, Street Finance Report, Budget Amendment, Annual Urban Renewal Report, TIF Certification, Sales Tax, etc.
- Assists with the annual audit and works directly with the auditing firm conducting the annual audit for the City.

- Plans, schedules, and assigns work activities and job duties to office staff, and promotes a positive work environment for employees and the public being served. Trains and supervises clerical and secretarial staff to provide needed office and accounting services to the City. Audits and reviews the work performed by office staff to assure its accuracy, timeliness, and compliance with governmental requirements.
- Ensures that directives and approved operational policies of the City are enforced, executed, or delegated for compliance. Addresses and, if possible, resolves City Clerk employee grievances in accordance with the established grievance procedure.
- Assures that payroll (bi-weekly, semi-monthly and monthly) and all associated reports are processed in a timely manner.
- Administers TIF and Urban Revitalization.
- Maintains current computer system including, but not limited to, backing up files regularly, administering preventive maintenance techniques, keeping inventory of needed supplies and staying up-to-date with new software releases and upgrades.
- Administers oaths of office to City Officers as required by local or State statute.
- Maintains personnel records; retains all pertinent information for each employee's personnel file, and assists employees with Human Resource questions and needs.
- Administers the City's benefit package and works with the benefit representative to provide affordable coverage for employees. Coordinates the annual employee benefit meeting.
- Works with the City's liability insurance representative to ensure proper coverage.
- Processes all Workers Compensation claims and files OSHA's Injury and Illness Report.
- Ensures required filings for the Iowa Public Employment Relations Board and assists with Union negotiations.
- Assists the City Administrator in the preparation and maintenance of the Personnel Policy Manual.
- Advises the City Administrator of any departmental needs or concerns, including those related to personnel.
- Serves as custodian of official City records and public documents; keeps filing system updated and helps file materials efficiently so files can be retrieved with minimal effort; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring City certification; catalogs and files all City records.
- Performs many duties involving confidential data; responsible for informing City Clerk staff of legal and ethical issues involved with the use of confidential data; issues and maintains records of various permits and licenses as approved by the City Council or other governing entity.
- Maintains for public use copies of all ordinances and codes and assists citizens, co-workers and others by providing background information as appropriate.
- Receives Freedom of Information requests and disperses to the proper department when necessary.
- Oversees caretaking for the City Hall Building. Works with contractors during projects, and calls for service when there are issues. Troubleshoots issues and repairs.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Represents the City on various regional boards and commissions as directed by the City Administrator.
- Attends workshops and seminars as approved to further develop knowledge, skills, and abilities to maintain, enhance, or achieve certification in various areas of expertise.
- Plans, formulates, and recommends short- and long-range maintenance and capital improvement programs that will improve departmental effectiveness, efficiency and environment.

- Recommends and assists with establishing City policies and guidelines for various municipal programs.
- Answers phones and greets persons as necessary.
- Supervises and assists with the maintenance and updating of a variety of reports, files, and records.
- Performs other duties or assumes other responsibilities as appear or assigned.

Minimum Education or Experience Required

Four to five years related experience and/or training or bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Degree majoring in accounting, business, public administration or related field.

Preferred Education or Experience Required

Five to six years related experience and/or training or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience. Bachelor's degree majoring in accounting, business, public administration or related field.

Other Requirements – Certificates/Licensures

- Bondable

Knowledge, Skills, Abilities

- Ability to follow written, verbal, or diagrammatic instructions with several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals, and percentages. Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to report, write, or edit articles for publication; ability to prepare deeds, contracts, resolutions, or ordinances; ability to have substantial contact with people; ability to evaluate technical data.
- Knowledge of the organization, functions and problems of municipal government, knowledge of the principles and methods of public administration and public finance including taxation and revenue management; knowledge of the principles and practices of accounting.
- Ability to utilize computers for financial and word processing functions.
- Comprehensive knowledge of the principles, practices, liabilities, and methods of staff supervision and direction.
- Considerable knowledge of municipal, County, State and federal community-related statutes.
- Ability to develop policies, plans, and procedures.
- Ability to establish and maintain effective working relationships with the City Administrator, co-workers, the press, and the general public.
- Ability to utilize a variety of advisory and design data and information such as meeting agendas, meeting minutes, public notices, bid documents, contracts, sales tax reports, billing statements, bank statements, deeds, easements, financial reports, purchase orders, accounting methods, license applications, employment forms, payroll reports, personnel policies/manuals, City code, ordinances, resolutions, state statutes, computer software operating manual, non-routine correspondence, and inventory reports.
- Ability to work with multiple and concurrent deadlines and customers who may become upset.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Network computer, personal computer, computer printer, general office equipment, typewriter, calculator, dictionary, personnel policy manual, Code of Iowa, Federal Register, telephone, mobile radio, fax machine, and copier machine.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or moves up to 10 pounds, occasionally will lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure. Position involves attending evening meetings.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description
CUSTODIAN – PART TIME

Department: Administration
Reports To: Finance Director/City Clerk
FLSA: Non-exempt

Purpose of Position

Under general supervision of the Finance Director/City Clerk, the Custodian performs custodial duties necessary to ensure the proper maintenance of City Hall/Public Safety Facility and Senior Community Center in concert with the goals and objectives established by the City Council. Responsible for preparing the building for groups using the facility. Performs related duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for planning, coordinating, and performing a variety of tasks to maintain the cleanliness of the facilities, including day-to-day cleaning operations, maintenance operations, and minor facility repairs.
- Responsible for locking doors and windows and turning off lights after use.
- Checks for problems to the grounds or building by making building inspections, monitoring broken items, then fixing or communicating with Finance Director/City Clerk and City Hall Office Assistant to receive instructions, relay supply needs, and advise on problems. Examples include painting walls or replacing ceiling tiles, fixtures, light bulbs, and fluorescent lights.
- Sanitizes computer stations, public areas, tables and chairs, and cleans employee work areas, empties trash and recycling.
- Performs routine maintenance on plumbing system and its fixtures.
- Assists with preventive maintenance, keeping track of the ongoing conditions of equipment and keeping of records for operations and maintenance.
- Follows detailed check-off list of weekly, monthly, quarterly, semi-annual and annual duties.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required
High school education or G.E.D. and three to six months related experience or training; or equivalent combination of education and experience.

Preferred Education or Experience Required
High school education or G.E.D. and six to twelve months related experience or training; or equivalent combination of education and experience.

Knowledge, Skills, Abilities

- Ability to follow written, verbal or diagrammatic instructions using several concrete variables.
- Ability to perform simple addition and subtraction, copying figures, counting and recording.
- Ability to file, post and mail materials; ability to interview to obtain basic information such as group needs in using the facility; ability to guide people and provide basic direction.
- Knowledge of the materials, methods and equipment used in custodial work.
- Ability to establish and maintain effective working relationships with supervisor, co-workers, and the public.

- Ability to perform light to moderately heavy manual cleaning and maintenance work while standing for extended periods of time.
- Ability to write.
- Ability to speak effectively with customers.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.
- Ability to maintain confidential information.

Equipment and Materials Used

General purpose maintenance equipment, general purpose hand tools, scaffolding, snow blower, general purpose grounds maintenance equipment, floor cleaning/buffing equipment, safety equipment, protective clothing, extension cords, grinders, ladders, chains, measuring equipment, hoses, oils, hazardous chemicals and materials, MSDS documentation, telephone, calculator, audiovisual equipment, computer, and commercial kitchen equipment.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or moves up to 10 pounds, occasionally will lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts and fumes, or airborne particles. The employee is occasionally exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description DEPUTY CITY CLERK

Department: Administration
Reports To: Finance Director/City Clerk
FSA: Non-exempt

Purpose of Position

Under general supervision of the City Clerk, performs administrative, financial, office, and clerical duties. Oversees performance of Administrative office staff in the absence of the City Clerk. Assists with the training of Administrative staff and maintains standards of excellence necessary to ensure compliance with local, State and federal regulations. Provides services to the community in the most effective and efficient manner. Performs other duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares payroll; completes reports; reimburses vendors for payroll deduction, leave records, benefit/hours reports and annual wages for all employees for permanent files.
- Maintains personnel information on all employees including hours, changes in name, address, salary, exemptions and benefits. Processes year-end reports including W-2s and publication of salaries.
- Works with benefits agent on health insurance issues for employees.
- Reconciles monthly bank statements and prepares bank reconciliation. Prepares monthly Journal entries for reserve funds and interest distribution. Checks and enters Journal entries prepared by City Clerk.
- Reviews accounts payable after entered for accuracy by checking vendor, account numbers, invoice numbers, invoice dates, payment amounts and initialing invoice.
- Prepares reports for audit including Report of Checks issued over \$10,000 monthly, Balance of Payroll to Finance Report quarterly, Balance 941 to Payroll quarterly, Balance Utilities to Finance monthly, and Payroll Interfund Transfers monthly.
- Processes vendor information to prepare necessary reports as required by State and federal regulations (1099s).
- Prepares invoices for accounts receivable and monitors collection activities.
- Assists with the monthly newsletter for inclusion in utility bills.
- Provides support to the Finance Director/City Clerk in training administrative staff in all facets of office operation.
- Takes and prepares minutes of the Planning and Zoning Commission, Library Board, and Board of Appeals meetings.
- Prepares and distributes Human Service documents for the Ad Hoc Committee and assists them with their recommendation to the Council.
- Assists other departments or consultants as necessary.
- Processes applications for garbage hauler permits, beer permits, alcohol licenses and cigarette permits.
- Processes and tracks employee clothing allowances.
- Acts as comptroller to ensure stable internal control.
- Addresses citizen inquiries, comments or complaints; personally communicates with the citizens and other employees over the telephone or in writing.
- Assists with Sales Tax Refunds

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs necessary day-to-day functions of other administrative staff and Finance Director/City Clerk in their absence.
- Ensures that supplements to the Nevada Code are distributed and placed in all copies of the Code.
- Monitors and orders office supplies as needed.
- Monitors City investments; prepares proffers; takes actions upon maturation per investment policy; maintains file of all City investments.
- Gathers and assembles materials prior to and after City Council meetings in the absence of the Finance Director/City Clerk; attends and takes minutes at City Council meetings as directed.
- In absence of Parks and Recreation Office Assistant issues deeds on Cemetery lots.
- Assists with utility billing and utility issues when necessary.
- Assists with closing and opening books for each fiscal year; assists with preparing necessary reports.
- Provides limited supervision of office staff.
- Designs forms and recommends instructions and standard operating procedures to increase effectiveness and efficiency of the department.
- Other duties as apparent or assigned.

