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City of New Iberia
Municipal Government Employees Civil Service

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Member



Posted: August 7, 2024

Announcement # 24-18

CONTINUOUS TESTING ON A NON-COMPETITIVE BASIS
UNTIL THE CURRENT VACANCY IS FILLED FOR THE POSITION OF:
ASSOCIATE DIRECTOR OF PUBLIC WORKS/ \$23.50 PER HOUR

A PROMOTION/OPEN LIST WILL BE ESTABLISHED OF ALL APPLICANTS WHO HAVE PASSED THE APPLICABLE EXAMINATION(S).

EXAMPLES OF WORK: Position is responsible for supervision of, the assignment of staff and resources to, storm water drainage, streets, sidewalk, and adjoining grounds maintenance, including signs, signals and pavement markings as well as automotive equipment maintenance. Incumbent also participates in more complex projects by operating heavy equipment, or serving as system expert and foreman. With Public Works Director, reviews priorities for projects, allocation of staff and equipment; schedules and assigns work. Oversees, through subordinate foreman, planning and laying out work, locating excavations, replacing pipe, structures; building forms, replacing slabs, patching pavements / holes; backfilling, site restoration. Participates in training workers to operate equipment, perform more responsible tasks. Keeps records, makes verbal and written reports of work done, material used. With P.W. Director, drafts budget requests, equipment specifications; serves as Director in his absence. Responds to elected officials', citizens' requests for information, complaints, reports of problems. Investigates and takes appropriate actions in matters of employee conduct and performance. Performs related work as required.

MINIMUM QUALIFICATIONS:

- Completion of high school or equivalent supplemented with civil engineering technology training, skills in operation of transit and level, and in operation of heavy equipment are desired, as is substantial construction experience resulting in a thorough knowledge of municipal streets and drainage construction and maintenance materials and methods.
- A valid Louisiana driver's license are required. Meet requirements of the City's auto insurance company.
- Must pass the Civil Service Exam, the post-offer drug screen, physical, and functional pre-placement testing.
- Must be a registered voter; a copy of the voter of registration card must accompany the application.

Essential Functions: Normal mobility, sight, hearing and ability to engage in rare heavy lifting, climbing, digging and exertion are required to meet performance measures listed above.

- ❑ **Benefits offered: Partially paid hospitalization, paid holidays, annual leave, sick leave, and retirement.**
- ❑ **Applications may be obtained and must be submitted to the Municipal Civil Service Department, City Hall - Room 203, 457 East Main Street, in New Iberia.**
- ❑ **The City of New Iberia does not discriminate against any person on the basis of sex, race, age, creed, religion, ethnicity, or handicap.**