



PRESS RELEASE

215 SYCAMORE STREET
MUSCATINE, IA 52761
PH. (563) 264-1550

FOR IMMEDIATE RELEASE
JULY 15, 2022

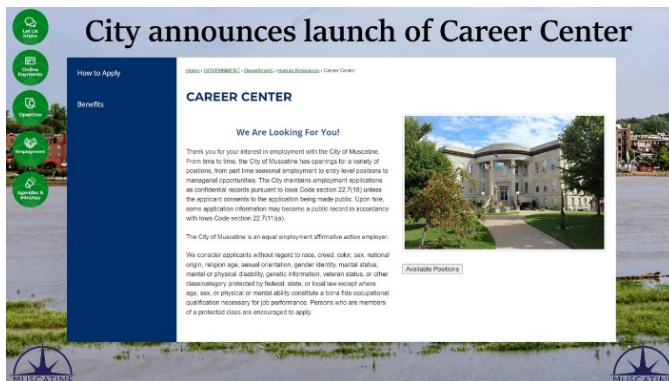
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NEW JOB SEARCH, APPLICATION PROCESS IMPLEMENTED

City updates process for potential employees with launch of Career Center

MUSCATINE, Iowa – The City of Muscatine has implemented new applicant tracking software that will make it easier for individuals to search for and to apply for City employment. Gone are the days of visiting City Hall to pick up a paper application or downloading a PDF (portable document format) application from the website, filling it out, and returning the application to City Hall. The application process is now 100 percent online.



Job seekers can see a list of available positions and how to apply by clicking on the “Employment” button on the homepage of the City of Muscatine website (located in the upper left side of the main screen).

The [Career Center](#) will open in a new window and job seekers can view the list of current full-time, part-time, and seasonal opportunities by clicking on “available positions”. Search the list and click on the title to see the



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job description. Interested candidates can then click on the green “apply” button to begin the application process.

Potential applicants must register before applying by creating a profile. You only need to register once and can edit your profile at any time. Applicants can track the status of his or her application through their profile. Once registered you will also be able to sign up for email notification(s) of job openings in specific departments through the Talent Network.

For those who do not have access to a computer, the Department of Human Resources at Muscatine City Hall will have paper applications available for the job seeker to fill out. Human Resources staff is available 8 a.m. to 5 p.m. Monday through Friday to answer questions or to help in the online or paper process. Contact Human Resources at 563-264-1550.

Current Employment Opportunities

A variety of full-time, part-time, and seasonal employment opportunities are available and the City of Muscatine is actively seeking applicants who have the desire and interest to work for an organization that takes pride in their community, pride in community service, and pride in their employees. Individuals within a 30-mile radius of the Muscatine city limits (including Iowa and Illinois residents) are eligible to apply.

Police Officer

If you are called to public service and want to make a positive contribution, the City of Muscatine invites you to join the professional, accredited, and dedicated Muscatine Police Department. Work involves responsibility for community protection of life and property, crime prevention, law enforcement and arrest, assigned patrol, traffic control and supervision, investigation, records and reporting processing, community outreach, and other special police related assignments.

Engineer



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The Department of Public Works (DPW) has an opening for an engineer who would assist with city/civil engineering studies, project design, review, and inspections relating to City infrastructure related projects. The position has responsibility to oversee and perform design for Capital Improvements as assigned. Other responsibilities include reviewing easement documents, design and construction projects in accordance with state laws and engineering standards.

Community Services Officer – Code Enforcement

The City of Muscatine is seeking a Community Services Officer (Code Enforcement) who will perform specialized technical and professional inspection work related to enforcement of adopted housing regulations and City Code. Work consists of inspections of businesses and residential properties to assure compliance with applicable regulations; communication of inspection results and required corrective actions to property owners; and coordination of abatement activities.

Ambulance Technician

The Muscatine Fire Department is taking applications for an Ambulance Technician. Work involves the performance of emergency and non-emergency medical duties in line with departmental operations as well as maintenance of all medical equipment and building and grounds. Responds to medical emergencies, responds to non-emergency calls for service, stands by at fire scenes and at community events prepared to respond to medical emergencies.

Assistant Library Director

Musser Public Library and HNI Community Center has an opening for an Assistant Library Director. The Assistant Director performs administrative and advanced professional work and oversees and manages select library operations and services. In addition, the Assistant Director serves as administrative manager for Adult/Reference Services and Special Collections



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Refuse Truck Driver

The Solid Waste Division of the Department of Public Works is taking applications for a Refuse truck Driver. This is manual and semiskilled work in the operation of a refuse collection packer truck. Work involves responsibility for operation of a refuse collection packer truck. Work requires that employees of this class follow established routes and maintain collection schedules. Emphasis of the work is upon operating the packer truck although on assigned routes employees of this class also collect and load refuse into the packer.

Muscatine Municipal Golf Course opportunities

- **Clubhouse Supervisor** – works in the clubhouse pro shop assisting customers with tee times, equipment rental, and pro shop purchases.
- **Outside Services** – responsible for collecting golf balls on the driving range, and assisting patrons with outside service needs.
- **Food and Beverage** – provides customer service to patrons at the golf course concession area. Ability to provide excellent customer service, and accurately handle orders and cash is required.

Parks and Recreation Department opportunities

- **Soccer Complex On Site Supervisor** – oversees user groups at the soccer complex, assists user groups with various needs, and ensures Soccer Complex rules are followed. Must be able to interact professionally and courteously with members of the public, and engage in some physical labor.
- **Seasonal Equipment Operator(s) & Seasonal Groundskeeper(s)** – Opportunities at the Soccer Complex, Kent Stein Park, Greenwood Cemetery, and Park Maintenance, Must be able to safely use equipment such as riding mowers, push mowers, string trimmers and other groundskeeping equipment. This position assists in mowing, groundskeeping, and preparing athletic fields for play. Must be at least 18. Some weekend hours may be required.



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For more information, visit the [Career Center](#) on the City of Muscatine website. The City of Muscatine is an equal employment affirmative action employer.

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