

JOB POSTING

PART-TIME PUBLIC WORKS WORKER

CITY OF EAGLE LAKE, MN

The City of Eagle Lake, MN (population 3, 278) is currently accepting applications for the position of Part-Time Public Works Worker.

This position operates all types of heavy and light equipment including trucks, tractors, and mowers. Some of the job responsibilities include maintaining playground equipment, ball fields, skating rink and snow removal.

Minimum qualifications: High School diploma or equivalent. Must possess a valid Minnesota Class D driver's license. Some experience in maintenance, construction, or related equipment operation.

The starting hourly rate is \$13.60. For a complete job description and application, call 507-257-3218 or visit: <http://www.eaglelakemn.com/city/employment-opportunities>. Applications accepted until position is filled.

The City of Eagle Lake is an equal opportunity employer.

- Assist in water, wastewater, and storm sewer line maintenance and replacement.
 - Service and maintain a variety of tools; maintain parts inventory for departmental vehicles.
 - Responsible for working overtime, emergency call outs, or to be on call as necessary or assigned.
 - Perform other work as required and as directed by the Public Works Director.
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EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School diploma or equivalent. Must possess a valid Minnesota Class D driver's license. Some experience in maintenance, construction or related equipment operation.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of traffic laws, ordinances, and regulations involved in municipal equipment.
- Working knowledge of the occupational hazards involved and the safety precautions necessary in equipment operation.
- Working ability to understand and follow written and oral instructions.
- Working knowledge of the practices of operation and servicing of heavy equipment, including the adaptations and specialized uses to which equipment can be put in meeting emergency or other unusual conditions.
- Working knowledge of traffic laws, ordinances, and regulations involved in municipal government.
- Working ability to use a telephone or radio for work calls.
- Working ability to use a computer.
- Working ability to safely and effectively operate light and heavy equipment, including the operation of all types of vehicles and other maintenance equipment.
- Working ability to use good vision including night vision and good hearing to detect problems and make repairs or maintain the systems on an ongoing basis.

from the position if the work is similar, related or a logical assignment to the position.

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

Adopted: January 2, 2017

Date Received: _____

Eagle Lake welcomes you as an applicant for employment.

It is the policy of the City of Eagle Lake to provide equal opportunity to all employees and applicants for employment. The City of Eagle Lake will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance. Our employment decisions are made on the basis of individual ability and merit. Upon request, accommodations will be provided to applicants in accordance with American with Disabilities Act (ADA). The City of Eagle Lake is an equal opportunity employer. Please call (507) 257-3218.

Applicant's Last Name _____ First _____ Middle _____

Position Applying For: _____

APPLICATION INSTRUCTIONS:

To ensure that your application will be accurately processed, please review the following:

- (1) Please print or type when completing this form.
- (2) Complete a separate application form for each position opening you apply for, following instructions completely and signing your application where required.
- (3) Be specific and complete when filling out the Employment History section. Application forms that are incomplete will be removed from further consideration. If additional space is needed to complete your employment history, you may make copies of that page. A résumé may be attached to the completed application.
- (4) Applications must be received at City Hall by the advertised closing date and time. When the stated deadline is past, all applications will be reviewed and evaluated to determine how well each applicant is suited for the position opening.
- (5) Interviews will be conducted by the appropriate department head and/or City Council. Others may be involved as needed. After discussion, they will select the best applicant for the position.
- (6) The City Administrator's Office will inform the successful applicant and arrange a starting date. Applicants will be notified by mail that the position has been filled.
- (7) The City of Eagle Lake strongly encourages City employees to live within the City they serve.

RETURN COMPLETED APPLICATION FORM TO:

City Administrator's Office
City of Eagle Lake
705 Parkway Ave., PO Box 159
Eagle Lake, MN 56024

Telephone: (507) 257-3218



If you have any questions concerning completion of your employment application or the employment procedures for the City of Eagle Lake, please call the City Administrator's Office.

Employment Application

The City of Eagle Lake is an Equal Opportunity Employer

TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, the City of Eagle Lake is required to inform you of your rights as they relate to the private information collected from you. Private data is information that is available to you, but not the public. The personal information we collect about you is private. Minnesota Statutes 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment with the City of Eagle Lake. All data collected is considered private except for the following:

- (1) Your veteran's status.
- (2) Relevant test scores.
- (3) Your rank on our eligibility list.
- (4) Your job history.
- (5) Your education and training.
- (6) Your work availability.

Your name is considered private information; however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules, and regulations of the City of Eagle Lake. Furnishing social security numbers, date of birth (unless a minimum age is required), sex, age group, and disability data is voluntary, but refusal to supply other requested information will mean that your application for employment may not be considered.

Private data is available only to you, appropriate City employees, and others as provided by state and federal law who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment that is not designated in this notice as private data.

Except for race, sex, age, and disability data, the information you give us about yourself is needed to identify you and to assist the Eagle Lake City Administrator's Office in determining your suitability for the position for which you are applying. Race, sex, age, and disability data are used in summary form by the City of Eagle Lake to monitor protected class employment and to meet federal, state, and local reporting requirements.

