

CIVIL SERVICE COMMISSION MEETING

CITY OF DAVENPORT, IOWA

WEDNESDAY, MARCH 11, 2020; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET | DAVENPORT, IOWA | 52801

I. Call to Order

II. Approval of today's Agenda

III. Approval of Minutes

IV. New Business

- A. Park Technician (Job Description& Qualifications Update)
- B. Natural Resources Technician (Qualifications Update)
- C. Street Heavy Equipment Operator (Qualifications Update)
- D. Sewer Heavy Equipment Operator (Qualifications Update)

V. Old Business

VI. Certification Lists

- A. Natural Resources Equipment Operator
- B. Natural Resources Heavy Equipment Operator

VII. Adjournment

- A. Commissioner Recognitions

VIII. Next Meeting Date:

- A. Next Meeting | April 8, 2020

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

TUESDAY, FEBRUARY 12, 2020; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET

MINUTES

Commissioners Present: Ralph Kelly, Patt Zamora, Paul Bollinger, and Michael Schertz

Ex-Officio Member Present:

Staff Present: Mallory Merritt (HR Director), Christina Mondanaro-Murphy (Assistant HR Director), Courtney Jones (Talent Acquisition & Project Manager) Scott VanDeWoestyne (Talent & Inclusion Administrator)

- I. The meeting was called to order by Chair Kelly at 9:03 am.
- II. Agenda: Commissioner Zamora moved to approve the agenda, it was seconded by Commissioner Bollinger. All were in favor.
- III. Minutes: Commissioner Zamora moved to approve the minutes for the January 14, 2020 meeting, it was seconded by Commissioner Bollinger. All were in favor.
- IV. New Business:
 - a. Police Officer Recruitment Process (Spring 2020): Administrator VanDeWoestyne presented the proposed Police Officer Recruitment Process to the Commission. Commissioner Zamora moved to approve the process, it was seconded by Commissioner Schertz.
- V. Old Business:
- VI. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Bollinger moved to approve the lists, it was seconded by Commissioner Zamora. All were in favor.
 - a. Sewer Equipment Operator
 - b. Operations Project Manager
 - c. Urban Conservationist
- VII. Adjournment: Meeting adjourned at 9:19 am

CITY OF DAVENPORT

Department of Human Resources
226 West Fourth Street,
Davenport, IA 52801

<http://www.cityofdavenportiowa.com/hr>

INVITES APPLICATIONS FOR THE POSITION OF:**Park Technician**

An Equal Opportunity Employer

SALARY

\$41,521.00 - \$51,570.00 Annually

ISSUE DATE: 03/11/2020

THE POSITION

Under general supervision performs work of moderate difficulty in the maintenance and repair of buildings and grounds in golf, horticulture or park management activities.

The Park Technician is expected to work Saturday-Wednesday from 7 am-3 pm.

EXAMPLES OF DUTIES

Maintains municipal buildings and grounds, operates mowing equipment, minor repairs and services turf care equipment; repairs and maintains park structures; inspects and maintains play apparatus; mixes and applies pesticides; grades and prepares athletic fields; operates dump trucks and loaders; performs minor tree pruning.

Maintains greenhouse and conservatory building, grounds and park gardens; waters and weeds plants; plants and transplants seedlings at proper time into proper environments; mixes and applies liquid and solid pesticides and fertilizers; assists in setting shows in conservatory; controls vents, heat valves, and temperature in greenhouses and conservatory; makes cuttings and collects seeds from various plants; labels and names plants; conducts tours.

Maintains golf courses: changes cups; repairs divots; plants trees; digs holes, drags sand traps; trims and mows grounds; repairs greens; cleans and mulches leaves, aerates, vertical cutting, and syringes greens, mixes and applies solid or liquid pesticides to greens, fairways and trees; mends ball pits; cleans buildings; applies dressing to greens and trees; cleans up storm damage, waters trees; repairs plumbing; hauls trash; removes dead trees; services equipment.

