



Position Announcement

Public Works Maintenance & Equipment Operators

The Mower County Highway-Public Work's Department has an opening and is accepting applications for the Maintenance & Equipment Operator position. This is a full-time union position. **2022 starting wage is \$22.7866/hour - \$25.4450/hour** based on experience.

Public Works Maintenance Equipment Operators are responsible for conducting maintenance and repair activities on assigned portions of County roads, highways and bridges. They maintain and care for assigned pieces of equipment; blade and grade gravel roads; assist in the plowing and sanding of roads; hauling of construction and maintenance materials; and operating paving, loaders, and backhoes in the paving or maintenance/repair of roads and culverts.

Position does require a minimum of a high school diploma or equivalent and one year of experience operating a variety of maintenance and construction equipment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. **The County is seeking candidates with highway construction experience.** A valid Commercial Driver's License (CDL) Class A and a valid MNDOT health card are position requirements at entry. Positions in this job classification are subject to drug and alcohol testing pursuant to MNDOT rules.

Application, supplemental questionnaire and the complete job description detailing the position are available at <https://www.co.mower.mn.us/jobs.aspx> or by contacting Mower County Human Resources, 507-437-9533. E-mail candusg@co.mower.mn.us to submit and request an application and job description. Resumes will not be accepted in place of application forms. *Include supplemental questions form with application.* Selection Method: rating of training & experience. Position is open until filled, with a priority deadline of *noon on December 29th, 2021.*

Mower County provides **12 Paid Holidays** and a minimum of **20 Days Paid Time Off** per year as well as an excellent benefit package for full-time positions.



Competitive Pay
Holiday Premiums
Weekend Premiums
Night Premiums



Paid Time Off
Health Insurance
Disability Insurance
Life Insurance
Fitness Room



PERA
Retirement
Flexible Spending Account
Health Savings Account

Equal Opportunity Employer



Maintenance & Equipment Operator

Job Description

Department: Public Works

Rating: B22

Supervisor Title: Maintenance Supervisor

FLSA Status: Non-Exempt

Minimum Qualifications of Education and Experience:

High school diploma or G.E.D.; 1-year equipment operation or an equivalent combination of education and experience. Regular and reliable attendance is a necessary component of job/position.

Required License (s):

Incumbents in this class typically require:

- Valid Class A Commercial driver’s license with Tanker Endorsement. Positions in this job classification are subject to drug and alcohol testing pursuant to Federal and State rules. Must Maintain Valid MNDOT Health card.

Nature of Work:

The first level of the Highway Maintenance Series is responsible for operating equipment and performing skilled and semi-skilled manual labor to maintain and repair County highways, bridges, and other properties.

Responsibilities may include a variety of manual tasks on County roads and in County facilities. Employees in this position are relied upon to plow and maintain roads during emergency conditions.

Essential Work Functions (Illustrative only):		Frequency	Band
1.	Operates heavy and light equipment including but not limited to dump/plow trucks, grader, loader, excavator, dozer, sweeper, brushers, roller compactor, tractor, mower, chainsaw, tree shear, shouldering machines, and tractor-trailer and performs manual labor for County highways, bridges, and other properties. Responsibilities may include plowing snow; applying sand/salt; grading roads; performing gravel pit and screening operations; clearing trees and brush; installing and steaming culverts; patching roads and bridges; laying asphalt; setting up work zones and road closures.	Daily 80%	B2
2.	Conducts routine maintenance and care to assigned pieces of equipment including changing oil; lubricating parts; replacement of hoses, belts; and lights. Provides assistance to the mechanic in more complex repairs to assigned equipment. May also perform shop and grounds clean-up.	Daily 10%	B2
3.	Perform MN DOT required pre-trip and post-trip inspections of vehicle and equipment. Records time spent on road projects and other tasks on electronic devices for cost accounting and payroll purposes.	Daily 10%	A1
4.	Performs other duties of a similar nature or level.	As Required	N/B

Level of Decisions:

Responsibilities in this classification are typically procedure based and not dependent on specific functional knowledge. Incumbents apply basic programmatic knowledge to answer questions and explain processes, but are typically not responsible for the application, interpretation, or review of function specific policies or procedures.