I declare that I have read and understand the information given above regarding the Minnesota Data Practices Act.

Applicant's Printed Name: _____

Applicant's Signature: _____ Date: _____

PERSONAL INFORMATION

NAME / ADDRESS / PHONE:

Last Name: _____ First Name: _____ Middle: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Between hours of _____ and _____

Telephone: _____ Between hours of _____ and _____

Email: _____

Are you under 18 years of age? No Yes

If so, are you 16 years of age or older? No Yes

EDUCATION

Educational Institution	Name and Address of Institution	Course (Major/Minor)	Level of Education	Did you Graduate (Y/N)	List Diploma or Degree Awarded
High School					
College					
College					
Other (Specify)					

DRIVER'S LICENSE

(Only complete this section if a driver's license is required for the position you are applying for.)

Driver's License # _____ License Class (A, B, C, D) _____

State in which license is issued: _____ Expiration Date: _____

OTHER LICENSES & CERTIFICATES

Please list any other licenses, registrations, or certifications that are required or pertinent to the position you are applying for. If this licensing, etc., is required for the position, and you fail to include a photocopy of it with your application form, your name will be removed from further consideration for the position. If this licensing is not required for the position, but you feel it is relevant and may be an item for which we are awarding points, please indicate below for credit to be awarded.

Type of License or Certificate	Licensing Agency	Expiration Date	License Number

★★ Attach a copy of each license or certificate ★★

EMPLOYMENT HISTORY

- ◆ The City of Eagle Lake uses a 100-point system to assign value to the experience and training that relates most closely to the position you are applying for. Your experience and training will be scored using the experience and training value system designed for this position. Those applicants (typically the top 6 to 8) with the highest number of total points will be advanced for additional consideration.
- ◆ In order to receive the correct points and credit for the knowledge and skills you have acquired, it is absolutely necessary that you are specific when describing these skills. Do not use a single general statement to describe the duties you have performed. List each major duty performed for each position held within the past five years. Whether you are describing your experience as a clerical worker or a truck driver, list each duty separately and be specific. Describe duties in specific terms, such as "performed word processing using Word," or "operated forklift, front end loader, and back hoe." Statements such as "performed general clerical work" or "operated heavy equipment" are too general.
- ◆ Please be specific in stating the dates of employment and number of hours you worked per week for each job experience indicated. We need this information to properly score your experience. If hours worked per week vary, please use the average number of hours worked per week.
- ◆ Please include all of your relevant work experience in the Employment History section.
- ◆ Please give accurate and complete information. List your present or most recent experience first.

★ DO NOT MARK YOUR APPLICATION "Please see résumé." ★

PRESENT OR MOST RECENT EMPLOYER

Employer: _____ May we contact this employer? No Yes

Employer Address: _____

Employer Phone Number: _____

Supervisor's Name & Title: _____

Your Job Title: _____

Average Number of Hours Worked per Week: _____

Numbers and types of positions you supervised: _____

Your Duties & Responsibilities:

Dates of Employment: _____ to _____
(month & year) (month & year)

Reason for Leaving: _____

PREVIOUS EMPLOYER

Employer: _____ May we contact this employer? No Yes

Employer Address: _____

Employer Phone Number: _____

Supervisor's Name & Title: _____

Your Job Title: _____

Average Number of Hours Worked per Week: _____

Numbers and types of positions you supervised: _____

Your Duties & Responsibilities:

Dates of Employment: _____ to _____
(month & year) (month & year)

Reason for Leaving: _____

PREVIOUS EMPLOYER

Employer: _____ May we contact this employer? No Yes

Employer Address: _____

Employer Phone Number: _____

Supervisor's Name & Title: _____

Your Job Title: _____

Average Number of Hours Worked per Week: _____

Numbers and types of positions you supervised: _____

Your Duties & Responsibilities:

Dates of Employment _____ to _____
(month & year) (month & year)

Reason for Leaving: _____

PREVIOUS EMPLOYER

Employer: _____ May we contact this employer? No Yes

Employer Address: _____

Employer Phone Number: _____

Supervisor's Name & Title: _____

Your Job Title: _____

Average Number of Hours Worked per Week: _____

Numbers and types of positions you supervised: _____

Your Duties & Responsibilities:

Dates of Employment: _____ to _____
(month & year) (month & year)

Reason for Leaving: _____

PROFESSIONAL REFERENCES

List people who know you well, preferably from a work environment and not an acquaintance or relative.

Name _____ Address _____
Home Phone _____
Work Phone _____ Occupation _____

Name _____ Address _____
Home Phone _____
Work Phone _____ Occupation _____

Name _____ Address _____
Home Phone _____
Work Phone _____ Occupation _____

CLAIM FOR VETERAN'S PREFERENCE

The eligibility requirements for veteran's preference are listed below. Read them carefully to see if you qualify. If you do wish to receive preference, be sure to complete this section. Anyone eligible for receiving a monthly veteran's pension benefit based exclusively on length of military service is not eligible. Providing the information in this section is voluntary. You must do so if you wish to obtain the preference.