Performs other assigned duties: acts as lead worker in the assignment and direction of seasonal employees, performs snow removal, ice rink maintenance.

QUALIFICATIONS

Coursework in horticulture, turf grass supplemented by 2 years increasingly responsible experience as greenskeeper, gardener or turf maintenance worker; or an equivalent combination of training and experience.

Must possess (or be able to obtain within 6 months of the hire date) and maintain throughout duration of employment a valid Iowa Commercial Driver's License (CDL).

Must pass a physical examination and criminal background check as prescribed by the city.

Must obtain pesticide applicators certification during probationary period.

KNOWLEDGE AND SKILLS Considerable Knowledge of:

General building and grounds maintenance procedures.

Park maintenance practices and procedures.

Operation and care of machinery and equipment.

Building maintenance procedures.

Athletic field maintenance techniques.

Operation and care of machinery and equipment; Identification and treatment of turf grass diseases, federal laws regulating the handling and application of pesticides

A wide variety of flowers and plants used in display gardening; the insects and diseases that attack them and the common methods for their control.

Practical gardening and the methods and tools used in propagating, raising and care for flowers and ornamental plants in greenhouses and outdoor beds

Propagation, cultivation and care of turf grasses.

Golf course maintenance procedures.

Considerable Skill in:

General building maintenance and repair.

The operation and maintenance of a variety of grounds maintenance equipment.

Grading and preparation of athletic fields.

Mixing and applying pesticides and fertilizers.

Operation and maintenance of a variety of turf care equipment.

The methods and practices of golf course maintenance.

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INVITES APPLICATIONS FOR THE POSITION OF:

Natural Resources Technician

An Equal Opportunity Employer

SALARY

\$47,786.00 - \$58,665.00 Annually

ISSUE DATE: 03/11/2020

THE POSITION

Under the direction of the Clean Water Manager, will conduct programs of vegetation management to control invasive species and promote native vegetation on City property; perform detention basin and outlet inspections and enforce maintenance; and inspect citizen complaints regarding stormwater concerns.

EXAMPLES OF DUTIES**Job Responsibilities:**

Performs inspections, maintain database inspection schedule and coordinate with owners to repair deficiencies.

Monitor tasks and maintenance schedules with asset management software.

Perform site inspections and assessments regarding ground and surface water issues.

Performs tasks necessary for restoration and stewardship work on woodland, prairie and stream bank areas.

Participates in various citizen education and outreach programs including:

- Consults with citizens on the Native Roots Program.
- Performs water quality testing as assigned and participate in community water quality testing events.
- Community water quality testing, removal of invasive species and other activities.

- Disseminate public information and education programs to promote public understanding of native vegetation management and land use that contributes to clean water goals.

Maintains areas of native vegetation identified by inventory process to improve diversity and promote continued growth and health in City ROW, parks and other property.

Controls noxious weeds in City ROW, public drainage ditches and native areas using chemical (herbicide) and manual treatments.

Assists in controlled burns.

Volunteers for snow duties when able.

QUALIFICATIONS

A post-secondary college degree (associate or bachelors) in horticulture with natural resources or related field or a minimum of three years equivalent work related experience.

Must become an Iowa resident within two years of hire date and maintain residency throughout the duration of employment (per Iowa Code 400.17).

Must possess (or be able to obtain within 6 months of the hire date) and maintain throughout duration of employment a valid Iowa Commercial Driver's License Class B with Airbrake and Tanker Endorsements.

Must obtain and maintain a valid commercial pesticide applicator license in Category 1A (agriculture) and 6 (ROW) (within 60 days).

Must obtain and maintain NWCG Certifications S130, S190, S290 for prescribed fire (within 1 year).

Must pass a physical examination and criminal background check as prescribed by the city.

KNOWLEDGE AND SKILLS Essential Skills:

Ability to identify native and introduced plant species including invasive or non-desirable plants.

Knowledge of principles of wildlife management/protection and conservation practices.

