

City Name: Olivia

Position Title: Public Works Worker

Deadline: Tuesday May 30, 2023

The City of Olivia is accepting applications for a full-time public works worker position. Position duties include street maintenance and repair, snow plowing, park maintenance, upkeep of public buildings and facilities, equipment maintenance and other duties as assigned. Applicants must have a valid MN Class B driver's license with tanker endorsement and be able to obtain licenses for weed, tree, and mosquito management within one year of employment. one or more years of maintenance or construction experience is required; and previous public works experience and trade school or other post-secondary education is preferred. The starting pay range is \$22.62 depending on qualifying experience. A competitive benefits package is also provided. Interested individuals are requested to submit a cover letter, resume and completed city application form to Olivia City Hall, 1009 Lincoln Ave. W., Olivia, MN 56277. All materials must be received by 4:00 p.m. on May 30, 2023 to be considered. Applications may be picked up at City Hall during regular business hours or downloaded from the City's website ([olivia.mn.us](http://olivia.mn.us)).

**CITY OF OLIVIA  
PUBLIC WORKS WORKER  
JOB DESCRIPTION**

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|----------------------------------|------------------------------------|
| <b>JOB TITLE:</b>                | Public Works Worker                |
| <b>SUPERVISION:</b>              | Reports to Public Works Supervisor |
| <b>EFFECTIVE DATE:</b>           | September 2019                     |
| <b>FLSA STATUS:</b>              | Non-Exempt                         |
| <b>PAY GRADE / RANGE (2023):</b> | Grade 6                            |
| <b>HOURS WORKED:</b>             | 40 hours / week                    |

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**SUMMARY OF POSITION:**

Performs routine and skilled maintenance and repair work with city streets, vehicles, equipment, parks, grounds, storm sewers and buildings and performs related duties as required.

**SUPERVISION RECEIVED:**

Works under the general supervision and direction of the Public Works Supervisor.

**SUPERVISORY FUNCTIONS:**

None

**EQUIPMENT/JOB LOCATION:**

Work is performed on city streets, vehicles, equipment, parks, grounds, storm sewers, airport, and buildings with occasional inside work. Equipment includes but is not limited to department vehicles, grader, bucket truck, tractors, payloader, water truck, street sweeper, asphalt kettle, skid loader, plow/wing truck, gravel truck, snow blowers, wood chipper, chain saws, mowers, chemical sprayers, and a wide variety of hand and power tools.

**PRIMARY / ESSENTIAL FUNCTIONS OF THE JOB:**

**STREETS**

- Maintains and repairs city streets including patching holes and sealing cracks using a bituminous cold or hot mix.
- Maintains and plows city streets, parking lots, airport runways and cemetery roads using dump truck with attachments, payloader, skid loader and street sweeper.
- Operates jackhammer to remove concrete, curbs, gutters and sidewalks.
- Cleans storm sewers, catch basins and grates; cleans, installs, repairs and replaces utility covers; cleans and repairs culverts, installs storm sewer lines from manhole to catchbasin.
- Straightens, repairs and replaces damaged street signs.
- Removes hazards in city roadways.
- Operates a tractor mower to maintain grass at the municipal airport, in ditches and along gravel roads.
- Places cones, barricades and flags to direct traffic.
- Measures lines on streets and parking lots to indicate handicapped parking areas.
- Sprays weed killer along curbs, cracks in streets and the airport service road.

## **Parks & Recreation**

- Assists in maintaining playgrounds, park equipment and park shelters.
- Mows public areas and drags ball fields.
- Assists in hauling debris during city cleanup weeks.
- Operates chain saw to trim or cut down trees.
- Assists with regular and special pickup of brush from trimmed or removed trees.

## **Buildings, Public Spaces and Misc. Duties**

- Assists in fabricating, installing and removing holiday decorations, banners and flower baskets.
- Assists in maintenance of the City compost pile.
- Performs maintenance of city buildings, equipment and fixtures – including painting, welding and general repair activities.
- Assists in locating and transporting stray animals.
- May be asked to serve as safety director for the department.
- Assists other departments as needed
- Attends classes and meetings to maintain required licenses, certifications, and professional knowledge.
- Performs related duties as assigned or apparent.