Minimum Education or Experience Required

High school diploma or G.E.D., or associate's degree or equivalent; or twelve months to two years related experience or training; or equivalent combination of education and experience.

Preferred Education or Experience Required

High school diploma or G.E.D., or associate's degree or equivalent; or two to three years related experience or training; or equivalent combination of education and experience. Associate's degree in Accounting, Public Administration, or related field.

Other Requirements – Certificates/Licensures

- Certified Municipal Clerk training.
- Bondable.
- Serves as a Notary Public.

Knowledge, Skills, Abilities

- Ability to use logical thinking to solve problems having several abstract or concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to compose, report or edit articles for publication; ability to interview, counsel or advise people; ability to evaluate technical data.
- Knowledge of the principles and practices of public administration and municipal finances including taxation and revenue management; knowledge of the principles and practices of accounting.
- Knowledge of modern office procedures and practices; ability to operate computer hardware and software in an efficient and effective manner.
- Knowledge of effective management techniques; ability to motivate subordinates to effectively complete assigned tasks.
- Ability to establish and maintain effective working relationships with superiors, co-workers and the public.
- Ability to formulate and/or implement departmental policies, routines and standard operating procedures.

- Ability to prepare or work with meeting agendas, meeting minutes, public notices, bid documents, contracts, sales tax reports, billing statements, bank statements, deeds, easements, financial reports, purchase orders, accounting methods, license applications, employment forms, payroll reports, personnel policies/manuals, City code, ordinances, resolutions, State statutes, computer software operating manual, non-routine correspondence and inventory reports.
- Ability to work with multiple and concurrent deadlines, and customers who may become upset.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Computer hardware and software, general office equipment, typewriter, calculator, dictionary, City of Nevada Code of Ordinances, Code of Iowa, telephone, mobile radio, fax machine, copier machine, and scanner.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit, climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or moves up to 10 pounds, occasionally will lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure. Position may involve attending occasional evening meetings.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Position Description DEVELOPMENT AND COMMUNICATIONS SPECIALIST

Department: Administration
Reports To: City Administrator
FLSA: Non-exempt

Purpose of Position

Under administrative direction of the City Administrator, the Development and Communications Specialist leads and performs responsible, professional and technical communications and development work as required. Serves as communications manager for the City's activities and marketing for all media formats and provides advice and direction to City departments. Develops and manages a communications strategy that provides relevant information on the community, delivers a consistent message on the city organization, and projects a positive public image. Works to see residents and businesses have multiple options to be informed and engaged on city services and community issues. Assist administrative staff with public inquiries and information requests. Assists staff with projects, such as grant applications and capital campaigns. Performs related work as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates the City's public relations functions; prepares news releases and media alerts; designs brochures and public information pieces on a wide range of issues affecting the City and its residents; manages the City's newsletter and authors articles.
- Develops and maintains effective working relationships with media contacts; assists with public information requests in coordination with the City Clerk and Department Heads.
- Responsible for creating, supervising, and maintaining the vision of the City website. Coordinates with all departments that provide routine information updates to the website and other communication formats.
- Works with each department in the City to develop unified marketing and communications plans to ensure all forms of communication are coordinated, timely, and accurate.
- Manages and directs the use of social media tools to communicate City information, and leads the development of policies regulating the use of such tools. Monitors City's social media, primarily Facebook, responding to questions posted.
- Creates social media and WordPress content.
- Acts as City liaison, attending meetings and sitting on committees.
- Stays current with changing technological capabilities and recommends options to provide better information to the public.
- Prepares materials for and assists with the presentation of matters to the City Council.
- Plans special events and represents the City at various meetings with the public, community organizations and other governmental agencies.
- Assists administrative staff with responses to public inquiries or information requests. Gathers information and provides appropriate response on behalf of the City.
- Oversees development efforts, grant applications, and capital campaigns.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists other departments as necessary.
- Provides forms and copies of various maps and documents.
- Attends workshops and seminars to further develop knowledge, skills, and abilities to maintain, enhance, or achieve certification in certain areas of expertise.
- Coordinates activities with the City's attorney and other City departments as they relate to compliance with requirements of the City, State, and federal regulations.
- Performs other duties or assumes other responsibilities as apparent or assigned.

Minimum Education or Experience Required

Two to three years related experience or training, or associate's degree or equivalent from a two-year college or technical school and one year of experience; or equivalent combination of education and experience. Experience with Communications - media relations, including print and social media, Economic Development, or Community Planning, or related experience.

Preferred Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university, or equivalent combination of education and experience. Bachelor's degree majoring in accounting, business, public administration, or related field.

Other Requirements – Certificates/Licensures

- Valid Driver's License.

Knowledge, Skills, Abilities

- Experience with managing social media, websites, newsletter creation, and demonstrated ability to provide targeted messaging and presentations.
- Strong writing skills to edit and author public correspondence, news releases, presentations, and newsletters.
- Excellent interpersonal and public presentation skills are necessary. Ability to establish and maintain effective working relationships with the City Administrator, City Council, Mayor, boards, agencies, departments, coworkers, press and the general public.
- Knowledge of the principles and methods of public and business administration, communications, marketing, and economic development.
- Ability to develop policies, plans and procedures for assigned topics.
- Ability to independently comprehend and implement City policies and procedures while being responsible for assigned projects in the Department.
- Ability to operate a personal computer using various software programs for word processing, websites and social media.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Network and personal computer, computer printer, various computer software, general equipment, typewriter, calculator, dictionary, personnel policy manual, typewriter, photocopier, telephone, fax machine, City of Nevada Code of Ordinances, and Code of Iowa.

Supervision
None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit, climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or moves up to 10 pounds, occasionally will lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure. Position may involve attending evening and weekend meetings or events.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date



Department Administration
Reports To: Finance Director/City Clerk
FLSA: Non-exempt

Purpose of Position

Under general supervision of the Finance Director/City Clerk, the Utility Clerk performs a wide variety of general office procedures necessary for efficient functioning of the City. The job entails receptionist duties, utility billing, accounts payable, word processing, spreadsheets, database work, and other general clerical duties. Performs other duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares monthly utility bills; receives payment for water bills and credits customers' accounts accordingly; maintains utility billing records through the City computer system.
- Performs receptionist duties providing information and assistance to persons calling or entering City Hall.
- Instructs persons moving into or within the City of procedures necessary to ensure utility service; communicates necessary service order instructions to the water department; prepares work orders for the Water department.
- Sends notices for past due collection of utility accounts
- Assists with preparation and payment of accounts payable. Date stamps incoming accounts payables.
- Performs data entry, typing, filing and other clerical duties as directed; reviews information for completeness, enters information, and prepares reports.
- Counts monetary receipts; assists with deposits as needed.
- Performs duties pertaining to confidential data.
- Maintains filing system.
- Compiles information into monthly and annual statistical and other reports.
- Assists with the maintenance of the City's web page, newsletter, and other various public communications.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Compiles statistical data and generates reports.
- Assists other City departments as directed.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

High school education or G.E.D. and six to twelve months related experience or training, or equivalent combination of education and experience. Customer service experience.

Preferred Education or Experience Required

High school diploma or G.E.D.; twelve months to two years related experience or training; or equivalent combination of education and experience. Experience in general office, clerical and customer service.

Other Requirements – Certificates/Licenses

- Bondable.

Knowledge, Skills, Abilities

- Ability to think logically and follow written, verbal or diagrammatic instructions using several abstract or concrete variables.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages. Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to make appointments and process mail.
- Ability to compose original correspondence and have substantial contact with people.
- Knowledge of modern office procedures and practices; ability to operate computer hardware and software in an efficient and effective manner.
- Ability to establish and maintain effective working relationships with superiors, co-workers and the public; ability to handle a wide array of social situations.
- Ability to comprehend and implement departmental policies, routines and standard operating procedures; ability to address issues involving confidential information.
- Ability to utilize a variety of advisory data and information such as billing statements, service orders, customer payment records, tax rolls, purchase orders, rate schedules, computer software operating manuals, tax levy, City codes, zoning manuals, ordinances, procedures, guidelines, and non-routine correspondence.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Computer hardware and software, general office equipment, 10-key adding machine, typewriter, Code of Iowa, City of Nevada Code of Ordinances, dictionary, telephone, endorsement machine, fax machine, and copier machine.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee regularly lifts and/or moves up to 10 pounds, occasionally will lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee _____

_____ Date _____

Department Head _____

_____ Date _____

City Administrator _____

_____ Date _____



Position Description BUILDING AND ZONING OFFICIAL

Department: Building and Zoning
Reports To: City Administrator
FLSA: Non-exempt

Purpose of Position

Under administrative direction of the City Administrator, performs building inspection, nuisance abatement, zoning enforcement, and workplace safety duties. Performs administrative work in the enforcement of adopted building, electrical, plumbing and related codes. Assures compliance with federal, state, local codes and standards, and contractual provisions. Coordinates all facets of zoning enforcement and building inspection activities. Assists and coordinates with other departments the enforcement of nuisance abatement ordinances and workplace safety. Assists administration with mechanical maintenance needs in the city hall/public safety facility. Performs related work as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Directs all division activities.
- Reviews and assigns responsibility of complaints relating to the construction, repair, alterations, and occupancy of all building and structures within the local jurisdiction.
- Directs the issuance of permits, notices, certificates, stop-work orders and other correspondence.
- Reviews and examines architectural and structural plans of residences, buildings, and other structures for approval and issuance of building permits. Makes inspections of buildings during construction, repair, or remodeling for compliance with codes, ordinances, and laws. Answers inquiries; interprets and makes decisions on technical problems of enforcement. Supervises and gives technical guidance to subordinate inspectors and handles the most difficult problems.
- Investigates new products, materials, and methods of construction; recommends new or revised regulations. Maintains inspection files and records. Investigates complaints and prepares written reports. Testifies in court on violation cases.
- Makes inspections of buildings as needed, recommends condemnations, and authorizes the demolition of buildings and structures.
- Prepares division budget and other regular and special reports.
- Serves as liaison and coordinates division activities with other departments, agencies and boards.
- Meets with builders, contractors, and property owners on inspection and code enforcement, and building methods, materials and practices.
- Renders decisions in disputes between division inspectors and contractors.
- Makes formal presentations before councils, boards, and community groups.
- Notifies and consults with the City Administrator regarding departmental projects, prioritizing work items, potential problems and needs.
- Assists with maintaining, updating, and completing required reports to regulatory agencies; corresponds with regulatory agencies and others.
- Attends regional meetings and various seminars relating to zoning and building inspection.
- Provides preliminary approval to payment of departmental invoices in accordance with established policy and procedures.
- Inspects and approves plans and all phases of public and private construction and improvement work to assure the appropriate construction is completed in compliance with the zoning classification, plans,

standards, specifications, special requirements, codes and regulations; issues correction notices or approvals as required.