Knowledge of principles of the biological, chemical or physical sciences pertaining to water pollution control, environmental science and water chemistry

Demonstrates knowledge and understanding of principles of land use and the environmental, social and economic problems affecting it.

Ability to utilize effective verbal, written and listening communication skills. Ability to utilize tact and professionalism when communicating with the public.

Ability to establish effective working relationships with supervisor, co-workers, all levels of City staff and members of the public.

Ability to operate and maintain power equipment including spray equipment.

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INVITES APPLICATIONS FOR THE POSITION OF:**STREET HEAVY EQUIPMENT OPERATOR**

An Equal Opportunity Employer

SALARY

\$45,055.00 - \$55,365.00 Annually

ISSUE DATE: 03/11/2020

THE POSITION

Under general supervision performs work of moderate difficulty as a regularly assigned operator of heavy duty street maintenance or construction equipment; and performs related work as required.

EXAMPLES OF DUTIES

Operates back hoe or dragline to excavate or back fill in street, park or sewer work; drives equipment or tractor trailer with equipment; sets equipment footings; digs and piles dirt; takes safety precautions for safe operation.

Operates heavy motor grader in scarifying road surfaces and plowing snow.

Operates large snow loader, track endloader, grad-all, operates heavy bulldozer, scraper and other heavy earth moving equipment in road construction, and related work.

Operates a crane in lifting and placing heavy pipes, drag line buckets, trees, stumps and other heavy objects.

Performs maintenance checks and minor service on assigned vehicles, keeps records of work accomplished and hours of operation, participates in general laboring work as assigned, may act as lead worker.

Must be able to set up any job from blue prints or instructions from supervisor, read grade from grade sheet, and set up grade stakes on job site.

Be able to operate any piece of equipment street department has.

Responsible to report to superintendent any employee on his daily work assignment who fails to perform to the best of his ability.

Responsible for the vehicles, tools, or equipment to perform daily duties.

QUALIFICATIONS

Three years of progressively responsible experience operating specialized construction equipment or two years of progressively responsible experience, and specialized training in the operation of similar equipment; or an equivalent combination of training and experience.

Must possess (or be able to obtain within 6 months of hire date) and maintain throughout duration of employment a valid Iowa Commercial Driver's License Class A with Airbrake, Hazmat and Tanker Endorsements.

Must have taken A.T.S.S.A. (American Traffic Safety Services Association) Traffic Technician Course with one year of hire and maintain throughout duration of employment in this position.

Must pass a physical examination and criminal background check as prescribed by the City.

Must become an Iowa resident within two years of hire date and maintain residency throughout duration of employment (per Iowa Code 400.17).

KNOWLEDGE AND SKILLS Considerable knowledge of:

Operation and preventive maintenance of a variety of heavy and complex construction and related equipment.

Good knowledge of:

City and highway traffic regulations.

Geography and street locations in the city.

Considerable skill in:

Operation of heavy and complex machinery requiring good spatial perception, attention to performance detail and manual and physical dexterity.

Working independently to carry out sequential oral or written instructions.

Maintaining accurate records and filing reports of activities.

Assigning and supervising the work of an assigned crew.

Working skill in:

Detecting malfunctions or heavy wear and in making the necessary adjustment for proper performance.

Performing manual labor which may require heavy lifting, continuous standing, extensive digging, and other manual tasks, under a variety of environmental conditions.

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INVITES APPLICATIONS FOR THE POSITION OF:**SEWER HEAVY EQUIPMENT OPERATOR**

An Equal Opportunity Employer

SALARY

\$45,055.00 - \$55,365.00 Annually

ISSUE DATE: 03/11/2020

THE POSITION

Under general supervision performs work of moderate difficulty as a regularly assigned operator of heavy duty sewer maintenance or construction equipment; and performs related work as required.

