City of Mitchellville – Full-Time Public Works Laborer

Hourly Wage: $21.00 per hour
Posting Date: November 27, 2026
Application Deadline: December 7, 2026

Position Overview
The City of Mitchellville is accepting applications for a Full-Time Public Works Laborer. This hands-on, year-round role keeps our community running smoothly by maintaining city streets, parks, cemetery grounds, municipal buildings, and the water/wastewater infrastructure.

Essential Duties and Responsibilities
- **Streets and Snow Removal:** Maintain and repair city streets, patch potholes, repair and replace street signs, and operate snowplows and salt spreaders during winter weather events, including nights, weekends, and holidays.
- **Parks, Cemetery, and Grounds Maintenance:** Mow, trim, and maintain city parks, athletic fields, public restrooms, the municipal cemetery, and other city-owned properties and grounds.
- **Water and Wastewater Support:** Assist with hydrant flushing, water meter reading, utility work orders, water main repairs, and sanitary sewer cleaning and maintenance.
- **Stormwater Maintenance:** Assist with the inspection, cleaning, maintenance, and repair of storm drains, culverts, and other drainage infrastructure.
- **Equipment and Fleet Maintenance:** Operate dump trucks, skid steers, backhoes, tractors, commercial mowers, and other equipment. Perform routine preventive maintenance on city vehicles, equipment, and tools.
- **Facilities and General Maintenance:** Perform routine maintenance and general upkeep of municipal buildings and facilities. Assist with community events, brush and leaf collection, and tree trimming and removal.
- **On-Call and Emergency Response:** Participate in a rotating after-hours on-call schedule and respond to utility emergencies, severe weather events, snow removal operations, and other public works emergencies as needed.
- **Other Duties:** Perform other related duties as assigned.

Qualifications and Requirements

- **Minimum Age:** Must be at least 18 years of age.
- **Residency and Response Time:** Must be able to respond to the Public Works shop within 30 minutes for emergency call-outs and snow removal operations.
- **Education and Experience:** High school diploma or GED required. Previous experience in construction, landscaping, equipment operation, or municipal maintenance is preferred.
- **Licensing and Certifications:**
    - Valid Iowa driver's license with an acceptable driving record at the time of hire.
    - Valid Iowa Class B Commercial Driver's License (CDL) with Air Brake endorsement, or the ability to obtain within six (6) months of hire.
    - Ability to obtain Iowa Department of Natural Resources (DNR) Water Distribution and/or Wastewater Collection Grade I certifications.

Knowledge, Skills, and Abilities

- Basic knowledge of standard construction, grounds maintenance, and mechanical maintenance practices, tools, and materials.
- Ability to safely operate heavy trucks, construction equipment, and grounds maintenance equipment. Training may be provided.
- Ability to understand and follow oral and written instructions and maintain basic maintenance records and logs.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and members of the public.
- Ability to work independently and as part of a team while prioritizing assigned tasks and responding to changing operational needs.

Physical Demands and Work Environment

- **Physical Requirements:** Regularly required to stand, walk, sit, climb, balance, stoop, kneel, crouch, and crawl. Must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds with assistance.
- **Work Environment:** Work is performed primarily outdoors in varying weather conditions, including extreme heat, cold, rain, snow, and wind. Regular exposure to loud noise, dust, fumes, moving mechanical parts, and vehicular traffic may occur.
- **Work Schedule:** Standard work hours are Monday through Friday, 7:00 a.m. to 3:30 p.m. Position requires participation in a rotating after-hours on-call schedule and availability for emergency response as needed.

For questions regarding the position, contact City Hall at (515) 967-2935.

Application Process
Applications are available at City Hall, and at mitchellville.org.
Completed applications will be accepted through the required 10-day posting period and can be mailed or dropped off at:

City of Mitchellville
204 Center Avenue North
Mitchellville, IA 50169

Email: administrator@mitchellville.org

Equal Employment Opportunity
The City of Mitchellville is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other legally protected status.

Reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable law. The duties listed above are representative of the position and are not intended to be all-inclusive.

Veterans Preference
The City of Mitchellville provides employment preference to qualified veterans and eligible spouses in accordance with Iowa Code Chapter 35C. Applicants claiming veterans' preference must submit the required documentation at the time of application.