

**City of Rice Lake  
Job Description  
Summer Maintenance Worker**

**Position Title:** Summer Maintenance Worker  
**Department:** Public Works  
**Reports To:** Public Works Supervisor

**Date:** March 22, 2024  
**FLSA Status:** Non-Exempt

**Primary Objective of Position**

The Summer Maintenance Worker works under the direction of the City Administrator, to perform basic semi-skilled manual work functions associated with construction, maintenance, landscaping, and grounds-keeping of city buildings, properties, city park, and roads and is directly supervised by the Public Works Supervisor.

**Essential Functions of the Position**

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or logical to the position.

- Cut grass and trim at City Park and all City Properties.
- General Park maintenance on playground, ball fields, pavilion, etc., including emptying garbage and cleaning up debris.
- General building maintenance and repairs.
- Assist with various road projects by working with road maintenance crews.
- Various repairs/maintenance of city sewer and water system.
- Perform related duties as assigned.

**Examples of Performance Criteria**

- Ability to follow basic directions, as well as the ability to work independently and to quickly learn new tasks.
- Punctual, regular, and reliable attendance is required.
- The ability to consistently work safely and efficiently.
- Perform physical work outdoors on uneven ground in various weather conditions.
- Ability to use various power and hand tools, equipment, and machinery used in park maintenance.
- Use good judgment in the operation of potentially dangerous equipment.
- Safely drive and operate light-duty vehicles and equipment.
- Understand and follow oral and written directions.

**Minimum Qualification**

- Must be a minimum of 16 years of age.
- Valid State driver's license.
- Ability to operate basic lawn care machinery and equipment.

**Supervision of Others**

Not applicable.

### **Equipment/Job Location**

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of moderate heavy objects and materials (50 pounds).

### **Conditions of Employment**

- Must comply with organizational and department policies.
- Must possess a valid driver's license.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The City of Rice Lake is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**APPLICATION FOR EMPLOYMENT**  
**EQUAL OPPORTUNITY EMPLOYER**  
**CITY OF RICE LAKE**

Date Received \_\_\_\_\_

Application No. \_\_\_\_\_

We welcome you as an applicant for employment. Your application will be considered for the position you specify. Qualified applicants are considered for positions without regard to race, color, creed, religion, national origin, affectional or sexual preference, marital status, disability, political affiliations, sex, age, or status with regard to public assistance.

<b>TITLE OR KIND OF WORK APPLIED FOR</b>	<b>FULL TIME</b> <input type="checkbox"/>	<b>PART TIME</b> <input type="checkbox"/>	<b>DATE AVAILABLE</b>	
	<b>TEMPORARY</b> <input type="checkbox"/>	<b>SEASONAL</b> <input type="checkbox"/>		
<b>PERSONAL INFORMATION</b>				
<b>LAST NAME</b>		<b>FIRST NAME</b>		<b>MIDDLE NAME</b>
<b>PRESENT PERMANENT ADDRESS</b>		<b>CITY</b>		<b>STATE</b> <b>ZIP CODE</b>
<b>TELEPHONE NUMBER</b>		<b>WORK TELEPHONE NUMBER</b>		<b>BEST TIME TO CALL</b>
<b>E-MAIL ADDRESS</b>		<b>DRIVER'S LICENSE NUMBER</b>		<b>STATE</b>

**IMPORTANT NOTICE TO ALL APPLICANTS**

Minnesota law requires that you be informed of the purpose and intended uses of the information you provide to the City of Rice Lake during the application process or during employment. Any information about yourself that you provide during the application and interview process will be used to identify you as an applicant and to assess your qualifications for employment with the City. Although you are not legally required to supply information, you are required to provide the information requested in the Employment Application, if you wish to be considered for employment. If you do not supply the information requested, it may mean that your application is not considered.

The City may provide the information to:

1. Persons authorized to have access to the information under state or federal law; and
2. Persons authorized by court order to have access to the information; and
3. Persons to whom you consent in writing to have access to the information.

All individuals in the City who need to know the information will have access.