EXAMPLES OF DUTIES

Operates back hoe or other equipment to excavate or back fill in street or sewer work; drives equipment or tractor trailer with equipment; sets equipment footings; digs and piles dirt; takes safety precautions for safe operation; operates all equipment in sewer department i.e., jetter, rodder, jetter-vacuum combination unit and T.V. equipment; assumes responsibility for vehicles, tools and equipment used to perform duties.

Performs maintenance checks and minor service on assigned vehicles, keeps records of work accomplished and hours of operation; participates in general labor work as assigned; may act as lead worker, reporting to superintendent any problems with personnel or equipment.

Responds to emergency calls, flood control, storm cleanup or related emergencies. Operates snow plow or other snow removal equipment as assigned.

Interacts with residents and business representatives in the course of sewer repair and maintenance work. Investigates sewer issues, collects information and writes reports summarizing the problem.

Required to take weekend, off-shift and holiday stand-by.

QUALIFICATIONS

Three years of progressively responsible experience operating specialized construction equipment or two years of progressively responsible experience and specialized training in the operation of similar equipment, or an equivalent combination of training and experience.

Must possess (or be able to obtain within 6 months of hire date) and maintain throughout duration of employment a valid Iowa Commercial Driver's License Class B with Airbrake and Tanker Endorsements.

Must pass a physical examination and criminal background check as prescribed by the City.

Must possess or be able to obtain within one year of hire date ATSSA certification for Traffic Control Technician.

Must become an Iowa resident within two years of hire date and maintain residency throughout duration of employment (per Iowa Code 400.17).

KNOWLEDGE AND SKILLS

Considerable knowledge of:

Operation and preventive maintenance of a variety of heavy and complex construction and related equipment.

Occupational hazard and safety precautions

Good knowledge of:

Materials, methods and techniques used in installation, cleaning, maintenance, and repair of sanitary and storm sewers.

City and highway traffic regulations.

Geography, street, and utility locations in the city.

Considerable skill in:

Operation of heavy and complex machinery requiring good spatial perception, attention to performance detail and manual and physical dexterity.

Working independently to carry out oral or written instructions.

Maintaining accurate records and filing reports of activities.



CIVIL SERVICE COMMISSION CERTIFICATION LISTS

HUMAN RESOURCES

MARCH 11, 2020

NATURAL RESOURCES EQUIPMENT OPERATOR



- » Promotional position in the Natural Resources Division of Public Works
- » Practical: 30%
- » Interview: 70%
- » List ready for certification
- » Salary range: \$41,131 - 51,143 | Teamsters Union

NATURAL RESOURCES EQUIPMENT OPERATOR

DAVENPORT
IOWA | USA

Minimum Qualifications

- » One year of successful experience driving trucks, tractors, or other service vehicles, sewer and pipe cleaning certification; or an equivalent combination of training and experience.
- » One year of experience in sewer construction and repair including heavy underground construction work; or an equivalent combination of training and experience.
- » Must possess and maintain a valid Iowa Commercial Driver's License (CDL with air brake and tank endorsement) throughout employment.
- » Must possess, or be able to obtain, an ATSSA certification for Traffic Control Technician within one year of hire date.
- » Must possess or be able to obtain within one year of hire date and maintain a valid commercial pesticide applicator license in Category 1A (agriculture) and 6 (ROW).
- » Must pass a physical examination as prescribed by the City and a criminal background check.
- » Must become an Iowa resident within two years of hire date and maintain residency throughout employment (per Iowa Code 400.17).

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NATURAL RESOURCES EQUIPMENT OPERATOR

DAVENPORT
IOWA | USA

Process Statistics

- » 4 Applicants
- » 3 Candidates were qualified and invited to participate in the practical
- » 2 Candidates passed the practical and were invited to interview
- » 2 Candidates passed the interview
- » 2 On certification list

4

NATURAL RESOURCES HEAVY EQUIPMENT OPERATOR

DAVENPORT
IOWA | USA

- » Promotional position in the Natural Resources Division of Public Works
- » Practical: 30%
- » Interview: 70%
- » List ready for certification
- » Salary range: \$45,055 - 55,365 | Teamsters Union

