

**Bell, Tammi [DOT]**

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**From:** Bell, Tammi [DOT]  
**Sent:** Monday, July 14, 2008 12:25 PM  
**To:** Bell, Tammi [DOT]  
**Subject:** City of Burlington Job Opening - Operations Manager

**To:** County Engineers, City Representatives, and Consultants  
Tammi Bell Iowa DOT - Local Systems tammi.bell@dot.iowa.gov

**CC:** District Local Systems Engineers, Service Bureau,  
and Office of Local Systems

**From:** Office of Local Systems

**Subject:** City of Burlington Job Opening - Operations Manager

**Date:** July 14, 2008

This is a diversified administrative and supervisory position under the general direction of the Director of Public Works responsible for organizing, directing, coordinating and monitoring the following divisions of the Public Works Dept.: street maintenance, sanitary and storm sewer maintenance, snow and ice removal, vehicle maintenance, and traffic signage. Directly supervises approx. 25 employees. Extensive knowledge of operational characteristics, services and activities of municipal traffic, sewer, vehicle maintenance and streets programs, including procedures, methods and techniques used in traffic, sewer and street construction, maintenance & repair required. Bachelor's degree in public or business administration or related field preferred; three years experience in the public works field, with some exposure to street and sewer maintenance, vehicle/equipment maintenance and traffic signage required. Additional supervisory experience may be substituted for educational preference. Must be able to lift up to 75 lbs. Must live in Des Moines County or in Iowa within ten air miles of the Burlington City limits upon employment. Valid Class B CDL required; must be able to pass a FHWA pre-employment drug test and subject to FHWA random drug testing. Must also be able to pass a background investigation and physical exam. Hiring salary range: \$49,385 - \$57,892 DOQ, plus full benefit pkg Employment application and complete job description at [www.burlingtoniowa.org](http://www.burlingtoniowa.org). Submit resume and/or application to: HR Dept., City Hall, 400 Washington St, Burlington, IA 52601 or e-mail to: [hunterb@burlingtoniowa.org](mailto:hunterb@burlingtoniowa.org) on or by **August 15, 2008** at 5 p.m. EOE/AA

Thank you

Tammi Bell  
Office of Local Systems  
515-239-1529

7/16/2008

tammi.bell@dot.iowa.gov

Note: Document are in Adobe Acrobat's pdf format. If you do not have the Adobe Acrobat Reader software, you can download it free of charge at <http://www.adobe.com/products/acrobat/readstep.html>.

Mailings are also available at the Local Systems Weekly Mailing web address – [http://www.iowadot.gov/local\\_systems/mailing/main\\_mailing.htm](http://www.iowadot.gov/local_systems/mailing/main_mailing.htm)