- Investigates unlawful zoning or building activities; initiates corrective action.
- Provides information and responds to inquiries from contractors, developers, property owners, staff, and the general public.
- Maintains a variety of logs and records related to work assignments and inspection activities.
- Assures proper maintenance and filing of records.
- Monitors and inspects the condition of municipal buildings; initiates repairs after consulting with the necessary staff and/or City Administrator.
- Provides information and assures ADA compliance.
- Maintains files and flow charts, reviews engineering plans, specifications, and records including as-builts for water, sewer, storm drain and street projects.
- Identifies, records and files documentation of utility tap locations in subdivision plans.
- Assures maintenance and updating of the zoning map and comprehensive plan.
- Coordinates the research and compiling of information for the Planning and Zoning Commission and the Board of Adjustment hearings. Attends the meetings of the Planning and Zoning Commission and Board of Adjustment.
- Issues permits to work in the City right of way; ensures work and restoration are completed to City standards.
- Works with contractors to provide surveying, project management, inspection, and materials testing to ensure quality at all stages of public works construction projects; performs related work as required.
- Directs and maintains the GIS and GPS programs with contractor assistance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists other departments as necessary.
- Provides forms, and copies of various maps and documents.
- Attends workshops and seminars to further develop knowledge, skills, and abilities to maintain, enhance, or achieve certification in certain areas of expertise.
- Coordinates activities with the City's engineering consultant, other engineering firms, and other City departments as they relate to compliance with requirements of the City, State, and Federal regulations.
- Plans, formulates and recommends short- and long-range maintenance and capital improvement programs that will improve departmental effectiveness, efficiency and environment.
- Coordinates and completes tax abatement forms.
- Performs other duties or assumes other responsibilities as apparent or assigned.

Minimum Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Experience in construction, zoning and code enforcement, building inspection or closely related field.

Preferred Education or Experience Required

Five to six years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience. Degree in Construction, Engineering, Architecture or closely related field.

Other Requirements – Certificates/Licensures

- Valid Driver's License.
- Bondable.

- Residential Inspector (ICC), within one year.
- Commercial Inspector (ICC) or Combination Inspector (ICC), within two years.
- HMA 1 & PCC2 Certifications, within one year.
- Certified Building Official (ICC), preferred within five years.

Knowledge, Skills, Abilities

- Thorough knowledge of modern principles, standards, and methods of building construction including a knowledge of materials and equipment used in electrical, mechanical and plumbing work.
- Working knowledge of inspection methods.
- Knowledge of surveying used in construction, understanding of elevations, and application for construction.
- Knowledge of construction, maintenance, and repair of streets, storm and sanitary sewers, water mains and structures.
- Ability to conduct inspection of construction projects and field tests on construction materials to ensure compliance with plans and specifications. Verifies use of materials and percentage of completion to support authorization of partial payment to contractors.
- Checks plans and specifications to ensure compliance with pertinent codes
- Skill in budget management.
- Ability to properly apply inspection methods and building codes, and to assist the public in their application.
- Ability to establish and maintain effective working relationships with other departments, contractors, Board and council members, and the general public.
- Ability to communicate verbally and in writing with individuals and groups.
- Ability to use logical or scientific thinking to solve problems with several concrete or abstract variables.
- Ability to perform standard arithmetic and statistical calculations; ability to apply relevant mathematical or statistical software to solve problems.
- Ability to compose original correspondence; ability to follow technical manuals.
- Knowledge of materials and methods used in building construction; knowledge of construction processes and the stages at which potential violations may be most readily observed and corrected.
- Considerable knowledge of applicable building and zoning codes, laws and ordinances.
- Ability to detect structural deviations and other faults from established regulations; ability to recommend modifications that will bring structures into code conformance.
- Ability to read and interpret building plans, specifications, and blueprints accurately to determine conformity to building codes and acceptable construction practices.
- Ability to operate a personal computer using various software programs for word processing, permits, zoning enforcement operation, and GIS.
- Knowledge of business matters, including proper grammar and use of English in speaking and writing, and computer operations and applications including word processing and spreadsheets.
- Knowledge of federal and State statutes concerning the work of the department.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Mobile radio, typewriter, photocopier, telephone, car/light truck, fax machine, dictionary, City of Nevada Code of Ordinances, Code of Iowa, Uniform Traffic Code, International Building Code, Fire - Electrical - and Uniform Plumbing Codes, SUDAS, Transit, level, metal detecting device, GPS Unit, computer hardware and software, engineering plans, surveying equipment, Geographical Information Systems (GIS), a variety of hand tools, beam molds, and air and slump meters.

Supervision

None.

Physical Demands

The physical demands described here 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts and fumes, or airborne particles. The employee is occasionally exposed to outside weather conditions, risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee	Date
Department Head	Date
City Administrator	Date

Exhibit A

Employee:

Name

Evaluation Period:

2021

Position:

Core Competencies -Example

Communication: Effective in communication and open to input.

1. Demonstrates effective written and oral communication skills.
2. Communicates clearly and knowledgeably.
3. Shares information with others, adapts message to audience.
4. Seeks input from others.
5. Protects private and confidential information.

	0: Unsatisfactory	1: Improvement Needed	2: Meets Expectations	3: Exceeds Expectations	4: Exceptional	Points
1	Reports and other documents are poorly written—unclear, overly simplistic, or grammatically incorrect.	Written and oral skills need development; often disorganized and/or not appropriate for audience.	Writes and speaks clearly, persuasively, and concisely; focuses on the needs of specific individuals and groups.	Written and verbal communications are consistently clear, persuasive, and audience-appropriate.	Communication is of the highest caliber; clear, persuasive, accurate, and focused on the needs of specific individuals and groups.	3
2	Often appears distracted or disinterested; frequently interrupts others; contributions are often unclear or inaccurate.	Interrupts others to express point of view; has difficulty getting to the point; facts not always accurate or relevant.	Effective communicator: knowledgeable and concise; actively listens to and synthesizes perspectives of others.	Skilled communicator; listens to and integrates diverse contributions; explains issues clearly and succinctly.	Highly proficient communicator; listens to and synthesizes others' ideas; explains even complex issues clearly and succinctly.	3
3	Does not share information in a timely manner, creating problems for colleagues and customers.	Tends to 'hold on' to information; has difficulty distinguishing between critical and noncritical data. Does not consider audience.	Gives others the information they need in a timely manner. Tailors information to audience.	Shares accurate, timely information with the right people in the right format. Adjusts to audience needs.	Models openness and transparency in sharing information with partners and stakeholders. Meets customer needs.	3.5
4	Avoids contact with coworkers and City partners.	Keeps communication to a minimum; reticent to share thoughts and ideas.	Maintains open, honest dialogue with coworkers and partners.	Encourages others to share ideas and integrates others' thoughts and opinions.	Consistently and effectively seeks and incorporates others' ideas to ensure optimal results.	3.25
5	Discloses and uses private and confidential information inappropriately, putting the City at risk.	Inconsistently follows City privacy practices; sometimes shares private or confidential information with unauthorized or inappropriate individuals.	Consistently follows City privacy policies and practices.	Understands and implements City privacy policies; only discloses confidential information to authorized individuals.	Clearly understands and follows City privacy policies and practices; develops practices to protect confidential and private information.	2.75

Average: 3.1

Customer Service Focus: Maintains customer focus and quality service.

1. Delivers quality service.
2. Anticipates and fulfills customers' needs.
3. Skillfully serves diverse customer base.
4. Asks customers for feedback.
5. Refers customers to appropriate/additional resources.

	0: Unsatisfactory	1: Improvement Needed	2: Meets Expectations	3: Exceeds Expectations	4: Exceptional	Points
1	Can be disrespectful or rude to customers, giving the department a reputation of being difficult to work with.	Does not always communicate well with customers, resulting in uneven and sometimes poor service.	Delivers high-quality service to customers.	Consistently and competently delivers the highest quality service.	Delivers services and solutions that often surpass customer's expectations.	3.75
2	Customer needs are frequently not met; customers complain about poor service and unfulfilled commitments.	Customer needs are not a priority; has difficulty following through on service commitments.	Meets and often exceeds customer expectations; ensures that customer needs are fulfilled.	Consistently meets or exceeds customer expectations; always follows up on service promises.	Takes extraordinary measures to meet and exceed customer expectations; follows through on commitments despite time pressures and obstacles.	3
3	Is defensive with difficult customers; blames gaps in service or errors on systems and partners.	Is often impatient with customers; unwilling or unable to adapt style to the unique needs of customer base.	Adapts service delivery to meet needs of diverse customer base.	Effectively adapts delivery strategies and techniques to individual customer needs.	Highly proficient in terms of adjusting and adapting service delivery to diverse customer needs and sensitivities.	3

Employee: _____ Name _____ Evaluation Period: 2021
 Position: _____ Core Competencies -Example

4	Does not ask customers for feedback; deflects responsibility for negative feedback on others.	Sometimes asks customers for feedback; rarely suggests or implements changes that address customer concerns.	Seeks feedback from customers on quality of service; suggests improvements based on feedback.	Regularly seeks input from customers on the quality and timeliness of service; incorporates recommendations into processes and practices.	Skillfully and regularly asks customers for feedback on services; shares feedback with team in order to continually improve quality of service.	3.1
5	Does not suggest or refer customers to value-add City resources.	Needs to develop greater awareness of City resources to add value to customer interactions.	Suggests resources to diverse customer base that may add value.	Suggests City resources that could help customers; tailors recommendations to customer needs.	Highly informed regarding City resources that add value; thoughtfully refers customers to resources.	3.5

Average: 3.27

Dependability: Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight, demonstrates dependability.