5

NATURAL RESOURCES HEAVY EQUIPMENT OPERATOR

DAVENPORT
IOWA | USA

Minimum Qualifications

- » Three years of progressively responsible experience operating specialized construction equipment or two years of progressively responsible experience and specialized training in the operation of similar equipment; or an equivalent combination of training and experience.
- » Must possess or be able to obtain within one year of hire date ATSSA certification for Traffic Control Technician.
- » Must possess and maintain throughout employment a valid Iowa Commercial Driver's License Class A with Airbrake and Tanker Endorsements.
- » Must possess or be able to obtain within one year of hire date and maintain a valid commercial pesticide applicator license in Category 1A (agriculture and 6 (ROW)).
- » Must pass a physical examination as prescribed by the City and a criminal background check.
- » Must become an Iowa resident within two years of hire date and maintain residency throughout employment (per Iowa Code 400.17).

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NATURAL RESOURCES HEAVY EQUIPMENT OPERATOR

DAVENPORT
IOWA | USA

Process Statistics

- » 5 Applicants
- » 3 Candidates were qualified and invited to participate in the practical
- » 2 Candidates passed the practical and were invited to interview
- » 2 Candidates passed the interview
- » 2 On certification list

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THANK YOU

Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 03/09/2020 11:59:42

[Print](#) [Close](#)**Exam #:** 1236**Exam Plan:** Natural Resources Equipment Operator**Class Title:** Natural Resources Equipment Operator**Recruiter:** Jones, Courtney

<u>Step #</u>	<u>Step Type</u>	<u>Person ID</u>	<u>Disposition</u>	<u>Inactivation Reason</u>	<u>Gender</u>	<u>Ethnicity</u>	<u>Age Group</u>
1	Application Received	9642470	Fail	Does Not Meet Minimum Qualifications	m	w	40-55
		43238631	Fail	Withdrew from process	m	w	56-70
2	Practical						
3	Interview						
	Eligible	1520342	Active		m	h	40-55
		12054260	Active		m	w	26-39

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Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 03/09/2020 12:00:44

[Print](#) [Close](#)**Exam #:** 1237**Exam Plan:** Natural Resources Heavy Equipment Operator**Class Title:** Natural Resources Heavy Equipment Operator**Recruiter:** Jones, Courtney

<u>Step #</u>	<u>Step Type</u>	<u>Person ID</u>	<u>Disposition</u>	<u>Inactivation Reason</u>	<u>Gender</u>	<u>Ethnicity</u>	<u>Age Group</u>
1	Application Received	12054260	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		30378215	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
2	Practical	3092402	Fail	Withdrew from process	m	w	56-70
3	Interview Eligible	34392965	Active		m	w	26-39
		22018138	Active		m	w	26-39

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DAVENPORT

HUMAN RESOURCES

March 11, 2020

Honorable Mayor and City Council
City Hall
226 West Fourth Street
Davenport, Iowa | 52801

Honorable Mayor and City Council:

At its regular meeting on March 11, 2020, the City of Davenport's Civil Service Commission reviewed two civil service lists for consideration. The lists are as follows:

1. Natural Resources Equipment Operator
2. Natural Resources Heavy Equipment Operator

On an affirmative vote, the Civil Service Commission accepts and certifies the above mentioned lists and hereby notifies and forwards them to the Davenport Mayor and City Council as an elected body.

Respectfully submitted,

Ralph Kelly

Chair

March 11, 2020

Please return this form to the Human Resources Department. Thank you.

Chair Val 1609 Date March 11, 2020

Commissioner [Signature]

Commissioner [Signature]

Commissioner [Signature]

Commissioner [Signature]

RESULT CODES:

1. Appointed
2. Hired other candidate
3. Disqualified (Attach Documentation)
4. Not interested in this position, retain on list
5. No longer interested, remove from list
6. Not contacted
7. Unable to contact at given location

PREFERENCE CODE:
P—Eligible for preference
 See Iowa Code 400.28