Veteran Eligibility for Open Competitive Position (10 Points)

Must be a U.S. Citizen or resident alien who has separated under honorable conditions:

- (1) After serving on active duty for 181 consecutive days, or
- (2) By reason of disability incurred while serving on active duty.

Disabled Veteran Eligibility for Open Competitive Position (5 Points)

Must have a compensable service connected disability as adjudicated by the United States Veteran's Administration or by the Retirement Board of the several branches of the armed forces and the disability must exist at the time preference is claimed.

Disabled Veteran Eligibility for Promotional Position (5 Points)

Must, at the time of election to use preference, be entitled to disability compensation for a permanent service-connected disability rated at 50% or more and the position for which you are applying must be the first promotion after entering public employment.

Eligibility as a Spouse of a Deceased or Disabled Veteran

Must be a spouse of either a deceased veteran or the spouse of a disabled veteran who, because of a disability, is unable to qualify for the particular position due to his/her disability and who would have or does meet the criteria for one of the above-listed preferences.

ALL APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST ATTACH A COPY OF HIS/HER FORM DD214. FAILURE TO DO SO MAY RESULT IN LOSS OF VETERAN'S PREFERENCE ELIGIBILITY.

City of Eagle Lake Veteran's Preference Claim Form

For V.A. Use Only: Is the veteran named below rated as having a compensable service-related disability?

No Yes % of Disability _____ By _____ Date _____

Name of Veteran (last - first - middle)

Name of Applicant - if different than veteran (last - first - middle)

Address _____ City _____ State _____ Zip _____

Classification

To Be Completed by Veteran or Spouse of Deceased Veteran

- (1) Are you a U.S. Citizen or resident alien? No Yes
- (2) Were you honorably discharged from military service?..... No Yes
- (3) Were you separated from military service after serving active duty for at least 181 consecutive days? No Yes
- (4) Do you currently have a compensable service-related disability?..... No Yes
- (5) Are you currently receiving a monthly pension based exclusively on length of military service? No Yes
- (6) Branch of Service _____ Date of Discharge _____ Serial Number _____
Type of Separation _____ Date of Entry _____
For spouse of deceased veteran, date of death _____

If Spouse of Disabled Veteran, please answer the following:

If spouse is disabled, please explain why your spouse does not qualify for this position: _____

Claim is Filed In

Signature of Veteran Social Security Number Date

EMPLOYEE CERTIFICATION

Before signing this application, please read the following waiver carefully.

- (1) I have read and understand the job announcement for the position for which I am applying and certify that the answers given in this application are true and complete to the best of my knowledge.
- (2) I authorize all current and previous employers to release job-related information upon the written request of the City Administrator's Office. However, I understand that if, in the Employment History section, I have answered "No" to the question, "May we contact this employer?," contact with the employer will not be made without my specific authorization.
- (3) I authorize the City Administrator's Office to verify all information on this application to determine whether or not I am qualified for the position for which I am applying.
- (4) I understand that providing false information on this application may result in dismissal from any position gained on the basis of that false information.

Applicant's Printed Name: _____

Applicant's Signature: _____ Date: _____

BEFORE YOU SUBMIT YOUR APPLICATION, HAVE YOU

- Thoroughly read this entire application with special attention to the Tennessen Warning?
- Signed this application in all the required places? This application will not be accepted without all necessary signatures.
 - Tennessen Warning
 - Claim for Veteran's Preference, if applicable
 - Employee Certification
- Provided sufficient information so that proper credit for training and experience are given?
- Completed the claim for Veteran's Preference if applicable to you? Also, a copy of your Form DD214 must be submitted at the time of application to determine your eligibility for points.
- Included copies of all required licensing and/or certifications?

The City of Eagle Lake needs your cooperation in the completion of this form. It will enable the City to report accurate information to both the State and Federal governments.

AFFIRMATIVE ACTION APPLICANT INFORMATION

To All Applicants:

The following information in no way affects you as an individual applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in validation of our selection methods. The information will **not** be maintained in personnel files and it will not be made available to any person involved in decisions affecting an individual's appointment or promotion to a position. Although providing this information is voluntary, it is important that all applicants answer these questions so that we may take steps to prevent discrimination in the recruitment and selection of employees for public service.

Position Applying For: _____

Department: _____

Instructions: Check the choice that answers each of the following questions.

(1) What sex are you? Male Female

(2) Of the following, of what racial/ethnic group do you consider yourself?

- American Indian/Alaskan Native
- African American
- Asian and Pacific Islander
- Spanish or Mexican American
- White
- Other _____

(3) Do you have a disability? No Yes

(4) How did you learn about this job opening?

- City Website
- Lake Region Times
- Mankato Free Press
- Minority or Female Publication/Organization
- School
- League of MN Cities Website
- City Employee
- Minnesota Job Bank
- Walk-In
- Posting in City Hall
- Craig's List
- Other (be specific) _____