1. Stays focused on tasks in spite of distractions and interruptions.
2. Makes the best use of available time and resources.
3. Balance's quality of work with meeting deadlines.
4. Does not make excuses for errors or problems; acknowledges and corrects mistakes.
5. Has strong attendance and is dependable.

	0: Unsatisfactory	1: Improvement Needed	2: Meets Expectations	3: Exceeds Expectations	4: Exceptional	Points
1	Does not stay focused on tasks in the midst of distractions and interruptions.	Occasionally stays focused on tasks but is frequently distracted.	Stays focused on tasks; is able to work without being distracted.	Keen ability to focus on work and able to remove distractions and deal with interruptions quickly, keeping self and coworkers focused.	Exceptionally skilled at eliminating disruptions and distractions from the workplace, both for self and for coworkers; outstanding ability to focus on work in the midst of distractions.	2.5
2	Struggles to make the best use of available time and resources.	Sometimes fails to make the best use of available time and resources.	Regularly makes good use of available time and resources.	Always makes good use of available time and resources, and encourages the same in coworkers.	Outstanding use of time and resources; finds creative ways to use time and resources for the good of the City.	2.75
3	Is unable to balance quality of work with meeting deadlines.	Sometimes fails to balance quality of work and meeting deadlines.	Effectively finds balance of work quality and meeting deadlines.	Exceptionally skilled at balancing work quality and meeting deadlines, ensuring that a quality product is always delivered within desired timelines.	Outstanding ability to balance work quality and meeting deadlines, resulting in an effortless-seeming, quality product delivered in advance of deadlines.	3
4	Makes excuses for errors or problems; does not acknowledge or correct mistakes.	Sometimes fails to assume responsibility for errors and problems; rarely acknowledges or corrects mistakes.	Accepts responsibility for errors or problems; quickly acknowledges and corrects mistakes.	If errors or problems arise, they are immediately accepted and corrected.	Superior ability to identify errors and problems; always acknowledges and immediately corrects mistakes.	3.15
5	Regularly late or absent from work, creating lack of dependability to complete a task.	Sometimes fails to call in if late to work or not in attendance; must be reminded to be dependable.	Accepts responsibility for communicating with supervisor if he or she will be late or absent. Clears time off well in advance of needed dates off.	Always seeks prior approval for time off, is always available to complete tasks, and demonstrates dependability for completing tasks.	Never tardy for work and time off is always cleared with supervisor well in advance; is highly dependable even in unusual situations.	3.75

Average: 3.03

Integrity: Earns others' trust and respect through consistent honesty and professionalism in all interactions.

- Respects and maintains confidentiality.
- Tells the truth and is honest in all dealings.
- Keeps promises and commitments made to others. Does the right thing, even when it is difficult. Does not yield to pressure to show bias or manipulate others.
- Avoids situations and actions considered inappropriate or which present a conflict of interest.
- Adheres to a set of core values that are represented in decisions and actions.
- Does not misrepresent self or use position or authority for personal gain.

	0: Unsatisfactory	1: Improvement Needed	2: Meets Expectations	3: Exceeds Expectations	4: Exceptional	Points
	Does not respect or maintain confidentiality.	Sometimes fails to respect and maintain confidentiality.	Generally, respects and maintains confidentiality.	Respects and maintains confidentiality to a high degree.	Always respects and maintains confidentiality.	3.25

Employee: _____ Name _____ Evaluation Period: _____ 2021
 Position: _____ Core Competencies -Example

2	Does not tell the truth and is not honest in dealings.	Sometimes fails to tell the truth and is occasionally not honest in dealings.	Regularly tells the truth and is generally honest in dealings.	Tells the truth and is often honest in dealings.	Always tells the truth and is honest in all dealings.	3.5
3	Fails to keep promises and commitments; fails to do the right thing when it is difficult; and yields to pressure to show bias.	Occasionally fails to keep promises and commitments; does not always do the right thing when it is difficult; and sometimes yields to pressure to show bias.	Usually keeps promises and commitments; does the right thing, even when it is difficult; does not usually yield to pressure to show bias or manipulate others.	Always keeps promises and commitments; always does the right thing, even when it is difficult; rarely yields to pressure to show bias or manipulate others.	Superior ability to keep promises and commitments; unflinchingly does the right thing, even when it is difficult; never yields to pressure to show bias or manipulate others.	4
4	Does not avoid situations and actions considered inappropriate or that present a conflict of interest.	Sometimes fails to avoid situations and actions considered inappropriate or that present a conflict of interest.	Regularly avoids situations and actions considered inappropriate or that present a conflict of interest.	Usually avoids situations and actions considered inappropriate or which present a conflict of interest.	Always avoids situations and actions considered inappropriate or which present a conflict of interest.	2.5
5	Fails to adhere to a set of core values.	Sometimes adheres to a set of core values that are represented in decisions and actions.	Generally, adheres to a set of core values that are represented in decisions and actions.	Adheres to a set of core values that are represented in decisions and actions to a high degree.	Unflinchingly adheres to a set of core values that are represented in decisions and actions.	2.75
6	Misrepresents self and uses position or authority for personal gain.	Sometimes misrepresents self and uses position or authority for personal gain.	Generally, does not misrepresent self or use position or authority for personal gain.	Does not misrepresent self or use position or authority for personal gain.	Does not, and frowns upon, misrepresenting self or using position or authority for personal gain.	3

Average: 3.17

Job Knowledge: Has acquired skills and knowledge to do the job and meet new challenges.

1. Competent in required job skills and knowledge.
2. Willing to learn new skills and knowledge to meet changing needs of job.
3. Shares knowledge as subject matter expert for coworkers.
4. Is self-directed.

	0: Unsatisfactory	1: Improvement Needed	2: Meets Expectations	3: Exceeds Expectations	4: Exceptional	Points
1	Lacks skills and knowledge specific to the job.	Possesses elementary knowledge of specific job domain.	Maintains current industry knowledge.	Excellent knowledge of current industry and willingness to share with others.	Exceptional knowledge of specific job domain; looked upon as an expert.	3.85
2	Unaware or disinterested in new practices, approaches, technology and theories that would enhance job knowledge.	Basic awareness of new practices, approaches, technology and theories through job application and information sharing with coworkers.	Demonstrates an awareness of new practices, approaches, technology and theories through job application and information sharing with coworkers.	Superior ability to research and apply new practices, approaches, technology and theories.	Expert ability to research and apply new practices, approaches, technology and theories; extrapolates and forecasts directions in industry trends.	4
3	Does not provide knowledge to coworkers.	Is sometimes reluctant to provide knowledge to coworkers.	Serves as a subject matter expert for coworkers.	Subject matter expert who incorporates new learning by modifying existing work plan.	Subject matter expert who researches and assesses accuracy of new learning/information, and incorporates new learning by modifying existing work plan.	3
4	Refuses to seek opportunities to show initiative. Must always be directed in their work.	Sometimes seeks opportunities to take on work and not wait to be directed.	Regularly seeks opportunities to initiate work without being directed.	Routinely seeks opportunities to initiate work and anticipates what needs to be done without being directed.	Always seeks opportunities to initiate work, does not need direction, and understands what needs to be done. Excels as self-direction.	2.75

Average: 3.4

Teamwork: Works well with others, is respectful, collaborates well.

1. Builds productive working relationships.
2. Cooperates and collaborates with colleagues.
3. Treats others with respect.
4. Resolves conflicts among team members.

Employee: _____ Name _____ Evaluation Period: 2021
 Position: _____ Core Competencies -Example

5. Balance's Individual and team goals.

	0: Unsatisfactory	1: Improvement Needed	2: Meets Expectations	3: Exceeds Expectations	4: Exceptional	Points
1	Relationships are strained by lack of interest in and respect for peers and partners.	Has difficulty building strong, mutually beneficial working relationships.	Builds and maintains effective working relationships with peers and partners.	Successfully builds productive, mutually beneficial relationships to solve problems and achieve common goals.	Leads colleagues to inspired cooperation and teamwork in support of department and City goals.	3
2	Not a team player; often disrupts team process, jeopardizing progress toward common goals.	Has difficulty collaborating with others; often prefers to work independently.	Works effectively and cooperatively with others.	Highly collaborative; seeks new alliances to expand sphere of influence and enhance quality of work.	Models' cooperation and teamwork; creates opportunities for self and others to improve working relationships and work outcomes.	4
3	Exhibits behaviors that negatively impact the morale and accomplishments of the team.	Sometimes displays behaviors inconsistent with workplace courtesy and respect.	Treats others with respect; encourages and appreciates individual contributions.	Promotes, supports, and influences a culture of respect and civility among team members.	Respectful and welcoming; inspires collaboration by bridging gaps among diverse individuals and units.	3.5
4	Often avoids conflict; not prepared or willing to resolve conflict.	Unable to resolve or constructively manage conflict.	Works effectively with others to resolve conflict.	Manages conflict competently and efficiently; when possible, looks for and proposes middle ground solutions.	Skillfully and proactively addresses conflict; seeks and achieves 'win-win' resolutions.	2.75
5	Unwilling to work outside comfort zone to support team goals.	Resistant to new challenges; seems disinterested in building skills and knowledge.	Demonstrates flexibility and willingness to step out of comfort zone to support team and goals.	Always willing to try something new; balances individual and team goals.	Consistently goes beyond direct responsibilities to achieve team and department goals; welcomes new challenges.	3.25
Average:						3.3

Communication:	3.10
Customer Service Focus:	3.27
Dependability:	3.03
Integrity:	3.17
Job Knowledge:	3.40
Teamwork:	3.30
Average of Competencies:	3.21

Employee Signature: _____ Date: _____
 Supervisor Signature: _____ Date: _____

EVALUATION TOOL COMPETENCIES

All Employees will have the following Core Competencies.

