

EMPLOYMENT APPLICATION - PUBLIC WORKS EMPLOYEE (JANUARY 2019)
CITY OF ELKADER 207 N. MAIN STREET, ELKADER IA 52043 (563) 245-2098

Candidates must submit this employment application to be considered for this position. This application may be supplemented by a resume where indicated below.

This can be sent to the City Administrator/Clerk via USPS mail service to PO Box 427, Elkader IA 52043 or sent electronically to elkaderadmin@alpinecom.net. Materials must be received by **Friday, February 15, 2019 by 4:30 pm.**

NAME: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone : Cell: _____ Home: _____ (where do you prefer to be contacted?) _____

Email: _____

Are you a U.S. Citizen, or do you have a Visa permitting you to work in the U.S.? Yes ___ No ___
(Documentation of authorization to work in the U.S. will be required if an offer of employment is made/accepted.)

Are you 18 years of age or older? Yes/No

Do you have any relatives employed here? Yes/No Name _____

Are you a military veteran as defined in Iowa Code Section 35.1? Yes/No
If yes, provide dates of active duty: _____ to _____

Have you ever been known by any other name(s) that this company will require to verify any of the information on this application? Yes /No If yes, provide all other name(s):

Have you been convicted of a felony or misdemeanor other than a minor traffic violation? Yes/No
If yes, please explain.

Do you currently possess a Class B, Commercial Driver's License? Yes/No
Driver's License #: _____ State: _____ If no, do you understand that you must be able to obtain and maintain one as a condition of employment? Yes/no

The City requires Public Works Employees to respond to an emergency or in unusual situations outside of the normally assigned work periods within 30 minutes (normal driving conditions) from the time they receive the call to being onsite. If your current residence does not allow the specified response time, do you agree to comply with this requirement within 90 days? Yes: ___ No: ___

Employment Record: Starting with your present or most recent job, list your employment experience. You may include job related military service assignments and volunteer activities that reflect your qualifications for employment. Please include all employment during the last 10 years. *You may also attach a resume that includes this information.*

Have you been terminated or asked to resign from a place of employment or volunteer internship?
Yes/No If yes, please explain.

(start with most recent employment)

Employer name: _____

Address: _____

Telephone number: _____

Job title: _____

Type of work performed: _____

Dates of employment: _____ Salary: _____

Immediate supervisor: _____ May we contact them? _____

Reason for leaving: _____

Employer name: _____

Address: _____

Telephone number: _____

Job title: _____

Type of work performed: _____

Dates of employment: _____ Salary: _____

Immediate supervisor: _____ May we contact them? _____

Reason for leaving: _____

Employer name: _____

Address: _____

Telephone number: _____

Job title: _____

Type of work performed: _____

Dates of employment: _____ Salary: _____

Immediate supervisor: _____ May we contact them? _____

Reason for leaving: _____

Education: *(if this is included on an attached resume disregard this section)*

High school attended: _____ Year graduated or GED obtained: _____

College or technical school: _____

Year graduated: _____ Degree and area of study: _____

College or technical school: _____

Year graduated: _____ Degree and area of study: _____

Other training (including military training or specialized certification programs):

Branch of service or institution: _____

Year completed: _____ Area of training: _____

Skills and qualifications: Please summarize job-related skills and qualifications. *(if this is included on an attached resume disregard this question)*

Personal References: List three references who are not related to you and are not previous employers.

Name: _____

Address: _____

Telephone number: _____

Name: _____

Address: _____

Telephone number: _____

Name: _____

Address: _____

Telephone number: _____

The City of Elkader is an equal opportunity provider and employer. Applicants are considered for employment without regard to race, creed, color, religion, gender, national origin, disability, age, familiar status, political affliction, citizenship, gender identity or sexual orientation or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification. The City of Elkader will comply with any legal obligation to provide reasonable accommodations to qualified individuals with disabilities.

SIGNATURE REQUIRED/AGREEMENT and RELEASE

- To the best of my knowledge, the information herein is true and complete.
- I hereby authorize the City of Elkader to investigate all the statements in this application and to secure any additional information from all employers, references, and academic institutions.
- I hereby release all those employers, references, academic institutions and the City from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.
- I understand that if I receive a Conditional Offer of Employment, the City of Elkader will complete a thorough background check to include past employment, schools, references, and criminal convictions.
- I also understand that I will be tested for the presence of drugs as part of the pre-employment screening.
- No promises of any form or nature regarding employment have been made to me, and no guarantee of any length of employment is, nor shall be, binding on this employer, unless an agreement to the contrary has been written and signed by the City.
- I understand that providing false information on this application is grounds for disqualification and/or dismissal.

_____ Date

_____ Applicant signature

Return application:

Jennifer Cowsert, City Administrator/Clerk
City of Elkader
PO Box 427 / 207 N. Main Street
Elkader, IA 52043
elkaderadmin@alpinecom.net

by 4:30 p.m. on Friday, February 15, 2019.

CITY OF ELKADER

Summary of Benefits

- Ten and one-half paid holidays
- Two personal days per year
- Health insurance is provided through Wellmark Blue Cross/Blue Shield. As of January 2019 this does not include dental or vision insurance, but 100% of the premium (family or single) is paid by the employer. The employer pays the first \$3,000 of the deductible, which is equal to a single deductible. The employee pays the second \$3,000 if they have family coverage. Prescription medications count towards the deductible.
- Vacation:
 - After one year-five working days
 - After two years-ten working days
 - After ten years-fifteen working days
 - After fifteen years-twenty working days
- Sick leave accrues at the rate of eight hours per month to a maximum of 960 hours.
- Employer contribution to retirement plan through Iowa Public Employee Retirement System (IPERS).
- Bereavement leave
- Military leave
- Uniforms and cold-weather gear provided
- PPEs provided
- Option for comp time or paid overtime
- Fairly regular schedule (M-F; 7:00 a.m. to 3:30 p.m.)