**APPLICANT'S STATEMENT**

I authorize and consent to having City representatives make inquiries about me if I am to be considered for employment. Former employers are authorized to give information about me in any form, oral or written. They are hereby released from all liability for issuing such information. I hereby knowingly waive any privileges, including protection under the Data Practices Act, that I have as to such information.

I understand that misrepresentation or omission of facts will be cause for cancellation or consideration for employment or dismissal if employed.

I understand that employment is, at minimum, conditioned upon physical exam, criminal background check, and driver's license check. The City may require drug and alcohol testing for all position finalists. A copy of the City's Drug and Alcohol Policy is available upon request from Personnel. I agree to these tests if I receive a conditional offer of employment.

I understand that this authorization may be revoked in writing by me at any time and in no event will it be valid for more than two years from the date below.

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

**VETERAN'S PREFERENCE**

Are you a veteran? Yes  No

Are you claiming veteran's preference for this position? Yes  No   
(Veteran's preference does not apply to Department Head Positions)

If you are claiming veteran's preference, please check the preference you are claiming:

\_\_\_\_\_ Veteran - defined as a person separated under honorable conditions who has served on active duty for at least 181 days, or honorably discharged by reason of disability incurred while on active duty.

\_\_\_\_\_ Disabled veteran - a veteran having a compensable service connected disability.

\_\_\_\_\_ Spouse of a deceased veteran.

\_\_\_\_\_ Spouse of a disabled veteran who is unable to use the preference.

**It is necessary for you to provide a copy of your form DD-214. Disabled veterans must also supply form FL-802 or an equivalent letter from a service retirement board. Spouses applying for preference points must supply a copy of their marriage certificate, the veteran's DD-214 and FL-802 or death certificate.**

**Your veteran's preference points cannot be considered without supporting documentation. If the documentation is not attached, it must be received by Personnel no later than 7 calendar days after the deadline date for the position.**

Please list any skills acquired in the service which may apply to this position.

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<p>City Hall Address: 4107 West Beyer Road Rice Lake, MN 55803 Phone Number: 218-721-3778 Fax Number: 218-721-3448</p>	<p>For office use only:</p>
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**EDUCATIONAL INFORMATION**

CIRCLE HIGHEST GRADE COMPLETED	Grade School 1 2 3 4 5 6 7 8	High School 9 10 11 12	College 13 14 15 16	Post Graduate 1 2 MA PHD
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DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A GED?

NAME AND ADDRESS OF HIGH SCHOOL:

TYPE OF SCHOOL	NAME & MAILING ADDRESS OF SCHOOL	MAJOR	DEGREE?
College/ University			Yes <input type="checkbox"/> No <input type="checkbox"/>
College/ University			Yes <input type="checkbox"/> No <input type="checkbox"/>
Graduate			Yes <input type="checkbox"/> No <input type="checkbox"/>
Technical			Yes <input type="checkbox"/> No <input type="checkbox"/>
Technical			Yes <input type="checkbox"/> No <input type="checkbox"/>
Other			Yes <input type="checkbox"/> No <input type="checkbox"/>

**LIST ANY CORRESPONDENCE COURSES, SPECIAL COURSES, SEMINARS, WORKSHOPS, TRAINING SESSIONS, LICENSES OR CERTIFICATES THAT MIGHT RELATE TO THE POSITION APPLIED FOR:**

**EMPLOYMENT INFORMATION**

LIST A COMPLETE ACCOUNT OF YOUR WORK EXPERIENCE. GIVE YOUR PRESENT OR MOST RECENT EMPLOYMENT FIRST.

EMPLOYING FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

YOUR TITLE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ Phone #: \_\_\_\_\_

SPECIFIC DUTIES

REASON FOR SEEKING OTHER EMPLOYMENT: \_\_\_\_\_

LENGTH OF EMPLOYMENT

FROM: \_\_\_\_\_  
Month Year

TO: \_\_\_\_\_  
Month Year

TOTAL: \_\_\_\_\_ Years, \_\_\_\_\_ Months

HOURS PER WEEK: \_\_\_\_\_

SALARY: \_\_\_\_\_

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES:  NO:

LIST A COMPLETE ACCOUNT OF YOUR WORK EXPERIENCE.  
GIVE YOUR PRESENT OR MOST RECENT EMPLOYMENT FIRST.

