

CITY OF RICE LAKE
JOB DESCRIPTION

POSITION: ROAD WORKER
DEPARTMENT: ROAD AND BRIDGE
REPORTS TO: CITY CLERK
STATUS: NON-EXEMPT

SUMMARY

This is skilled work of a technical nature providing field services in the operation of the City's road department. The position participates in the operation, maintenance, and construction activities of; road and bridge; stormwater; roads; parks; building/facilities; and other similar functions. Performs preventative maintenance on department equipment and vehicles; performs minor repair work. May perform plumbing, carpentry, and other work. May require after hours work at times. May assist outside contractors with road repairs and maintenance. Communicates with Clerk and City Council issues/problems that arise during performance of duties. Prior to committing City funds in support of contractors or major repairs, must get City Supervisor approval.

DESCRIPTION OF WORK

Roads

Daily inspection of City roads, culverts and ditches.
Sand and plow all City roads as needed, including water tower road Push snow back on all City turnarounds
Assist with steaming frozen culverts when needed.
Remove any obstructions in City road right of ways
Cut brush and trees including line of site at intersections.
Straightens, repairs, and replaces street signs that are damages; removes hazards in roadway.
Responds to emergencies for snow removal, sanding and blow downs

Equipment Maintenance

Responsible for maintenance of City equipment - to insure all daily and periodic maintenance is performed to ensure that all City equipment is in top shape for long life and safe operation.
Daily: Perform pre-use vehicle inspections and complete form

Park

Mow and trim all City lawns and maintenance on equipment. Remove trash/keep storage sheds clean.

Water fields.

General maintenance of park facilities.

Make playground equipment repairs as needed.

Remove downed trees.

Building/Structures

Mow and trim all lawns.

Winter snowplowing and shoveling at all City properties, including parking lots and sidewalks.

Maintenance of City hall.

Setup City hall for various meetings.

Clean and general maintenance of City garage.

Performs painting on City buildings, fixtures and/or equipment as needed.

Performs miscellaneous cleaning, maintenance and repair work as needed.

Sand walks and parking lots as required by ice conditions.

Other

Daily: Write in daily log work performed

Gopher State One locates.

Assist utility worker as needed

Assist with lift station readings as needed.

Aluminum cans hauled to recycling center.

Daily instructions from City Clerk and/or City Council on various projects. Work recycling shed when needed.

Any and all other duties assigned

KNOWLEGDE, ABILITIES AND SKILLS

Considerable knowledge of the operation of department equipment including grader, excavator, 5 ton plow truck.

Working knowledge of vehicle, building and equipment maintenance.

Considerable ability to communicate tactfully and effectively, both orally and in writing, with elected officials, staff, parts dealers, contractors, and the general public.

Considerable ability to operate trucks and equipment.

Considerable ability to prioritize work projects and to troubleshoot maintenance problems and issues.

Working ability to plan and organize work and to determine the costs, advantages and disadvantages of various work methods.

Ability to work well with others. Good maintenance skills.

MINIMUM REQUIREMENTS

Valid State of Minnesota Class 8 license

PHYSICAL REQUIREMENTS

Able to safely maneuver up to 70 pounds.

The following procedure will be followed:

Daily Inspection

1. Note maintenance needed or any irregularities.
2. Record maintenance or repair work performed in daily log.
3. Report to Supervisor any changes in road trends or oddities

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.

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

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.

For office use only:

City Hall Address:
4107 West Beyer Road
Rice Lake, MN 55803
Phone Number: 218-721-3778

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

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.

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

Road Grader

Proficiency:

Describe your experience:

Skid Loader

Proficiency:

Describe your experience:

Mower

Proficiency:

Describe your experience:

Snow plows/pick ups or larger trucks

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:

7. 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:

8. Do you have any previous experience snow plowing with a commercial driver’s license?

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

If yes, please describe your experience, the type of equipment used, the duration you performed this work, and the company you worked for:

Company Experience & Equipment Used Dates/Duration

9. (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

10. *Other qualifications:*

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

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: _____