- Communication
- Customer Service Focus
- Dependability
- Integrity
- Job Knowledge
- Teamwork

In addition to the Core Competencies Department Heads and each Department will have additional competencies.

DEPARTMENT HEADS

- Conflict Management, Fiscal Accountability and Leadership

PUBLIC SAFETY DEPARTMENT

Community Service Officer

- Adaptability *Enforcing Laws, Rules & Regulations

Police Clerk II

- Adaptability *Initiative

Officers

- Conflict Management * Decision Making *Enforcing Laws, Rules & Regulations
- Decision Making

Police Sergeants, Corporal, Senior Patrol Officer, Detective Director of Fire/EMS

- Adaptability * Decision Making *Enforcing Laws, Rules & Regulations

PUBLIC WORKS DEPARTMENT

- Adaptability * Continual Learning *Decision Making * Initiative *Safety Focus

PARKS AND RECREATION

Assistant Director, Buildings & Grounds Maintenance Coordinator, Cemetery Sexton, City Custodian, Equipment Operator, Laborer, Program Assistant

- Adaptability *Decision Making *Safety Focus *Initiative *Leadership

ADMINISTRATION

Development and Communications Specialist

- Adaptability *Initiative *Innovative Thinking

FINANCE DEPARTMENT

Deputy City Clerk, Accountant, Utility Clerk

- Detail Oriented *Fiscal Accountability *Initiative

City Hall Custodian

- Core Competencies

City of Nevada Competencies

1. **Adaptability:** Adapts to changing needs, conditions, and work responsibilities.
2. **Communication:** Effective in communication and open to input.
3. **Conflict Management:** Diplomatically handles challenging or tense interpersonal situations.
4. **Continual Learning:** Displays an ongoing commitment to learning and self-improvement.
5. **Customer Service Focus:** Maintains customer focus and quality service.
6. **Decision Making:** Skilled at solving problems and making good decisions.
7. **Dependability:** Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
8. **Detail Oriented:** Diligently attends to details and pursues quality in accomplishing tasks.
9. **Enforcing Laws, Rules, & Regulations:** Enforces governmental laws, rules, and regulations, and initiates enforcement actions in a way that the public perceives as fair, objective, and reasonable.
10. **Fiscal Accountability:** Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions.
11. **Inclusiveness:** Is respectful and inclusive of others.
12. **Initiative:** Manages own time, priorities, and resources to achieve goals.
13. **Innovative Thinking:** Develops fresh ideas that provide solutions to all types of workplace challenges.
14. **Integrity:** Earns others' trust and respect through consistent honesty and professionalism in all interactions.
15. **Leadership:** Gets others excited about and committed to furthering the organization's objectives.
16. **Job Knowledge:** Has acquired skills and knowledge to do the job and meet new challenges.
17. **Managing People:** Motivates, manages, and recognizes those they supervise.
18. **Mediating Disputes:** Helps others resolve complex or sensitive disagreements and conflicts.
19. **Operating Equipment:** Uses tools, machines, and vehicles to transport goods or people, or to create work products.
20. **Political Savvy:** Uses knowledge of the organization and political climate to solve problems and accomplish goals.
21. **Quality Improvement:** Strives for high quality and improvement.
22. **Relationship Building:** Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.
23. **Results Focus:** Focuses on results and desired outcomes and how best to achieve them. Gets the job done.
24. **Safety Focus:** Adheres to all workplace and trade safety laws, regulations, standards, and practices.
25. **Stewardship:** Uses resources wisely; is not wasteful.
26. **Strategic Planning:** Effective at strategic thinking, sharing a vision, goal setting, and implementation.
27. **Strategic Vision:** Sees the big, long-range picture.
28. **Teamwork:** Works well with others, is respectful, collaborates well.

ORDINANCE NO. 1018

AN ORDINANCE AMENDING SECTION 15.06 AND 17.07 OF THE NEVADA CODE OF ORDINANCES FOR THE PURPOSE OF INCREASING THE COMPENSATION FOR MAYOR AND ALL COUNCIL MEMBERS, BEGINNING JANUARY 1, 2022

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NEVADA, IOWA:

SECTION 1. AMEND CHAPTERS 15.06 Mayor Compensation and 17.07 Council Compensation. The Code of Ordinances of the City of Nevada, Iowa, is hereby amended by repealing Section 15.06 Compensation and 17.07 Compensation and adopting the new sections stated as follows:

15.06 COMPENSATION. The salary of the Mayor is ~~twenty-four hundred~~ **five thousand two hundred** dollars (~~\$2400.00~~ **5,200.00**) per year, payable on a bi-weekly basis. In addition, the Mayor receives a car allowance for the use of his or her personal vehicle while on City business, the amount of which shall be set by the Council from time to time by written resolution.

19.06 COMPENSATION. The salary of each Council Member is ~~twenty-five~~ **fifty** dollars (~~\$25.00~~ **\$50.00**) for each regular and special meeting of the Council attended.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 2. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall become effective for all Council members and Mayor from and after January 1, 2022, and following its final passage, approval, and publication as provided by law.

PASSED AND APPROVED this 14th day of June, 2021, through the first reading.

PASSED AND APPROVED this _ day of _, 2021, second reading.

PASSED AND APPROVED this _ day of _, 2021, through the third and final reading.

Enacted upon publication.

Brett Barker, Mayor

ATTEST:

Kerin Wright, City Clerk

^{1st} Reading – June 14, 2021

Motion by Council Member __, seconded by Council Member __, to adopt the first reading of Ordinance No. 1018.

AYES: _

NAYS: _

ABSENT: _

ITEM # 9C
DATE: 06-14-2021

COUNCIL ACTION FORM

AGENDA ITEM: Approval of 8 sets of new fire turnout gear for the fire department.

HISTORY: The department replaced 21 sets of bunker gear in 2017. The first 12 sets of gear was a brand called Viking. The gear was economical at the time costing close to \$2800 to totally outfit our firefighters with new pants, coat, helmet, and boots. The second 9 sets of gear were replaced with a more top of the line bunker gear called Globe Athletix. It has been our experience that generic bunker gear does not hold up to the 10 year live span compared to the Athletix brand. Much of the problem with generic gear is because it is not specifically sized to the individual and more like ordering S, M, L, XL, XXL sizes. Globe Athletix gear is specifically built for each firefighter's measurements with some room to grow.

The department currently has 48 members on the department. There are 34 members who are firefighters. The purchase of 8 sets of bunker gear will put all of our firefighters who are ending their first year of probationary membership in NFPA compliant structural firefighting gear. This means we are nearly at full staff and all but 2 new members have gear meeting NFPA standards. In 2014, none-of the firefighters had bunker gear that met NFPA 1971 because all of the gear was over 10 years old.

NFPA® 1971-2013 Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting calls for turn out gear to be replaced every 10 years. The generic Viking brand gear is not likely to make it 10 years as we hoped. We are seeing the stitching come loose, reflective striping fading, and the fabric tears easier when caught on objects. We will likely reassign this gear to medics who are not inside burning buildings. However, the Globe Athletix gear seems to be more durable for the type of firefighting we are doing. There is a substantial increase cost to ordering the better designed gear. Even when exposed to direct heat, the Athletix brand is holding up remarkably better than other gears we have tried or purchased. The following people were sized for gear:

Gear:

Bryce Rasmusson
Heather Rasmusson
Margaret Pyke
Devon Dubendorf
Max Hoffman
Spencer Clark
Kyle Elliott
Stephanie Norris

The department wants to order before July 1 so we can beat the 4% increase all gear manufacturers are implementing due to material shortages. There is a 6 month turnaround to get the gear on hand. We have \$40,000 budgeted for the 8 sets available after July 1.

Bid #1: Globe Athletix Cost of 1 set Coat and Pants \$3,580.52
Sandry Fire, Dewitt Iowa

Bid #2: Viking Warrior Series Cost of 1 set of Coat and Pants \$2,390.00
Alex, Air Apparatus, Alexandria, Minnesota

Bid #3: Innotex Armor Gear Cost of 1 set Coat and Pants \$2,750.00

OPTIONS:

1. Approve the bid totaling \$28,644.16 for 8 sets of Globe Athletix brand gear.
2. Accept the cheapest bid of \$ 19,120.00 for 8 sets of Viking brand bunker gear
3. Reject the bids and have staff seek other options.

STAFF'S RECOMMENDED ACTION:

The Department of Public Safety recommends Nevada Fire Department have quality turnout gear for the safety of our volunteer firefighters. The Globe Athletix brand gear is NFPA compliant and what the membership seeks to protect them on structure fire calls.

Therefore, it is the recommendation of the City Administrator that Council approves Option #1.



Quote

EST-009286

Sandry Fire Supply LLC
618 6th Street
DeWitt, Iowa 52742
U.S.A
5636592357

Bill To
Nevada, IA FD
PO Box 530
Nevada, IA 50201

Estimate Date : 05/24/21
Expiry Date : 08/05/21
Reference# : Nevada.R1.Gear.052421
Sales person : Jeff Feller

#	Item & Description	Qty	Rate	Amount
1	glATHCoat-Nevada Globe Athletix Coat-Nevada	1.00 Each	2,072.91	2,072.91
2	glATHPant-Nevada Globe Athletix Pant	1.00 Each	1,507.61	1,507.61
Sub Total				3,580.52
Total				\$3,580.52

Notes

Looking forward to earning your business.

Terms & Conditions

Shipping will be charged in addition when incurred.

Jeff Feller
Product Specialist
563-659-2357
jeff.feller@sandryfire.com



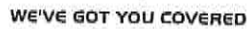
Date	Customer PO
5/12/2021	

Nevada Fire Department
Address on File
Nevada, Iowa

Nevada Fire Department
Address on File
Nevada, Iowa

[illegible]

TOTAL: \$2,390.00



To: Nevada FD
Attn: Chief Reynolds

Ship to: [Name]
 [Company Name]
 [Street Address]
 [City, ST ZIP Code]
 [Phone]

Make all checks payable to Ed M. Feld Equipment Co., Inc.
Thank you for your business!

