

**Nordholm, Gail [DOT]**

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**From:** Nordholm, Gail [DOT]  
**Sent:** Wednesday, February 04, 2009 3:34 PM  
**To:** Nordholm, Gail [DOT]  
**Subject:** Job Opening - City of Burlington

**TO:** County Engineers, City Representatives, and Consultants  
Gail Nordholm Iowa DOT - Local Systems gail.nordholm@dot.iowa.gov

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

**FROM:** Office of Local Systems

**SUBJECT:** Job Opening – City of Burlington

**DATE:** February 4, 2009

The city of Burlington has a job opening for a Transit Manager/Public Works Technician. This position performs management duties for, and supervision of, the Burlington Urban Service (BUS) and all transit employees. This position is also responsible for the administrative and technical duties and staff support for the Public Works Department.

**ESSENTIAL FUNCTIONS****Transit Manager**

Plans, prioritizes, assigns, supervises and reviews the work of all BUS staff. Interprets and enforces departmental rules, policies and procedures. Hires, disciplines, promotes and terminates as necessary, all BUS employees. Provides/ coordinates training. Conducts employee evaluations and when necessary works with employees to correct any deficiencies noted. Administers, and works within the provisions of the labor agreement between the City and BUS personnel. Conducts meetings as necessary to coordinate goals for services. Recommends and assists in the implementation of goals and objectives and establishes schedules and methods for their implementation. Prepares, recommends, administers, monitors and controls approved annual transit budget. Markets transit operations. Coordinates transit services with local health and service agencies.

**Public Works Technician**

Perform complex and responsible administrative, managerial and technical duties in support of the day-to-day operations of the Public Works Department, including preparing and distributing construction project correspondence. Coordinates and oversees special projects as assigned. Answers questions and provides information to the general public. Responds to and resolves routine

complaints and inquiries, assists contractors, other city departments, organizations, consultants and the general public with the interpretation of city policies and codes. Resolves problem referrals involving driveway approaches, sidewalk repair complaints or requests, and minor drainage and erosion problems. Interprets and enforces city, state and federal codes and ordinances regarding the maintenance and construction of public improvements. Issues fill permits and permits for driveway and sidewalk construction and insures permit requirements are met. Drafts and submits grant applications, prepares documents and data for reimbursement. Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

Associate's degree from an accredited college or university in a transportation, technical, engineering or business field preferred; high school diploma required. Two years of increasingly responsible supervisory and/or administrative experience, preferably in a municipal setting with transit experience, required. Additional supervisory experience may be substituted for the educational preference. General knowledge of transit systems and related State and Federal regulations; principles of mathematics; construction plans and specs; principles and practices of supervision; practical leadership, management, negotiation, problem solving and decision making required. Must also possess general knowledge of computer applications, including GIS software. Must be able to work independently, communicate clearly and concisely, schedule and supervise the work of the public transit division and all its employees, and establish and maintain cooperative working relationships with public customers and co-workers. Must live in Iowa within 10 air miles of Burlington City Limits or in Des Moines County upon employment and be able to pass a State of Iowa background investigation. Valid State of Iowa Driver's License required.

### ANNUAL SALARY

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Starting salary: Up to \$47,950 DOQ with full benefit package; Salary range: from \$40,980 to \$54,900.

### HOW TO APPLY

A complete job description and employment applications are available online at [www.burlingtoniowa.org](http://www.burlingtoniowa.org) and at City Hall; submit completed application and resume to: Human Resources Office, 400 Washington St., Burlington, IA 52601 by Friday, February 20, 2009 at 5:00 p.m.

The city of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age, or disability in employment or the provision of services.

**Please do not hit the reply option in your e-mail note.**

Thanks,

Gail Nordholm  
Office of Local Systems  
515-239-1528  
gail.nordhom@dot.iowa.gov

Note: Documents 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 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)