Employment Opportunities

Here is a link to view and print all job postings.

If you have questions about any of the employment opportunities, please contact Katie Meyer, x 5138.

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Employee News

New Employees

Tatjana (pronounced like “Tashawna”) Whitaker, Information Technology – Administrative Assistant II effective June 26. Tatjana recently moved to the area from Chicago where she served as an assistant in the Real Estate field.

Tracie Thomas, Finance – Custodian effective July 16. Tracie joins us from Park Cedar Rapids.

Cortez Davis, Fire – Firefighter (Day) EMT effective July 16. Cortez joins us from Filtration Systems Products in Walford, IA.


Jay Seymour, Fire – Firefighter (Days) Paramedic effective July 16. Jay joins us from the Altoona Fire Department and the City of Ankeny Fire Department.


Austin Rust, Public Works – Temporary Public Works Laborer effective July 16. Austin joins us from Brechts Enterprises Inc. in Marengo, IA.

Cade Saeugling, Public Works – Sewer Maintenance Worker effective July 9. Cade joins us from Gissel construction in Independence, IA.
City Manager and Director Updates

Scott Hock joins Parks and Recreation Department

Scott Hock, joined the Parks and Recreation Department as Director on July 9. Hock is responsible for managing the City’s Parks and Recreation Department which includes 96 named parks, hundreds of acres of undeveloped green space for future park expansion and flood control, four municipal golf courses, six swimming pools, Ushers Ferry Historic Village, trails, two athletic complexes and more than 3,500 recreation programs held annually. He manages 59 employees.

Hock comes to Cedar Rapids from the City of Davenport where he served as Director since April 2014. Originally from Manson, Iowa, he has worked in the field of parks and recreation for more than 20 years. He has served in roles from Recreation Superintendent to Assistant Director for the cities of Shenandoah, Kansas City, Ames, and Urbandale. Hock holds a Bachelor of Arts Degree in Leisure Studies and a Master’s Degree in Public Administration from Iowa State University.

Hock has previously worked in systems similar to Cedar Rapids with direct experience managing parks, trail systems, golf courses and aquatic facilities. He has provided leadership in the areas of park planning, facility management, recreation programming and special event development.

Greene Square alcohol free ordinance

Enforcement of the amended Cedar Rapids Municipal Code to prohibit alcohol at Greene Square began on Saturday, July 14. Going forward, no one in the park will be allowed to bring, use, consume, or possess alcohol, wine or beer. The ordinance allows groups to apply for a permit to have alcohol in Greene Square for special events. Signage letting the public know that the park is alcohol free was placed in the park on Friday. The public has been notified of the change through the media and the City’s website and social media channels.

Public Review of Draft Zoning Code

The full draft of the zoning code update is now available for public review. Residents can access the full plan on the City’s website: www.cityofcr.com/rezone. The plan was posted online and sent directly to stakeholders on July 3. The public can leave comments through the website, email or call the Community Development Office directly at 286-5041 or cd-plan@cedar-rapids.org. The public was also invited to visit with the Community Development Department and share questions or concerns on the draft plan during the week of July 9 - July 13, 11:00 a.m. - 1:00 p.m. and 4:00 p.m. - 6:00 p.m. each day. If residents were not available at those times, they can call and make an appointment.

In addition, staff is reviewing the draft with stakeholders that frequently work with the zoning code, such as members of the Development Council/Home Builders Association, local development consultants, and the Design Review Technical Advisory Committees. City Planning Commission and the Development Committee will also be reviewing and providing a recommendation. The draft will be available for review and comment until August 3, although comments will be accepted until adoption by City Council this fall.

Police Body Cameras Update

Fifteen police officers received training this week on the proper use of body worn cameras as part of a train-the-trainer program provided by Keltek Inc. of Baxter, Iowa, in partnership with Panasonic, to supply the cameras along with training, docking and charging stations and licensing. These 15 officers will be wearing body cameras and training other officers over the next month. Four of the 15 officers using body cameras are members of the Police Community Action Team, who have been piloting the body cameras for several months before the formal training this week. The Police Department is working with Information Technology to ensure that we have proper storage capabilities as the camera program rolls out. It is anticipated that there will be an additional 100 Panasonic Arbitrator Body Worn Cameras in use by police officers by mid-September, as the trainers work with officers to resolve any issues that may be identified. The Police Department will provide a demonstration for the media as part of a campaign to inform the public that officers are wearing body cameras after the 115 cameras are deployed.
Employee Transfers and Promotions

Trask White, Public Works – has been promoted to Streets Driver effective July 11. His previous position was Public Works Laborer.