113 N. Griffith Rd., Carroll, IA 51401 800.562.2403 712.792.6656 sales@feldfire.com



NEVADA PUBLIC SAFETY DEPARTMENT

1209 6th Street - P.O. Box 530 Nevada, Iowa 50201 Tele: 515-382-4593



Ricardo Martinez II
Public Safety Director
Chief of Police

To: Mayor and City Council

From: Ricardo Martinez II, Public Safety Director/Chief of Police

Date: Wednesday, June 9th, 2021

Ref: Report for City Council Meeting for Monday, June 14th, 2021

Officer Of The Year Award

Officer Ryan Hutton was recently selected as Officer of the Year by the Iowa Police Chief's Association. This is the IPCA Community Policing Award for Communities under 10,000, for 2020. Officer Hutton was nominated by Sgt. Andrew Henderson.

At the June 14th City Council Meeting, IPCA President Chief Rob Burgess (Newton) and Chief Jeff Brinkley (Mason City) from the IPCA Award Committee will present this award to Officer Hutton. Sgt. Henderson will say a few words on his submission to the IPCA on this award.

This is a well-deserved award and recognition to an excellent individual and Officer!

Staffing

The hiring process continues. There are three candidates in the current process, with three current openings. Polygraph testing will be the first week of July. Currently background investigations are taking place. Two slots are reserved in the August ILEA Basic School. Two slots are reserved for the January 2022 ILEA Basic School. The extra slot in January is in the event only one position is hired for the August training.

Respectfully submitted,

Ricardo Martinez II
Public Safety Director
Chief of Police



NEVADA PUBLIC SAFETY DEPARTMENT

1209 6th Street - P.O. Box 530 Nevada, Iowa 50201 Tele: 515-382-4593

Ricardo Martinez II
Public Safety Director
Chief of Police



Date: Wednesday, June 9th, 2021

Timothy McLaughlin
American Legion 4th of July Parade Chairman
1331 6th Street,
Nevada, IA 50201
Email: tmclaugh20@hotmail.com
H: 515-382-1315
C: 515-291-3198

RE: 2021 Fourth of July Parade

Dear Tim:

You and I have had conversations and email exchanges on the 4th of July Parade. With the road construction and road closures taking place, I believe we have agreed on a route to make this parade happen. I appreciate your patience and understanding in getting this worked out on behalf of our community.

The parade will line up on E Avenue between 8th and 11th Streets beginning at noon, 12:00pm. The parade will begin at 1:00pm. The parade will initially travel east to 6th Street, then north on 6th St from E Avenue until J Avenue. Once at J Avenue, the parade will turn east (right) and continued to 10th Street where it will conclude.

Your request for this event and its route are approved.

The Nevada Public Safety Department will provide one Officer and one marked police unit to escort the parade. There are no fees associated with this service. Please remember if there is an urgent Call for Service police may not be at the parade when it starts or may have to leave during the event. Director of Fire & EMS Ray Reynolds will be notified about the fire apparatus to be included as a trailing vehicle.

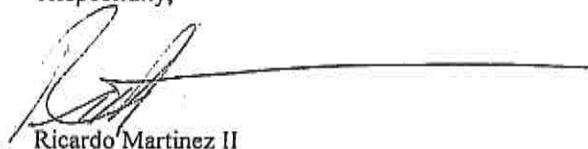
You have frequently established safety as a primary concern. You have adult supervisors for children participating in the parade in the past and will be doing the same with the decorated bikes this year.

The City of Nevada is not liable for any injuries or other claims made by participants in this event; liability insurance is your responsibility which is necessary to protect you against any claims brought in connection with this event.

Should you need street barricades, cones, or any other items please contact Director of Public Works Jeremy Rydl between 8:00 a.m. and 3:00 p.m. by calling his office at 515-382-4813. There are rental and deposit fees associated with the use of City of Nevada equipment. It is your responsibility to make these arrangements.

Should you have any other questions or concerns let me know. A scanned copy of this approval letter is sent to you via your email address. As we have discussed several times, I really appreciate the hard work by your organization toward having this special event. This will be especially rewarding for our community given the last fifteen months of the COVID-19 lockdown, and the opportunity of some semblance or normality. Thanks again!

Respectfully,


Ricardo Martinez II
Public Safety Director/Chief of Police

Cc: Jordan Cook, Nevada City Administrator
Jeremy Rydl, Public Works Director
Command Staff, Nevada Public Safety Department
Mayor & City Council

Kerin Wright

From: Timothy McLaughlin <tmclaugh20@hotmail.com>
Sent: Tuesday, June 8, 2021 3:41 PM
To: Ricardo Martinez
Subject: Request for approval of The 4th of July Parade

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Ricardo Martinez II

Public Safety Director

Chief of Police

Sir:

This is to confirm our previous discussions on the 4th of July Parade. The parade will gather together between 8th and 11th Street beginning at 12 pm and start the parade at 1 PM. The parade will go down 6th street from E Avenue to J Avenue and then J to 10th where it end. We would like to have a Nevada police car lead the parade again this year. The Fire truck as we discussed will be last in the parade so that they may easily respond to any fire calls.

As in the past we will collect liability statements from all participants in the parade, especially the decorated bicycles which we are adding this year. They will also require an adult to accompany each of them in the parade. Please advise us if any changes need to be made. If you require this request In hard copy please let me know.

Thank you again for your cooperation and assistance,

Timothy McLaughlin

American Legion 4th of July Parade Chairman
On 6/8/2021 3:03 PM, Ricardo Martinez wrote:

I Avenue ends at 9th Street. J Avenue will get you to 10th. While I is a bit narrower, it will work. You let me know your preference. You need to get your request in a letter to me as soon as you can so I can get it approved & to the city council. Any other questions let me know.

Ricardo Martinez II
Public Safety Director

Chief of Police
1209 6th Street
Nevada, Iowa 50201
O: 515-382-4593
F: 515-382-5469

Email correspondence to and from this address may be subject to the Iowa Public Records Law, Code of Iowa Chapter 22, and may be disclosed to third parties.

From: Timothy McLaughlin [mailto:tmclaugh20@hotmail.com]
Sent: Tuesday, June 8, 2021 12:50 PM
To: Ricardo Martinez <rmartinez@cityofnevadaiaowa.org>
Subject: Re: The 4th of July Parade

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Chief,

Per our phone con, What about Meeting on E Proceed north on 6th to J, then J to 10th. If you think J is to narrow then we could use I but getting them out of there would be very difficult.

Call me when you can (515)291-3198.

Tim

On 6/7/2021 3:22 PM, Ricardo Martinez wrote:

Hi Tim,

I just learned that Lincoln Highway at 6th St will be closed starting Monday, 6/14/2021, for the next three months. What would you like to do?

Ricardo Martinez II
Public Safety Director
Chief of Police
1209 6th Street
Nevada, Iowa 50201
O: 515-382-4593
F: 515-382-5469

Email correspondence to and from this address may be subject to the Iowa Public Records Law, Code of Iowa Chapter 22, and may be disclosed to third parties.

From: Timothy mclaughlin [mailto:tmclaugh20@hotmail.com]
Sent: Wednesday, June 6, 2018 1:00 PM
To: Ricardo Martinez <rmartinez@cityofnevadaaiowa.org>
Subject: The 4th of July Parade

Chief Martinez

This is to confirm our previous discussions on the 4th of July Parade. The parade will gather together between 8th and 11th Street on E beginning at 9:00 AM. We will then start the parade at 10:00. The parade will go down 6th Street from E Avenue to N Avenue where it will end. We would like to have a Nevada police car lead the parade again this year. The Fire truck as we discussed will be last in the parade so that they may easily respond to any fire calls.

As in the past we will collect liability statements from all participants in the parade. We will also require an adult to accompany any children in the parade. Please advise us if any changes need to be made.

Thank you again for your cooperation and assistance,

Timothy McLaughlin

American Legion 4th of July Parade Chairman

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Timothy McLaughlin

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Timothy McLaughlin

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Timothy McLaughlin



NEVADA PUBLIC SAFETY DEPARTMENT

1209 6th Street - P.O. Box 530 Nevada, Iowa 50201 Tele: 515-382-4593

Ricardo Martinez II
Public Safety Director
Chief of Police



Date: Thursday, June 10th, 2021

8th Annual Story County Freedom Run
Dane Neelson, President
Runners United Nevada
Phone: (319-331-6014)
runnersunitednevada@gmail.com

Reference: 8th Annual Freedom Fun

Dear Dane:

I received your letter via email Thursday, June 10th, 2021 in reference to your request to hold the 8th Annual Freedom Run on Saturday, June 26th, 2021. This year there will be three race routes, a 5K, 10K, and half marathon. All races will begin at 7:00am. Volunteers are lined up to assist participants and provide traffic control. Thank you for providing a map for each run. I cannot emphasize my appreciation enough to you and your committee in utilizing the Nevada trail system. The City of Nevada has excellent trails which offer the most safety for runs such as this. Thank you for coordinating your event with activities taking place involving the Park and Rec Department this same day.

Your request does not specifically point out you having volunteers assisting participants at the busiest intersections, such as S B Avenue and 11th Street, I am sure you will, as well as other locations through each race route. The maps indicate the 5K & 10 K will all take place within the City of Nevada. The half-marathon is in both the City of Nevada and in Story County.

Your request is approved.

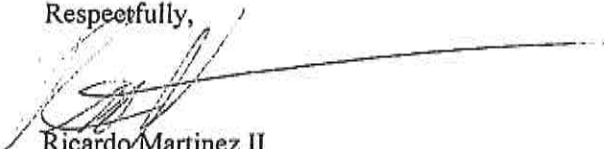
This approval is for all activities within the City of Nevada. I strongly suggest you contact the Story County Sheriff's Office and advise them of this event. I suggest you contact Chief Deputy Captain Nic Lennie. His email address is NLennie@storycountyia.gov

The on-duty officer will assist as time permits. The on-duty officer will have your cell number (319-331-6014) in the event communication is required.