Direction Received/Provided:

Work is performed under general direction, applying procedures and standards to specific situations. May provide direction/guidance and delegate tasks to others on work methods and procedures.

Knowledge, Skills and Abilities Required:

- Equipment operating and maintenance techniques; Construction and maintenance principles;
- Hazards and safety precautions relating to motorized equipment, road construction and maintenance activities;
- Performing general labor and maintenance in assigned area of responsibility;
- Operating applicable tools, equipment, and machinery;
- Reading manuals, specifications, drawings, and blueprints;
- Troubleshooting systems related to area of assignment;
- Preparing records and logs;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Persons with Disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands: Work is physical in nature including working in all weather conditions, lifting and carrying up to 65 pounds on an occasional basis. Exposures may include, but are not limited to: various chemical agents, fuels, blacktop/diesel/gasoline fumes, temperature extremes, high-speed and heavy traffic conditions, above and below ground utility hazards, confined space and in rare instances body fluids. Duties include being able to perform the following movements on a frequent to continual basis: bending, turning/twisting, kneeling, squatting, lifting, climbing, reaching out, reaching up, grasping, pinching, wrist turning and finger manipulation. Equipment includes but is not limited to: telephone, 2-way radio, small hand and power tools and equipment, cement and blacktop tools and equipment, tandem and single-axle dump truck with wing and plow, one-ton trucks, skid loader with attachments, various rollers, road graders, dozer, backhoe, front-end loader, shoulder machines, forklift, boom truck, sweepers, cement and asphalt saws, cement mixers, welders/torches, mowers flail and boom arm, chipper, cranes, vacuum excavator, tack oil trailers, trailers, hydraulic equipment, chain saw, weed whips, computer and other equipment related to area of assignment. This work environment also includes the need to distinguish between colors based on work assignment. Work involves various schedules including evenings, weekends, holidays and/or irregular/extended shifts. Additional physical/mental requirements may not be listed above, but are inherent in performing the positions essential functions.

Disclaimer:

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Access to Not Public Data:

A county employee in this position may encounter Not Public Data as defined by Minnesota or federal law in the course of the job duties. Any access to Not Public Data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee should take reasonable measures to ensure the Not Public Data is not accessed by unauthorized individuals. Once the work reason to access the data is reasonably finished, the employee must properly store the Not Public Data according to the applicable provisions of Mower County employee policies and Minnesota or federal law. All employees are expected to become familiar with and comply with the requirements of the County's Data Practices and Data Security Policies and a breach of these policies may lead to disciplinary action against the employee.



MOWER
COUNTY

“Supports the county’s mission to deliver effective services for Mower County with integrity, fiscal responsibility, collaboration and a dedication to high level of customer service.”

Employee Signature _____ Print Name _____ Date _____

Classification History:	
Date:	Comments:
May 2019	



Application for Employment

An Equal Opportunity Employer

Name: _____

Position Applying For: _____

Type of Employment Desired: Full-time Part-Time Temporary On-call

Date Available for Work: _____

Thank you for your interest in employment with Mower County!

Equal Employment Opportunity: Mower County embraces being an Equal Opportunity Employer and welcomes applicants from all background and walks of life. Employment decisions are made without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), parental status, national origin, age, disability, genetic information, or other status protected by law.

Data Privacy Notice: The information requested on this application is intended to be used by the County in determining suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the County being unable or unwilling to offer employment to you. The information on this application which is classified as private data under the Minnesota Government Data Practices Act will not be released outside the County without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

Application Instructions/Selection Process:

- Applications are only accepted as positions are available and remain active for one year after submission. Resumes are not accepted in lieu of applications. If a resume is submitted, please do not include personal information (birth date, marital status, etc.)
- Complete the Mower County application clearly, accurately, and in its entirety. If you do not do this, you may not meet the position's screening criteria and/or be removed from further consideration because of an incomplete application.
- Experience section specifics:
 - List your present or most recent experience first. Only include paid experience; do not list unpaid or volunteer experience unless specifically requested.
 - List each promotion separately; even it was in the same organization.
 - If you attach additional information sheet(s), include all the information requested on the application.
 - To receive proper credit for your experience, list the five most important and/or time-consuming responsibilities you performed in each position and the frequency of time spent performing each function. Do not include duties that you performed only on an occasional basis.
- Your completed application must be physically received (faxed, emailed, or original) by Mower County Human Resources by the published closing date. We do not accept applications received after the closing date, even if they are postmarked by that date. Mower County Human Resources is not responsible for the failure of others, including the U.S. Post Office, to forward applications to us before the deadline.
- If you have special needs which may necessitate accommodations during the application, interview, and/or testing process, please contact Human Resources so that reasonable efforts can be made to accommodate your needs.

- **Criminal Background Information:** The County will request information regarding criminal history in the event that you become a finalist for the position which you are applying. For certain positions, criminal background information will be requested during the application stage. Further, the County may conduct a criminal background check on individuals upon making a contingent job offer. Please refer to the job description for this position to determine if such a check will be conducted. If the job description states that a criminal check will be conducted, no offer of employment shall become final until receipt of the results of the criminal background check, the content of which is acceptable to the County, and formal approval by the appointing authority.
- Drug Testing is conducted post-offer for individuals offered positions in the Sheriff's Office and in the Highway Department if they are required to operate equipment. Such offers of employment will be offered contingent upon passing the drug test.

Section 1: Personal Information

Last Name: _____ First Name: _____ Middle Initial: ____

Please list any other names under which you have been employed or which your educational records may be found: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Number 1: _____ Please check: Home Work Cellular

Contact Number 2: _____ Please check: Home Work Cellular

E-mail Address: _____

Are you at least 18 years of age? Yes No

Are you legally eligible to hold employment in the United States and able to provide documentation of your eligibility post-offer? Yes No

Have you previously applied for any position for Mower County? Yes No

If yes, please indicate which position: _____

Have you previously worked for Mower County? Yes No

If yes, please indicate the time period worked, position held, and previous supervisor:

Are you able to perform the essential functions of the position you are applying for with or without reasonable accommodation? Yes No

Section 2: Education/Job Qualifications

Name and location of high school: _____

Did you receive a diploma? Yes No or Did you receive a G.E.D.? Yes No

Name & Location of Vocational/Technical/Colleges/Universities Attended (List most recent first)	Degree	Major/Minor

Computer Skills (Please complete this section if it is relevant to the position you are applying for)

Typing Speed _____ words per minute

Indicate your level of experience with computer software/programs using the following scale:

N=No experience

G=General experience (less than 2 years of home or work-related experience)

E=Experienced (more than 2 years and less than 5 years of work-related experience)

P=Professional (5 or more years of work-related experience)

<i>Microsoft Word</i>	<input type="checkbox"/> N <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> P	<i>Microsoft Excel</i>	<input type="checkbox"/> N <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> P
<i>Microsoft Access</i>	<input type="checkbox"/> N <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> P	<i>Microsoft Power Point</i>	<input type="checkbox"/> N <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> P
<i>Microsoft Outlook</i>	<input type="checkbox"/> N <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> P	<i>Internet Explorer</i>	<input type="checkbox"/> N <input type="checkbox"/> G <input type="checkbox"/> E <input type="checkbox"/> P

Please indicate any other computer software/programs in which you are experienced and your level of proficiency using the scale described above.

Licenses/Certifications (Please complete this section if it is relevant to the position you are applying for)

If position requires a valid driver's license:

Do you have a valid driver's license? Yes No Class _____

Please list any **current** licenses or certifications relevant to the position for which you are applying.

Section 3: Work Experience

Provide the following information regarding your work history beginning with your most recent employment first. Include only paid employment unless otherwise noted in the job posting. For the purposes of this section, list employment held in the past five years and any employment held outside of the past five years that may be relevant to the job position you are applying for. Do not write "see resume" – you may submit additional sheets in this format if more space is necessary. Refer to the instructions on page 1 of this application for further details regarding proper completion of this section.