Tyler Wildeboer, Parks & Recreation – has transferred to the Parks & Recreation Maintenance Supervisor position effective July 16. His previous position was Parks & Recreation Maintenance Repair Worker II.

Mandee Beardsley, Public Works – has transferred into the Right-of-Way Specialist position effective July 17. Her previous position was Administrative Assistant I.

Don Gandy – PW/Streets has transferred into Streets Heavy Equipment Operator position effective July 2. His previous position was Streets Driver.

Laura Shaw, Community Development – has transferred to the Leased Housing Supervisor position effective June 25. Her previous position was Leased Housing Specialist.

This month’s recipient of the “Thank You Award” is:

Brad DeWoody – Solid Waste – Driver/Collector II

The Solid Waste department received multiple compliments on Brad’s work:

“This is not a grumpy old man complaining. I am, however, an old man. Even if I had been grumpy, your Solid Waste route person in the Sun Valley addition would have made me both happy and thankful. Brad was very courteous and kind as he picked up several bundles of branches I had on the curb. He told me he would be by again in several hours. Now that was true motivation for me to work faster and harder on a hot morning! Kudos to Brad on his extra consideration today. It meant a lot to me. He gets my vote for the “Citizens’ Employee of the Day Award”!”

“We wanted to let you know what a nice experience we had with your yard waste driver, Brad, this morning on 30th St NE. He stopped his truck when he saw us struggling to get the last of our pile of small tree limbs. He helped us load them up, throwing some into the truck himself, and then dumped it for us. Very considerate and much appreciated.”

Submitted by Mat Fowler, Solid Waste - Supervisor

Save the date for the Especially For You® Race Against Breast Cancer.

Sunday, October 7, 2018
Mercy’s Hall-Perrine Cancer Center, Cedar Rapids, IA

Online registration is open!

Click here to register online as a participant on the City of Cedar Rapids team

Contact Dawn Kolosik, Building Services, at 286-5577 with questions about this year’s race.
Fire Fighters Use 70-20-10 Rule

Last week we looked at the importance of developing our skills through the 70:20:10 rule. In a Badging and Swearing-In Ceremony on July 9, four firefighters were recognized by supervisors, colleagues and their families for completing one year of service at the Fire Department. These four firefighters, Jacob Buster, Nolan Deeds, Jason Hartman and Michael Herzberger, successfully completed their probationary year. After extensive testing and interviews to get hired, firefighters have a full year of experiential training. This includes on-the-job experience, studying, test taking and physical exams. The first year begins with eight weeks of fire academy to learn the essentials of providing emergency services and community outreach. The next 10 months of the probationary year consists of written tests and practical exams. Probationary firefighters learn the ropes under the supervision of a Captain and another senior firefighter. In addition to the practical on-the-job experiences of working their shifts, each month consists of specific curriculum which culminates in a written examination. Probationary firefighters demonstrate the monthly skills through practical skills testing. Along the way, each firefighter enhances their social and team-building skills as they work together to meet goals and objectives. This is a great example of the 70-20-10 rule used to strengthen our team to strengthen our city.

Organizational Health Question: What learning experiences have helped you develop your skills?

Click here to answer the question and be entered in the organizational health monthly drawing.

For more information about the organizational health initiative at the City of Cedar Rapids contact: Sue Sager, Organizational Development Manager, s.sager@cedar-rapids.org 319-777-1699.
2nd Annual
CITY OF CEDAR RAPIDS GOLF OUTING
Open to All City Employees, Families and Guests

4 - Person Best Shot at Jones Golf Course
Saturday, August 25  8:00 AM Shotgun Start
$35 per person (includes Golf, Cart, Lunch, Prizes)

Not a Golfer? You can still join in on the fun!
Come play Bags, Ping Pong, and practice your putting on the practice green.
The lunch fee for non-golfers is $6 per person.

