

Public Works Maintenance Worker

The City of Excelsior is recruiting for a Public Works Maintenance Worker. This position requires: a high school diploma or equivalent, MN Class B commercial driver's license (or ability to obtain within 6 months), mechanical ability, and experience in performing a variety of repair and maintenance tasks such as mowing, painting, etc. The ideal candidate will be self-sufficient, hardworking, and detail oriented. Pay range is \$21.65-\$30.31 per hour with benefits, depending upon qualifications, and acquisition of water and sewer collection licenses. Application and job description can be obtained by calling Tim Amundsen at 952-653-3676, emailing at tamundsen@excelsiormn.org, or by visiting our website at www.excelsiormn.org.



City of Excelsior
339 Third Street
Excelsior, MN 55331-1809
Phone (952) 474-5233
Facsimile (952) 474-6300

The City of Excelsior seeks applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

The information requested on this application is being gathered for the purpose of evaluating your fitness and qualification for the employment you are seeking with the City of Excelsior. You are not legally required to provide any of the information requested, but failure to do so could adversely affect your chances of being hired. The information you provide may be provided to the City of Excelsior employees or other appointed or elected officials participating in the process of making a decision regarding the employment you seek. It may also be provided to third parties to the extent necessary to gather additional information relevant to an analysis of your application.

POSITION YOU ARE APPLYING FOR

Job Title: _____

CONTACT INFORMATION

Your name: _____

Mailing Address: _____

City: _____ County: _____ State: _____ Zip Code: _____

Home Phone: () _____ Business Phone: () _____

Cellular Number: () _____ E-Mail Address: _____

EDUCATION

High School (Name): _____ Location: _____

Diploma Other (Specify): _____ Highest Grade Completed: _____

College Graduate? Yes No If no, give total credit received: _____

NAME & ADDRESS OF SCHOOL, MAJOR COURSE OF STUDY, AND DEGREE RECEIVED

Your Name if Different While Attending School: _____

| Undergraduate College/University | | Graduate School | |
|----------------------------------|--------------------|---------------------------------|--------------------|
| _____ | | _____ | |
| Degree: _____ | Yr. Obtained _____ | Degree: _____ | Yr. Obtained _____ |
| Pertinent Undergraduate Courses | Credits | Pertinent Undergraduate Courses | Credits |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

JOB-RELATED TRAINING AND COURSE WORK

List any skills, licenses, and certificates which are related to the job you seek (including words per minute typing and computer software proficiency.)

WORK EXPERIENCE

Describe your work experience in detail, beginning with the most recent job. Include military service (indicate rank) and job related volunteer work, if applicable. Provide an explanation for any gaps in employment. **All information in this section must be complete. A resume may be attached, but not substituted for this section.**

1. Name of Present or Last Employer: _____

Address: _____ Phone: () _____

Job Title: _____

Number Supervised: _____ Supervisor's Name: _____

From ___/___/___ To ___/___/___ Hours Per Week _____ Salary: _____

May we contact this employer? Yes No

Job Duties (give details)

Reason for leaving:

2. Name of Present or Last Employer: _____
Address: _____ Phone: () _____
Job Title: _____
Number Supervised: _____ Supervisor's Name: _____
From ___/___/___ To ___/___/___ Hours Per Week _____ Salary: _____
May we contact this employer? Yes No
Job Duties (give details)

Reason for leaving:

3. Name of Present or Last Employer: _____
Address: _____ Phone: () _____
Job Title: _____
Number Supervised: _____ Supervisor's Name: _____
From ___/___/___ To ___/___/___ Hours Per Week _____ Salary: _____
May we contact this employer? Yes No
Job Duties (give details)

Reason for leaving:

4. Name of Present or Last Employer: _____
Address: _____ Phone: () _____
Job Title: _____
Number Supervised: _____ Supervisor's Name: _____
From ___/___/___ To ___/___/___ Hours Per Week _____ Salary: _____
May we contact this employer? Yes No
Job Duties (give details)

Reason for leaving:

**NOTE TO APPLICANTS: DO NOT ANSWER THIS QUESTION
UNLESS YOU HAVE BEEN INFORMED ABOUT THE
REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes No

PLEASE READ THE FOLLOWING STATEMENTS

Authority to Release Information. By my signature, I consent to the release of information to authorized officers, agents, and/or employees of the City of Excelsior which may include but not be limited to information concerning my past and present work, including my official personnel files, attendance records, evaluations, educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the City of Excelsior to make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organization, and all third parties from any and all claims of whatever nature that I may have as a result any inquiry or response given to such inquiries made in connection with my application for employment.

Signature: _____ **Date:** _____

Certification of Applicant: By my signature, I affirm, agree, and understand that all statements on this form are true and accurate. Any misrepresentation, falsification, or material omission of information or data on this application may result in exclusion from further consideration or, if hired, termination of employment. If I have requested herein that my present employer may not be contacted, an offer of employment may be conditioned upon acceptable information and verification from such employer prior to beginning work.

Signature: _____ **Date:** _____

**CITY OF EXCELSIOR
ADDENDUM TO APPLICATION**

VETERANS PREFERENCE POINTS APPLICATION INSTRUCTIONS

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans preference points, you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veterans preference points. You are not required to supply this information, but we cannot award veterans points without it.