## **REQUIRED SKILLS / ABILITIES:**

- Ability to foster and maintain positive, professional relationships with coworkers and the general public.
- Knowledge of street maintenance and repair operations
- Working knowledge of materials, methods and practices used in street, storm sewer and grounds maintenance including snow removal.
- Working knowledge of traffic laws as applied to operating trucks and heavy equipment.
- Considerable ability to operate heavy and light equipment to maintain and repair streets, haul material, remove snow, clean streets, mow grass, and apply salt & sand to city streets.
- Considerable ability to understand how to use safety equipment and to utilize such equipment as conditions warrant.
- Ability to read and interpret technical manuals and to analyze vehicle and equipment repair problems.
- Working ability to communicate effectively with City staff and the public.
- Working ability to follow verbal direction and work independently.
- Ability to multi-task and accomplish assigned duties in a timely manner.
- Ability to apply a variety of procedures, policies and/or precedents and moderate analytical ability in adapting standard methods to fit facts and conditions, using generally prescribed procedures.

## **PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Ability to perform heavy manual labor requiring continual use of large motor skills, standing or walking for long periods, and frequent bending, stooping, shoveling twisting, turning, crouching, stretching and reaching to perform the work.

- Ability to regularly lift and carry objects weighing up to 50-60 pounds and occasionally lift and carry objects weighing 80-100 pounds.
- Ability to work with exposure to loud noises from operating equipment.
- Ability to see, hear and manipulate objects requiring fine motor coordination.
- Exposure to fumes when repairing streets, cleaning storm sewers, operating and repairing heavy and light equipment, and applying lawn chemicals.
- Ability to work in confined spaces and to operate a jackhammer.
- Ability to work from ladders or scaffolding.
- Ability to work outside year-round, including inclement weather.
- Ability to respond within determined response time to snow and other emergencies outside of regularly scheduled work hours.

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent
- Trade/vocational school or other post-secondary education preferred, but not required
- Minimum of one year of maintenance or construction experience
- Valid Minnesota Class B driver's license with tanker endorsement
- Ability to obtain licenses for weed, tree, and mosquito management within one year of employment

**NON-DISCRIMINATION STATEMENT**

The City of Olivia will not discriminate against any employee or applicant for employment because of any legally protected class or status.

*(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)*



1009 W. Lincoln Ave  
Olivia, MN 56216

**APPLICATION FOR EMPLOYMENT**  
An Equal Opportunity Employer

|  |            |             |  |
|--|------------|-------------|--|
| Position Applied For:  |            |             | Date of Application  |
| Available to Work: <input type="checkbox"/> Full Time <input type="checkbox"/> Par -Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Shift Work |            |             |  |
| When would you be available?   |            |             |  |
| Last Name  | First Name | Middle Name | Social Security# (Optional)  |
| Home Phone: (____) _____   |            |             | Are you a United States citizen or legally eligible to work in the U.S.?<br>-- Yes _____ No (If yes, you will be required to provide documentation that you are eligible to work in the U.S) |
| Work Phone: (____) _____   |            |             |  |
| Email Address: _____   |            |             |  |
| Address:   |            |             |  |
| Are you of legal age to work? ___ Yes ___ No (If yes verification will be required)  |            |             |  |
| Are you currently employed? ___ Yes ___ No   |            |             |  |
| May we contact your present employer? ___ Yes ___ No   |            |             |  |

**RECORD OF EDUCATION**

| Education   | School Name, City and State |  | Major Area of Study |
|---|-----------------------------|--|---------------------|
| High School   |                             | Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No<br>GED <input type="checkbox"/> Yes <input type="checkbox"/> No |                     |
| College   |                             | Degree Completed:<br>D Associates D Bachelors<br>D Masters D Other<br>D No degree _____ (# of years completed or credits earned) |                     |
| Technical or Certificate Programs                   |                             | Indicate type of certificate earned.   |                     |
| Summarize special skills/training not listed above: |                             |  |                     |

|                                |  |           |         |
|--------------------------------|--|-----------|---------|
| Current Employment Information |  |           |         |
| Employer:                      | Dates Employed:                                  | Job Title |         |
|                                | From    To |           |         |
| Address:                       |  |           |         |
| Telephone:                     | Job Duties                                       |           |         |
| Pay Information                |  |           |         |
| Starting:                      |  |           | Ending: |
| Reason for Leaving:            |  |           |         |