Questions? Contact Mark McMahon, Head Golf Professional
m.mcmahon@cedar-rapids.org, 319-286-4589

Deadline: 5:00 PM, Friday, August 10, 2018

2ND ANNUAL CITY OF CEDAR RAPIDS GOLF OUTING ENTRY FORM

Player #1 Last Name: __________________________  First Name: __________________________
Player #2 Last Name: __________________________  First Name: __________________________
Player #3 Last Name: __________________________  First Name: __________________________
Player #4 Last Name: __________________________  First Name: __________________________

Don’t have a foursome? Sign up below as a single and we will pair you with a group.
Single Player Last Name: __________________________  First Name: __________________________

☐ CHECK ENCLOSED (Payment must be received by 5:00 PM, August 10, 2018.)
Make checks payable to City Treasurer and send to Ellis Golf Course; Attn: Mark McMahon, Head Golf Professional; 1401 Zika Avenue NW; Cedar Rapids, IA 52405.
School Supply Drive
July 11–25
Donations will benefit the College Community School District
Recipients are children w/in Prairie Elementary Schools
Look for the donation baskets located w/in your building!

Most Needed Items:

☐ Backpacks
☐ 1” Binders
☐ 3x3 Post-it Notes
☐ Dry Erase Markers
☐ Tissues
☐ #2 pencils
☐ Scissors
☐ Clorox Wipes
☐ Washable Markers
☐ Colored Pencils
☐ Highlighters
☐ In-expensive Headphones

For more information, contact the CR Cares Committee at:
S.Sampson@Cedar-Rapids.org
City of Cedar Rapids – Facilities Maintenance Services Response Time Standards

Purpose: To best serve the City, requested maintenance actions must be planned, scheduled, and performed in some order of criticality. This prioritization allows for appropriate response times and the employment of FM resources in an efficient and effective manner. The following priority categories have been established to standardize FM’s internal processing of work requests and to serve as a guide for customer expectations.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Definition</th>
<th>Response Time (Business days)</th>
<th>Examples Include (but are not limited to)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>Fire, health, and safety items that demand FM’s immediate response to protect and save property, documents, and lives. FM will authorize overtime to respond.</td>
<td>Immediate response to alleviate the situation, permanent repair may take longer</td>
<td>Critical alarms, Overflowing toilets, Major pipe or roof leaks, Tripped breakers, major lighting or outlet outage, Utility outages/breaks, Centrally monitored critical alarms</td>
</tr>
<tr>
<td>Urgent</td>
<td>Non-emergency, urgent work that needs to be responded quickly. This is important work, however, OT may not be authorized if work can wait until the next day.</td>
<td>Within 24 hours (1 business day)</td>
<td>HVAC Alarms, Snow/ice removal, High profile, ADA compliance (inoperative door opener, obstructed route)</td>
</tr>
<tr>
<td>Expedited</td>
<td>Normal maintenance or service items that do not pose an immediate risk to facilities, systems or equipment or components.</td>
<td>1 to 5 business Days (depends on FM workload)</td>
<td>General grounds maintenance, Communication wiring, Graffiti removal, Code deficiencies, Door, window and hardware malfunctions</td>
</tr>
<tr>
<td>Routine</td>
<td>Other work that can be responded to on a planned and scheduled basis.</td>
<td>6 to 10 business days</td>
<td>Furniture/equipment moving and repair, Inoperable light or single outlet, General room interior issues, walls/floors/ceilings, Hanging of shelf/cabinet/pictures, Hanging banners, Door/window hardware changes, Painting, Estimates, Special event set up, Room feature/fixture issues</td>
</tr>
</tbody>
</table>