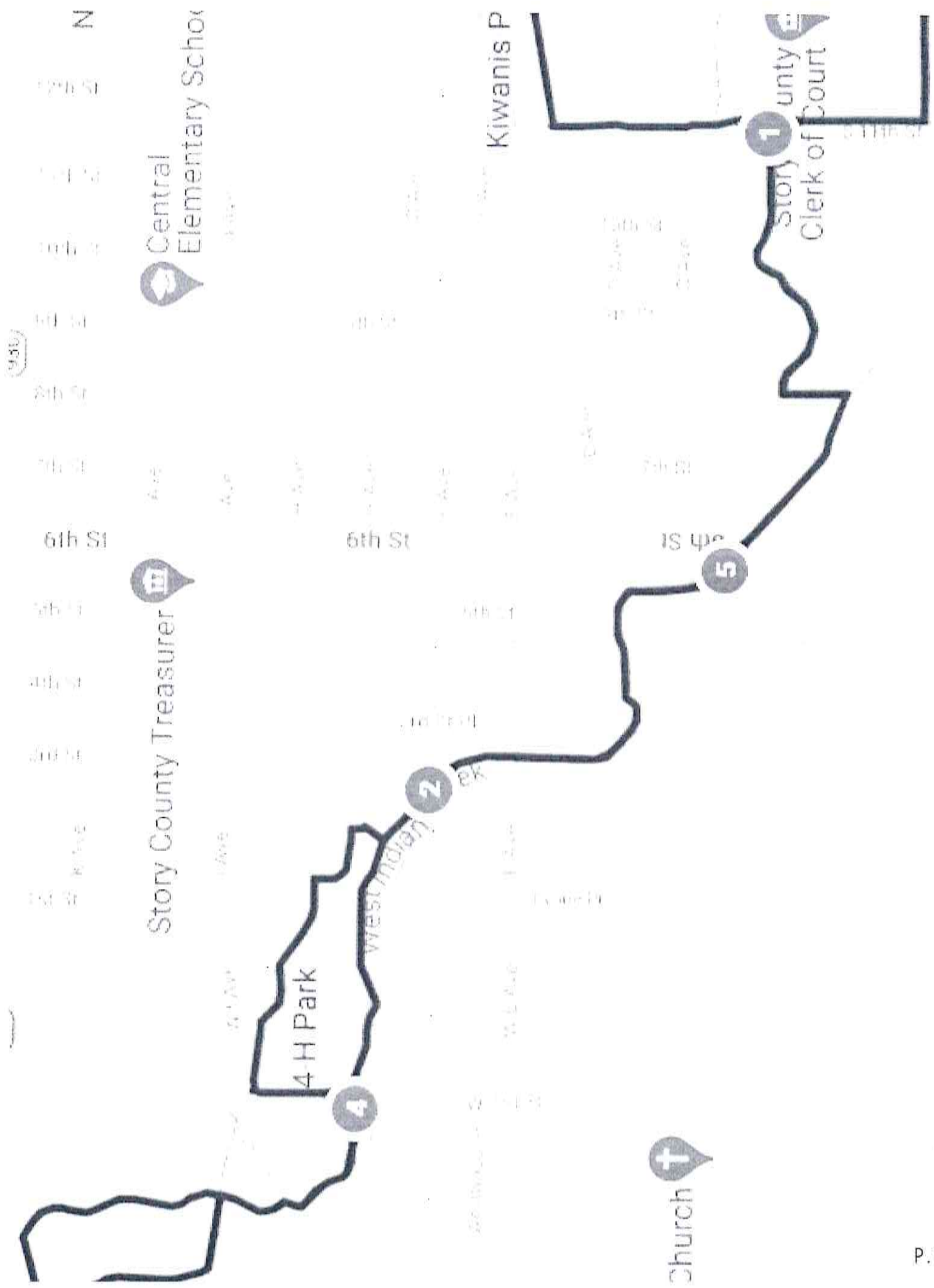
Barricades, cones, or equipment are available by contacting Jeremy Rydl, City of Nevada Public Works Director. Mr. Rydl can be reached weekdays between 8:00 a.m. and 3:00 p.m. by calling his office at 515-382-4813. It is your responsibility to make these arrangements. Rental and deposit fees are associated with the use of city equipment.

The City of Nevada is not liable for any injuries or other claims made by anyone associated with this event. I appreciate you advising insurance coverage for these runs has been obtained. In this post COVID-19 world, activities such as these races is a very welcomed occurrence! Questions, let me know.

Respectfully,


Ricardo Martinez II
Public Safety Director/Chief of Police

Cc: Jordan Cook, Nevada City Administrator
Tim Hansen, Nevada Parks and Rec Director
Jeremy Rydl, Nevada Public Works Director
Command Staff, Nevada Public Safety Department
Mayor & City Council Members



BOOKMARK

LOG WORKOUT

ADD TO WEBSITE

SHARE

MORE

g/e

Map View

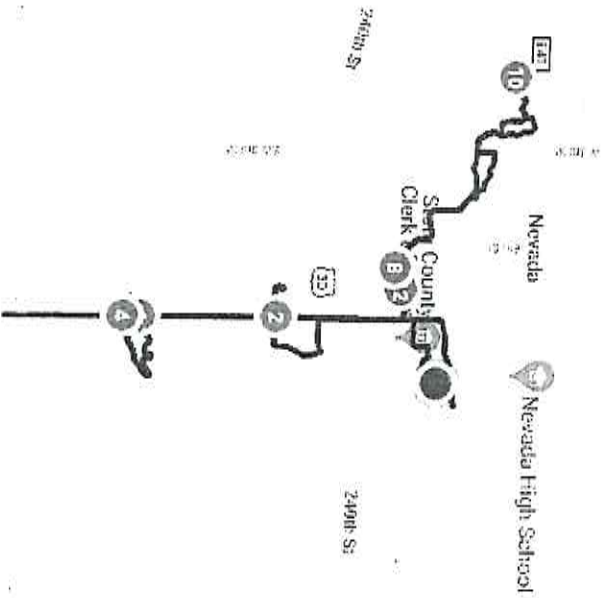
☐ Bike Path

☒ ELEVATION (FT)

START
1,010 ft

MAX
1,021 ft

GAIN
293 ft



June 10, 2021

City of Nevada
1209 6th Street
Nevada, IA 50201

Dear Director Martinez:

I am writing on behalf of the Runners United Nevada Board of Directors to inform you of an event that will be taking place on Saturday, June 26. I apologize for the late nature of this letter; our board wanted to ensure we were giving you the most accurate information possible in respect for your time. On June 26, we will be hosting the 8th Annual Story County Freedom Run. As you know, the event has raised tens of thousands of dollars for local veteran causes through the years. This year's edition will benefit the Nevada chapter of the American Legion. As usual, the event will feature a 5k; however, in addition to that additional race, we will be adding a half marathon and a 10k as well. With the increase in races, is also an increased need for volunteers, and we have been aggressively recruiting volunteers to make this a true community event. A half marathon is a huge undertaking, and one that draws more runners from out of town than the typical shorter events. It is a phenomenal opportunity to present our community to visitors in a different light.

Race Routes

The 5k route is the same as last year, beginning at Score Park, heading south on S 11th, heading through the residential area surrounding Mardean Park, then back north on S 11th and back to Score Park.

The 10k route will begin at Score Park, briefly run along the sidewalk on Fawcett Pkwy and S. B Ave before heading north to the butterfly garden, then hitting the trail system clear to the Indian Ridge neighborhood and back

The half marathon will begin at Score Park, head south through the Mardean Park neighborhood, then continue south of town to the Hertz trail, out to Indian Creek Country Club, then back through the Hertz trail again and north back into town. This part of the course will also take brief side trips into one of the cul de sacs and the new roads in the South Glenn development. Once back into town, runners will take a brief side trip down Shagbark, the head north to the bike trail entrance at the butterfly prairie, where they too will take the trail out to the Indian Ridge neighborhood before heading back to Score.

I've attached maps of all three. Note that the half marathon course map has some slight alterations since it was created, with the addition of the two side trips along south 11th outside of town.

We have been in touch with Parks & Rec regarding their tournament this day, and the early morning start time (7 am) will help us avoid the bulk of the traffic that day. We have been in

touch with Story Medical regarding an ambulance being at strategic points of the route for runner safety. We have obtained insurance for all three races, and have invested in reflective safety vests for our volunteers stationed along the course. We will have at least 4 water tables stationed at locations along the course, port-a-potties at the butterfly prairie parking lot, and have discussed with the fire department the possibility of having the big American flag and a hose to spray runners as they pass. In short, this is a huge undertaking, but also a great showcase for our community.

As typical with our race, we would certainly appreciate police officers in the area as call volume allows, especially along the South 11th area as this will be the only area with significant traffic in the same proximity as runners. We will have signage and volunteers in the area as well to alert traffic to the presence of runners.

We appreciate your time and your service to our community during this time. If you have any questions or concerns regarding the event, please let me know.

Sincerely,
Dane Nealson, President
Runners United Nevada





NEVADA PUBLIC SAFETY DEPARTMENT

1209 6th Street – P.O. Box 530 Nevada, Iowa 50201 Tele: 515-382-4593

Ricardo Martinez II
Public Safety Director
Chief of Police



MEMORANDUM

TO: Ricardo Martinez, Public Safety Director

FROM: Ray Reynolds, Director of Fire and EMS

DATE: June 2, 2021

REF: Activity report for Trustees, City Council and Honorable Mayor.

Total Calls to date for 2021:	268
Fire calls for April 2021:	5
EMS calls for April 2021:	42
Good intent calls for April 2021:	14
Community Events for April 2021:	1
Narcan administered this month:	0

FEMA generator grant

The fire department is seeking FEMA funding for an emergency generator to power the fire department during a disaster or sudden loss of power. The community resilience grant was completed this week and submitted through the Iowa Homeland Security Emergency Management office. From there, it will be forwarded up through FEMA channels. The grant would fund \$24,000 of the \$28,000 generator. A local electrician has submitted the information and specifications on the proposed 18KW generator.

102 K Avenue dangerous property

The property at 102 K Ave has been abandoned and is in a dilapidated condition. There is a large hole in the roof of the home. The neighbors are extremely upset this house is not being condemned. I have been assigned the case from Director Martinez. At this point, the bank is unwilling to foreclose on the property for fear they will become responsible for the home. The property owner has moved out of state and is not returning my calls. We will begin serving and sending notices to all invested parties. It may takes some time to weave through the legal processes but you can expect this action to come through council in the future.