EMPLOYING FIRM:

ADDRESS:

YOUR TITLE:

SUPERVISOR:

Phone #:

SPECIFIC DUTIES

REASON FOR SEEKING OTHER EMPLOYMENT:

LENGTH OF EMPLOYMENT

FROM:

Month

Year

TO:

Month

Year

TOTAL: \_\_\_\_ Years, \_\_\_\_ Months

HOURS PER WEEK: \_\_\_\_\_

SALARY: \_\_\_\_\_

MAY WE CONTACT YOUR PRESENT  
EMPLOYER? YES:  NO:

EMPLOYING FIRM:

ADDRESS:

YOUR TITLE:

SUPERVISOR:

Phone #:

SPECIFIC DUTIES

REASON FOR SEEKING OTHER EMPLOYMENT:

LENGTH OF EMPLOYMENT

FROM:

Month

Year

TO:

Month

Year

TOTAL: \_\_\_\_ Years, \_\_\_\_ Months

HOURS PER WEEK: \_\_\_\_\_

SALARY: \_\_\_\_\_

MAY WE CONTACT YOUR PRESENT  
EMPLOYER? YES:  NO:

**UNSALARIED OR VOLUNTEER EXPERIENCE**

LIST ANY OTHER SKILLS OR EXPERIENCE WHICH, IN YOUR OPINION, QUALIFIES YOU FOR THIS POSITION

# Required Supplemental Application Form

Applicant Name: \_\_\_\_\_

## PUBLIC WORKS MAINTENANCE WORKER

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**YOU MUST COMPLETE AND RETURN THIS FORM TO BE CONSIDERED AS AN APPLICANT.**

**Please note:**

This supplemental form will be used to rank applicants, so please be complete and accurate in your responses.

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1. Do you have a high school diploma or equivalent? (*choose one*)    **YES**                    **NO**
2. Do you possess at least one year of street/water/sewer construction and maintenance experience?  
(*choose one*)                    **YES**                    **NO**

If yes, please detail your construction and maintenance experience, including equipment used:

**Road Construction & Street Maintenance**

(*choose one*)                    **YES**                    **NO**

Please explain your road construction and maintenance experience below:

Experience & Equipment Used                    Company                    Dates/Duration

**Parks Maintenance**

(*choose one*)                    **YES**                    **NO**

Please explain your parks maintenance experience below:

Experience & Equipment Used                    Company                    Dates/Duration

**Water and Wastewater Experience**

(*choose one*)                    **YES**                    **NO**

Please explain your water and/or wastewater experience below:

Experience & Equipment Used                    Company                    Dates/Duration



**Mower**

Proficiency:

Describe your experience:

**Loader/Backhoe**

Proficiency:

Describe your experience:

List other street, park and/or utility maintenance and repair equipment you are proficient with, and describe your experience with each:

6. Do you possess a valid MN Commercial Driver’s License?

(choose one)      **YES**      **NO**

If yes, what type of CDL: (choose one)      **Class A**      **Class B**

Do you possess any license endorsements? (choose one)      **YES**      **NO**

If yes, please list specific endorsements:

7. (a)What do you think is the key to providing quality customer service?

(b) Describe how you have demonstrated this in your past work history.

Organization	Describe Customer Service Duties	Duration
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8. *Other qualifications:*

Summarize special job-related skills and qualifications acquired from employment, education, or other experience.

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I hereby certify that all answers contained in this application are true and I agree and understand any misrepresentation or omission of facts contained in my application for employment or this addendum will be grounds for disqualification for employment, or in the event of employment, immediate dismissal from employment upon later discovery of any omission of facts or misrepresentations.

I further understand if offered a position, I must submit to and pass a controlled substance screen and will be required to submit to and pass a criminal background check, and employment reference checks.

By my signature on this form, I hereby acknowledge I have read and understood the above statements. **Failure to sign application forms may result in rejection of your application.**

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_