Current or Most Recent Employer

Employer Name: _____
 Employer Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Immediate Supervisor's Name: _____
 Position Title held: _____

Employment Dates	
From: (mo/year)	_____
To: (mo/year)	_____
Total: (years – months)	_____
Average hours per week:	_____

Major duties or responsibilities	Percentage of Time
1	
2	
3	
4	
5	

Shifts worked? Mark all that apply: 1st 2nd 3rd Weekends Holidays

Reason for leaving: _____

Previous Employer

Employer Name: _____
 Employer Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Immediate Supervisor's Name: _____
 Position Title held: _____

Employment Dates

From: (mo/year) _____
 To: (mo/year) _____
 Total: (years – months) _____
 Average hours per week: _____

Major duties or responsibilities	Percentage of Time
1	
2	
3	
4	
5	

Shifts worked? Mark all that apply: 1st 2nd 3rd Weekends Holidays

Reason for leaving: _____

Previous Employer

Employer Name: _____
 Employer Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Immediate Supervisor's Name: _____
 Position Title held: _____

Employment Dates

From: (mo/year) _____
 To: (mo/year) _____
 Total: (years – months) _____
 Average hours per week: _____

Major duties or responsibilities	Percentage of Time
1	
2	
3	
4	
5	

Shifts worked? Mark all that apply: 1st 2nd 3rd Weekends Holidays

Reason for leaving: _____

Previous Employer

Employer Name: _____
 Employer Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Immediate Supervisor's Name: _____
 Position Title held: _____

Employment Dates

From: (mo/year) _____
 To: (mo/year) _____
 Total: (years – months) _____
 Average hours per week: _____

Major duties or responsibilities	Percentage of Time
1	
2	
3	
4	
5	

Shifts worked? Mark all that apply: 1st 2nd 3rd Weekends Holidays

Reason for leaving: _____

Additional Employment Information

Have you ever been discharged or forced to resign from prior employment, other than in relation to a human rights charge or lawsuit in which you were the claimant/plaintiff? Yes No

If yes, please identify the employer and describe the circumstances: _____

Explanation of Gaps in Employment

Please explain any breaks or periods of non-employment in your employment history:

From:	To:	Reason:
From:	To:	Reason:
From:	To:	Reason:
From:	To:	Reason:

Section 4: References

Persons listed below as references should be in a position to discuss your qualifications for the position you seek. Include especially managers, directors, or heads of departments under whom you have worked. **Do not list acquaintances or relatives.** The County reserves the right to contact all prior employers, educational institutions, or institutions where you have volunteered in addition to the references listed below.

Name/Title		
Address		
Phone Number	Home:	Work:
Email Address		
# of Years Known		

Name/Title		
Address		
Phone Number	Home:	Work:
Email Address		
# of Years Known		

Name/Title		
Address		
Phone Number	Home:	Work:
Email Address		
# of Years Known		

Section 5: Veteran's Status

Proof of applicable military status/eligibility, such as a DD214 form, will be required in order to claim credits. Please attach DD214 form or forward it within five business days.

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran's Preference Points? Yes No

Do you wish to claim Veteran's Preference Points? Yes No

If you are a disabled veteran and wish to claim additional points, please check here:

How did you learn about employment with Mower County?		
<input type="checkbox"/> Walk-in	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Employee Referral: _____
<input type="checkbox"/> Newspaper	<input type="checkbox"/> College Recruitment	<input type="checkbox"/> External Website: _____
<input type="checkbox"/> Facebook	<input type="checkbox"/> Mower County Website	<input type="checkbox"/> Other Source: _____

Section 6: Certification, Acknowledgment, and Release

I **certify** that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by the County.

I **understand, acknowledge and agree** that no offer of employment is valid or binding until formal approval by the County Board or the appointing authority referenced in the job description and that until such approval that the County shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application I **hereby authorize** any and all current and former employers, organizations where I have volunteered ("volunteer organizations") and references named in this application, or any agent of such a former employer or volunteer organizations, to release to the County and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that the County will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature, below.

I **hereby release** the County and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of said County, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

Date _____ Signature _____

Name: _____

Date: _____

ATTACHMENT TO JOB APPLICATION FORM

This form needs to be submitted with job application for employment. List type of equipment and work performed using equipment.

TYPE OF EQUIPMENT	HOURS OF EXPERIENCE	WORK PERFORMED