Fire department membership

The fire department is maintaining a current roster of 49 members. There had been some retirements and one member was removed for poor driving decisions and not following proper rules relating to the use of a blue light. However, the department seems to have a monthly request for new membership. The department continues to focus on weekly training in order to quickly get new members involved in responses. The number of members who respond for structure fires and serious crash events is averaging 18 responders. This larger number of member recruitment and retention is contrary to what departments are seeing nationally. He hope it is a trend we can maintain for our community.

Safety training for city employees

The safety committee has taken on the task of providing monthly safety training for all city employees. The city's insurance carrier is reporting the city's mod is currently 7.2. That is a significantly lower insurance rate than many other cities. Things credited for achieving this low rate included lack of employee injuries, lack of indemnity claims, and increased safety trainings. The committee sees this as an opportunity to provide work specific training geared for our employee needs. Slips, trips, and falls continues to be the largest contributor to accidents. This is the upcoming schedule for our safety training:

March 4, 2021	CPR and Stop the Bleed
April 7, 2021	Sexual Harassment
May 5, 2021	Distracted Driving
June 2, 2021	Slips, Trips, and Falls
June 18, 2021 12-2pm	Accident investigation and Good hiring practices
July 7, 2021	Ergonomics
August 4, 2021	Chainsaws and brush cutters
September 1, 2021	Animals and Plant

	hazards
October 6, 2021	Exits-Egress- Fire Extinguishers
November 3, 2021	Flagger safety –work zone safety
December 1, 2021	Hearing tests
January 5, 2022	Personal Protective equipment
February 2, 2022	Hazard Communication SDS
March 2, 2022	Blood Borne Pathogens
April 6 2022	Power tools, and hand tools, mowing safety
May 4, 2022	Alcohol and Drugs-Impaired goggles
June 1, 2022	Ladder safety
July 6, 2022	Water safety / rescue
August 3, 2022	Hoisting, Lifting, Chains
September 7, 2022	Large vehicle driving obstacle course
October 5, 2022	CPR/stop the bleed
November 2, 2022	Public encounters good and bad-customer service
December 7, 2022	Electricity
January 4, 2022	Employee input of job hazards-round table
February 1, 2022	Slips, trips, falls 2.0

For: June 14, 2021 Council Meeting

To: Mayor
Nevada City Council
City Administrator

From: Amanda Bellis, Interim Library Director

**Nevada Public Library
Council Report**

- The Library Board of Trustees made an offer to a candidate for the Library Director position; however, that candidate did decline the offer, as they had accepted a position closer to where their spouse found employment. The position has been re-posted.
- Our Summer Reading Program kicked off today. This year's theme is "Reading Colors Your World" and the program is open to all ages, including adults. Kids and teens receive a free book when they sign up and another free book when they complete a reading log. Adults receive a prize when they complete a reading log as well as an entry into a drawing for bigger prizes at the end of the summer.
- Our outdoor summer programs have started! We are offering storytimes in Harrington Park every Friday (weather permitting), as well as alternating weekly programs for elementary school age and middle/high school age participants. Our book club will now be meeting outdoors as well, with the option to meet on Zoom in case of inclement weather.

LIBRARY BOARD OF TRUSTEES MONDAY, MAY 10, 2021, 3:00 P.M.

Chairperson Adam Riedell presided and convened the special meeting of Nevada Library Board of Trustees via Zoom in accordance with emergency measures as a result of the COVID-19 Pandemic on Monday, May 10, 2021 at 3:08 p.m. The agenda was posted on the official bulletin board in compliance with the open-meeting law.

The roll was called indicating that the following named Trustees were present and absent. Present: Peter Korsching, Tim McLaughlin, Adam Riedell, and Allison Severson . Absent: Priscilla Gammon, Elizabeth Klaes, and David Morris.

Others in attendance were Interim Library Director Amanda Bellis, Travis Landhuis, and Brittany Dueker.

3:00 p.m. - CLOSED SESSION – Candidate has requested a Closed Session pursuant to Iowa Code Section 21.5 (1) (i) to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation

At 3:09 p.m. Motion by Tim McLaughlin, seconded by Peter Korsching, to **GO INTO Closed Session**. After due consideration and discussion the roll was called. Aye: McLaughlin, Korsching, Riedell, and Severson. Nay: None. Chairperson Adam Riedell declared the motion carried.

At 4:01 p.m. Motion by Peter Korsching, seconded by Tim McLaughlin, to **GO OUT OF Closed Session**. After due consideration and discussion the roll was called. Aye: Korsching, McLaughlin, Riedell, and Severson. Nay: None. Chairperson Adam Riedell declared the motion carried.

4:00 p.m. - CLOSED SESSION – Candidate has requested a Closed Session pursuant to Iowa Code Section 21.5 (1) (i) to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation

At 4:03 p.m. Motion by Allison Severson, seconded by Peter Korsching, to **GO INTO Closed Session**. After due consideration and discussion the roll was called. Aye: Severson, Korsching, McLaughlin, and Riedell. Nay: None. Chairperson Adam Riedell declared the motion carried.

At 4:56 p.m. Motion by Peter Korsching, seconded by Allison Severson, to **GO OUT OF Closed Session**. After due consideration and discussion the roll was called. Aye:

Korsching, Severson, McLaughlin, and Riedell. Nay: None. Chairperson Adam Riedell declared the motion carried.

The board discussed the interviews and directed the selection committee to review and present a status update at the May 17th meeting.

There being no further business to come before the Board, it was moved by Board Member Peter Korsching, seconded by Board Member Tim McLaughlin, to *adjourn the meeting*. The roll being called, the following board members voted. Ayes: Korsching, McLaughlin, Riedell, and Severson. Nays: None. Chairperson Adam Riedell declared the motion carried. At 5:11 p.m. he adjourned the meeting.

ATTEST:

Elizabeth Klaes, Secretary

Adam Riedell, Chairperson

LIBRARY BOARD OF TRUSTEES MONDAY, MAY 17, 2021, 5:00 P.M.

Chairperson Adam Riedell presided and convened the regular meeting of Nevada Library Board of Trustees on Monday, May 17, 2021 at 5:00 p.m. at the City Hall Council Chambers, 1209 6th Street, Nevada, Iowa. The agenda was posted on the official bulletin board in compliance with the open-meeting law.

The roll was called indicating that the following named Trustees were present and absent. Present: Priscilla Gammon, Peter Korsching, Tim McLaughlin, Adam Riedell, and Allison Severson. Absent: Elizabeth Klaes and David Morris.

Others in attendance were Interim Library Director Amanda Bellis, Marlys Barker, and Donna Mosinski.

Motion by Board Member Tim McLaughlin, seconded by Board Member Allison Severson, to approve the agenda as posted. The roll being called, the following named members voted. Ayes: McLaughlin, Severson, Gammon, Korsching, and Riedell. Nays: None. Chairperson Adam Riedell declared the motion carried.

There was no one present who wished to address the Board at this time.

Motion by Board Member Peter Korsching, seconded by Board Member Tim McLaughlin, to approve the following consent agenda items as submitted:

- (1) Approve **minutes** of the April 19, 2021 regular meeting and May 10, 2021 special meeting
- (2) Approve May 2021 **claims** totaling \$6,385.92 (see attached list)
- (3) Accept and place on file the Director's **memo** dated May 14, 2021
- (4) Accept and place on file the April 2021 **financial report**

The roll being called, the following named board members voted. Ayes: Korsching, McLaughlin, Riedell, Severson, and Gammon. Nays: None. Chairperson Adam Riedell declared the motion carried.

The board discussed salary and vacation ranges that they would consider allowable in negotiating for a new Library Director.

Motion by Board Member Allison Severson, seconded by Board Member Priscilla Gammon, to extend an offer to the candidate. The roll being called, the following named members voted. Ayes: Severson, Gammon, Korsching, McLaughlin, and Riedell. Nays: None. Chairperson Adam Riedell declared the motion carried.

The board discussed the updated CDC recommendations and the Story County mandate. There was a recommendation to still recommend wearing masks because there are children in the library and they are among those that cannot be vaccinated.

Interim Library Director Amanda Bellis reported on:

- They will be having outdoor and in person programming this summer.
- The new sign is up and running but not very effective with the construction at 7th Street and K Avenue right now.
- They are preparing for a Diversity Audit project at the end of summer.
- Allison said that Travis did a good job with the Raising Reader's event.

The next meeting will be held at 5:00 p.m. Monday, June 21, 2021.

There being no further business to come before the Board, it was moved by Board Member Tim McLaughlin, seconded by Board Member Allison Severson, to adjourn the meeting. The roll being called, the following board members voted. Ayes: McLaughlin, Severson Gammon, Korsching, and Riedell. Nays: None. Chairperson Adam Riedell declared the motion carried. At 5:50 p.m. he adjourned the meeting.

ATTEST:

Elizabeth Klaes, Secretary

Adam Riedell, Chairperson

1209 6th Street
P.O. Box 530
Nevada, IA 50201-0530



Kerin Wright
City Clerk
Phone: (515) 382-5466
Fax: (515) 382-4502
kwright@cityofnevadaiaowa.org

June 2021

TO: Mayor - City Council Members
City Administrator Jordan Cook

FROM: Kerin Wright, City Clerk

Working with the State Auditor to finalize the FY20 Audit. We have received the draft and expect the final copy sometime within the next week or so.

Staff has been preparing documents for the new evaluation tool and job descriptions. Planning for the new implementation of the tool.

Reviewing the end of year financials and preparing the end of year procedures. Working with Dorsey and Whitney to prepare the upcoming agreements.

Providing information to DA Davidson for our annual EMMA reporting and our upcoming additional SRF Loans necessary for the wastewater facility project.

GARTNER
STUDIOS
© Esther Studios

Thank
you

RECEIVED

JUN 01 2021

CITY OF NEVADA

City Council -

Thank you for allowing me
to speak at your meeting this
past week. Our office is here to
help in any way we can - we are
just a call away.

Thank again,
Sandra Schickel