YOU MUST SUPPLY A COPY OF YOUR DD214. DISABLED VETERANS MUST ALSO SUPPLY FORM FL-802 OR AN EQUIVALENT LETTER FROM A SERVICE RETIREMENT BOARD. SPOUSES APPLYING FOR PREFERENCE POINTS MUST SUPPLY THEIR MARRIAGE CERTIFICATE, THE VETERAN'S DD214 AND FL-802 OR DEATH CERTIFICATE.

If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

ARE YOU APPLYING FOR VETERANS BONUS POINTS? YES NO

If you answered "YES", your DD214 or other documentation must be received no later than seven (7) calendar days after the application deadline for the position.

VETERANS PREFERENCE POINTS APPLICATION

Veteran _____ If spouse, veteran's name: _____

Self Spouse

Branch of Service: _____ Period of Active Duty
From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____ Date of Final Discharge: _____ Service No: _____

Are you receiving or eligible for a military pension? Do you have a compensable service-related
 YES NO disability? YES NO

Preference requested: Veteran Disabled Veteran
 Spouse of Disabled Veteran Spouse of Deceased Veteran

Your Preference Points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than seven (7) calendar days after the application deadline for the position in order to guarantee that points are awarded in a timely manner.

Supporting documentation: is attached will be submitted within 7 days of application deadline.



CITY OF EXCELSIOR POSITION DESCRIPTION

Position Title: Public Works Maintenance Worker

Department: Public Works

Immediate Supervisor: Public Works Superintendent

Position & FLSA Status: Full-Time Non-Exempt

Date of Latest Revision: April 2019

POSITION SUMMARY

Performs *non-supervisory* semi-skilled, skilled, and manual work involving the operation of public works equipment and the maintenance of the City's street system and parks; performs routine maintenance on City-owned facilities; participates in water and sewer-related maintenance tasks as needed. (This position is highly visible to public while performing work.)

ESSENTIAL DUTIES AND RESPONSIBILITIES *(include but are not limited to the following)*

1. Operates a variety of equipment to plow/remove snow, haul dirt, landscape, and mow grass.
2. Performs maintenance and repairs on City streets including paint striping, sweeping, and blacktopping.
3. Performs maintenance and repair on tools, equipment, and facilities.
4. Assist the water and sewer department in water main flushing, sewer jetting, water treatment plant maintenance and various tasks related to utilities.
5. Assists in park and cemetery grounds maintenance activities: mows and rakes leaves; landscapes, sprays weeds, trims and water trees; paints and repairs buildings/facilities including docks; and maintains beach and installs docks/buoys; repairs tombstones and locates cemetery plots.
6. Keeps up-to-date on topics such as safety, hazardous materials, and equipment operation through meetings, seminars, and workshops.
7. Perform other related duties as assigned by Supervisor.

ESSENTIAL TECHNICAL COMPETENCIES

Knowledge of...

- The operation of heavy equipment used in public works maintenance.
- Tools, methods, operations, and materials used in public works maintenance.
- The occupational hazards and safety precautions necessary to perform manual and maintenance work with the water, street, and sewer systems.
- State and federal laws, rules and regulations relating to public works.
- Relevant City ordinances, policies, and procedures.
- OSHA-related rules and ability to follow applicable safety guidelines while performing works tasks.

Ability to...

- Perform heavy manual labor for long periods, sometimes under adverse conditions.
- Communicate effectively with other City employees and the general public.
- Follow oral and written instructions.
- Work independently and as part of a team.
- Exert moderate to considerable effort to perform the position's essential functions.
- Perform various movements such as lifting, bending and carrying while performing the position's essential functions.
- Respond quickly and decisively to emergency situations in absence of supervisor.

Skill in...

- Operating heavy equipment for snow removal/sweeping/patching City streets.
- Repair and maintenance of public works tools, equipment and facilities.
- Troubleshooting problems and taking corrective measures.
- Operating a variety of vehicles and equipment including dump truck, front-end loader, skid loader, roller, mowers, paint striper, chain jack hammer, saws, radio, and various hand and power tools.

TYPICAL WORKING ENVIRONMENT

- Majority of time is spent outdoors with exposure to irritants/fumes, hazardous chemicals, and vibrations while performing blacktopping and equipment maintenance/repair.
- Routine exposure to noise and temperature extremes.
- Extended periods of standing/walking and sitting while performing daily tasks including operating a variety of equipment.
- Engages in a variety of physical/pulling, and twisting/turning.
- Exerts light to moderate to considerable physical effort including lifting and manipulating objects.
- Works at lower heights.
- Uses all types of vision and senses to accomplish work, depending on task.

SELECTION CRITERIA TO QUALIFY FOR THIS POSITION

Required Job Qualifications:

- High school diploma or equivalent.
- Class B commercial driver’s license or obtain within 6 months.
- Mechanical ability.
- Some previous training/experience in related areas.
- Ability to be trained in the operation and use all the public works equipment.

Employee Initials and Date: _____

Supervisor and / or Department Head Initials and Date: _____