**Contact Information**

<table>
<thead>
<tr>
<th>Environmental Services Supervisor</th>
<th>Facilities Maintenance Supervisor</th>
<th>Facilities Systems Administrator</th>
<th>Facilities Maintenance Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chuck Goss</td>
<td>Jeff Koffron</td>
<td>Pat McDonald</td>
<td>Brent Schlotfeldt</td>
</tr>
<tr>
<td>286-5863 Office</td>
<td>286-5601 Office</td>
<td>286-5892 Office</td>
<td>286-5809 Office</td>
</tr>
<tr>
<td>521-6796 Mobile</td>
<td>775-7508 Mobile</td>
<td>538-1081 Mobile</td>
<td>538-4390 Mobile</td>
</tr>
<tr>
<td><a href="mailto:c.goss@cedar-rapids.org">c.goss@cedar-rapids.org</a></td>
<td><a href="mailto:j.koffron@cedar-rapids.org">j.koffron@cedar-rapids.org</a></td>
<td><a href="mailto:p.mcdonald@cedar-rapids.org">p.mcdonald@cedar-rapids.org</a></td>
<td><a href="mailto:b.schlotfeldt@cedar-rapids.org">b.schlotfeldt@cedar-rapids.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Custodial Services</th>
<th>ADA</th>
<th>Facility CIP’s</th>
<th>Facility Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodial Supplies</td>
<td>Carpenter / Construction</td>
<td>HVAC (Heating, Ventilation &amp; A/C)</td>
<td>Energy Management</td>
</tr>
<tr>
<td>Grounds Maintenance</td>
<td>Plumbing / Backflow</td>
<td>Electrical / Lighting</td>
<td>ADA</td>
</tr>
<tr>
<td>Pest Control</td>
<td>Drywall / Painting</td>
<td>System Controls</td>
<td>Facility Construction/Modification</td>
</tr>
<tr>
<td>Elevators</td>
<td>Roofing</td>
<td>Fire Alarms</td>
<td>Facility Policies</td>
</tr>
<tr>
<td>Window Washing</td>
<td>Overhead Doors</td>
<td>Building Automation System</td>
<td>Alternative Energy</td>
</tr>
<tr>
<td>Snow Removal – Sidewalks</td>
<td>Doors / Windows</td>
<td>Facility Assessments</td>
<td>Regulatory</td>
</tr>
<tr>
<td>Light Bulb Recycling</td>
<td>Sediment Pits / Oil Interceptors</td>
<td>Generators</td>
<td></td>
</tr>
<tr>
<td>Irrigation Systems</td>
<td>Snow Removal - Parking Lots</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Extinguishers / Suppression</td>
<td>Building Security - Alarms / Systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Badge Access CSC</td>
<td>Parking Lots / Fencing / Gates</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Facilities Maintenance Services Work Request

Field Maintenance Services (FMS) is now using a web based work request system. All work requests, unless an emergency, will be routed through this system. This tutorial will walk you through the process.

Log onto the WorkRequest webpage: [http://nampa/WorkRequest/Login.aspx](http://nampa/WorkRequest/Login.aspx)

Also on CR@Work Quick Links - Fac Maint Work Request

---

**Guest Login Access**

Provide your email address and select Continue with Log in.

---

**Create a Request**

**Requester Information**

Fill out information for your request.

**Property**

Select your **Property**.

**Building**

**Building selection is not necessary.**

Your **Asset** selection will be the **building** you are in, **do not** put your department.

i.e. City Hall—select City Hall General Building

**Asset Location**

**Asset Location is not necessary.**

---

**Work Details**

Choose **Service** needed, electric, plumbing, custodial...

In the **Description**, please provide as much information as you feel necessary.

---

Submit your request.

After you submit your request, you will receive a confirmation email sent to you with your submitted information.

(Next Page)
To see the progress of your work order, go to the View Status at the top of the page and Click it.

You will be able to see the status of all of the work orders you have submitted.

<table>
<thead>
<tr>
<th>Property</th>
<th>Service</th>
<th>Status</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>23822</td>
<td>void</td>
<td>Completed</td>
<td>Fill Out</td>
</tr>
<tr>
<td>23859</td>
<td>void</td>
<td>Completed</td>
<td>Fill Out</td>
</tr>
<tr>
<td>23859</td>
<td>void</td>
<td>Completed</td>
<td>Fill Out</td>
</tr>
<tr>
<td>23879</td>
<td>CARPENTRY/CONSTRUCTION/DEMOLITION</td>
<td>Open</td>
<td>Fill Out</td>
</tr>
</tbody>
</table>

When your work order is complete, you will receive a notification letting you know that it is completed.

You will notice an option to fill out a survey. Please do so as it helps us to continually improve our services.

Thank you
Meet Me at the Market

Newbo City Market

Thursday, August 2

Must ‘check in’ at event to get 25 wellness points.

Walk – 5:30 p.m.

Short Run - 5:45 p.m. Approximately 3.1 miles out to prairie park fishery and back

Long Run – 5:45 p.m. Prairie Park Fishery 6-9 miles

Bike – 6:00 p.m.

Dance – 6:00 p.m. Bellyfit led by Shari McDowell

Yoga – 7:00 p.m. Vinyasa led by Melicia Patik

Go to meetmecr.org for event details.
For questions please contact Holly Ruble, ext 4859.