|                                 |  |           |         |
|---------------------------------|--|-----------|---------|
| Previous Employment Information |  |           |         |
| Employer:                       | Dates Employed:                                  | Job Title |         |
|                                 | From    To |           |         |
| Address:                        |  |           |         |
| Telephone:                      | Job Duties                                       |           |         |
| Pay Information                 |  |           |         |
| Starting:                       |  |           | Ending: |
| Reason for Leaving:             |  |           |         |

|                                 |  |           |         |
|---------------------------------|--|-----------|---------|
| Previous Employment Information |  |           |         |
| Employer:                       | Dates Employed:                                  | Job Title |         |
|                                 | From    To |           |         |
| Address:                        |  |           |         |
| Telephone:                      | Job Duties                                       |           |         |
| Pay Information                 |  |           |         |
| Starting:                       |  |           | Ending: |
| Reason for Leaving:             |  |           |         |

List professional registration, memberships, licenses and/or certificates related to the position you are applying for

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REFERENCES: Please list three persons, who are not related to you, who can provide professional references.

| Name | Address | Phone# | Relationship/Occupation | Years Known |
|------|---------|--------|-------------------------|-------------|
|      |         |        |                         |             |
|      |         |        |                         |             |
|      |         |        |                         |             |

**I Claim for Veteran's Preference**

Complete this section **ONLY** if you are a veteran **AND** claiming veteran's preference. If you do not meet the eligibility requirements outlined below, do not complete this section. To use the preference, you must complete this section **AND** supply a copy of your discharge papers (DD214 Form).

A veteran, for purpose of offering a preference, is a citizen of the United States or a resident alien separated under honorable conditions from any branch of the U.S. armed forces:

- After having served on active duty for 181 consecutive days;
- or By reason of disability incurred while serving on active duty; or
- Who has met the minimum active duty required as defined by CFR, Title 38, Section 3.12a; or  
Who has active military service certified under 38 U.S.C.A. Section 106, Part I, Chapter 1.

Active-Duty Information:

Have you (or your disabled spouse) served on active duty without interruption for 181 days or more? **D** Yes **D** No

Type of separation:  Honorable **D** Honorable release from active duty and transfer to reserves **D** Medical **D** Other

For Disabled Veterans:

Permanent **D** Yes  No Percent of Disability \_\_\_\_\_ %

For Spouses of Deceased Veterans:

Have you remarried?  Yes  No

Affidavit:

I hereby claim veteran's preference for this position and certify that all of the information given is true, complete, and correct to the best of my knowledge.

I hereby authorized the Veteran's Administration to release information necessary to process this application to the City of Olivia

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

**APPLICANT ACKNOWLEDGMENT AND AUTHORIZATION**

**PLEASE READ CAREFULLY BEFORE SIGNING.**

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents may be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that should an offer of employment be extended by the City of Olivia that such employment with the City is at will, for no specified duration and may be terminated by either the City or myself at any time, with or without cause. I understand that none of the documents, policies, procedures, actions, statements of the City of Olivia or its representatives used during the employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Olivia. In consideration for employment with the City of Olivia, if employed, I agree to conform to the rules, regulations, policies and procedures of the City at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with the City of Olivia, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize and all schools, former employers, references, courts and any others who have information about me to provide such information to the City of Olivia and/or its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

**THE CITY OF OLIVIA IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.**

**IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION**

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd 2)

| <b>Private Data</b> | <b>Why We Ask For It</b>   | <b>Are You Legally Obligated To Provide It?</b> | <b>What May Happen If You Don't Provide It</b>  |
|---------------------|--|---|---|
| Social Security #   | To distinguish you from other applicants and to make processing more efficient | No  | Nothing. However, it will help to ensure that your records are not confused with others |
| Name                | To distinguish you from all other applicants                                   | Yes   | Failure to provide information may be cause for rejecting an application                |



|                 |   |     |   |
|-----------------|---|-----|---|
| Address         | To be able to send you notices  | Yes | Failure to provide information may be cause for rejecting an application                                    |
| Horne Telephone | To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice. | No  | We may not be able to employ you in certain jobs where you may be required to come to work on short notice. |