Employer: City of Elkader
Department/Division: Street Department

Job Title: **Public Works Department**

Shift: 8 hours

Employee

Reports To: Public Works Director

FSLA status: Non-exempt

Job Summary: Street Department Workers are responsible for performing a wide variety of semi-skilled and skilled activities related to maintaining and repairing streets, storm sewers, traffic control signs, parks, vehicles, and buildings; ensuring public safety and general welfare; and providing quality customer service. Duties might include: completing snow/ice removal and applying abrasives to streets; repairing streets and sidewalks; cleaning and repairing storm sewer lines, rebuilding intakes and manholes; installing and maintaining signs for traffic control; picking up and chipping brush; picking up leaves; providing general clean-up and housekeeping of shop; performing utility locates on storm sewer lines; operating heavy machinery and specialized equipment; performing preventative maintenance and cleaning of equipment and, assisting in a wide variety of Public Works projects.

Additional duties may include: serving as lead to other department workers, park department workers or seasonal staff; becoming CPO certified; and other duties as assigned.

Distinguishing Characteristics: The Street Department Worker is distinguished from the Public Works Director who is responsible for the entire Street Department, Park Department, Pool facilities and oversight of the water/wastewater operations.

Essential Functions: (These duties are a representative sample; position assignments may vary.)

1. Performs storm sewer utility locates for the City, other utilities, contractors, and the general public.
2. Operates heavy equipment and other equipment such as backhoes, large snow blowers, motor-graders, end-loaders, power tools and all trucks.
3. Cleans and repairs storm sewers including: storm sewer lines, pipes, manholes, intakes and related structures.
4. Cleans roadways and right-of-ways by picking up and chipping brush; mowing grass along roadways; and maintaining, trimming and removing trees in City right-of-ways; operates street sweeping equipment.
5. Performs snow removal duties such as operating snow plows and hauling, shoveling, and applying chemicals and abrasives to streets, sidewalks and steps.
6. Repairs streets, alleys and sidewalks by removing and replacing concrete and asphalt, filling potholes, sealing cracks, painting streets, and performing other necessary clean-up activities.
7. Provides general clean-up and housekeeping of shops.
8. Performs routine maintenance on equipment, buildings, and vehicles, including: lubricating, washing, making minor mechanical adjustments and other preventive maintenance.
9. Removes solid waste (garbage/trash) from waste containers, streets, and sidewalks on city property.
10. Performs other duties of a similar nature or level as assigned.

Physical Demands	Description	Essential Function(s)
Standing	Stand for up to 7.5 hours per day.	1,3,4,5,6,7,8,9,10
Walking	Walk throughout various parks, fields, and grounds.	1,3,4,6,7,8,9,10
Sitting	Sit for up to 1 hour at a time to drive or operate equipment or while attending meetings.	1,2,3,4,5,6,7,8,9,10
Lifting	Lift up to 75-pound tools and equipment (paint buckets, grass seed, concrete forms, ice melt, etc.) from floor to 57 inches.	1,3,4,5,6,7,8, 9,10
Carrying	Carry various equipment weighing up to 70 pounds up	1,3,4,5,6,7,8,9,10

	to 50 feet at a time.	
Pushing	Push up to 100 pounds to open/close vehicle doors, operate, or transport various equipment.	1,2,3,4,5,6,7,8,9,10
Pulling	Pull up to 100 pounds to open/close vehicle doors, operate, or transport various equipment.	1,2,3,4,5,6,7,8,9,10
Climbing	Climb up to 21 steps ranging from 10 inches to 22 inches to get in/out of vehicles, and utilize ladders and step stools.	1,2,3,4,5,6,7,8,9,10
Bending	Bend and reach from 0 inches to 75 inches with up to 25 inches forward reach for landscaping and maintenance tasks.	1,2,3,4,5,6,7,8,9,10
Reaching	Bend and reach from 0 inches to 75 inches with up to 25 inches forward reach for landscaping and maintenance tasks.	1,2,3,4,5,6,7,8,9,10
Gripping	Grip 60 pounds bilaterally to steer vehicles and operate various hand tools.	1,2,3,4,5,6,7,8,9,10
Pinching	Pinch up to 5 pounds bilaterally to handle small parts and tools.	1,2,3,4,5,6,7,8,9,10
Low-level Work	Low level kneeling activity for up to 15 minutes to perform various landscaping duties, irrigation repair, machine and equipment maintenance, etc.	3,4,5,6,7,8,9,10
Above-Shoulder Work	Lift up to a 10-pound part from 0 inches to 75 inches and hold for up to 2 minutes at self-selected height above shoulder to secure the part, change light bulbs, etc.	3,4,5,6,7,8,9,10
Hand Coordination	Hand coordination for writing, using keyboard and telephone, and operating various equipment and tools.	1,2,3,4,5,6,7,8,10
Repetitive motion	Use equipment and tools in such a manner that the same movement or motion is used repeated	2,3,4,5,6,7,8,9,10

Exposures	
Source	Description (level, duration, etc.)
Uneven/slippery surfaces	Required to perform essential functions on slippery surfaces and uneven terrain.
Weather	Required to perform essential functions outside under various and changing weather conditions such as heat, cold, wind, and rain.
Electricity	Exposure to energized, high voltage breaker boxes.
Confined Spaces	Required to perform essential functions in various confined spaces.
Heights	Required to perform essential functions at heights in excess of 25 feet.
Noise	Various equipment such as pumps, vacuum, landscaping equipment, etc.
Chemicals	Various toxic or caustic chemicals; this includes exposure to items that contain an odor or may create dust
Moving mechanical parts	Required to perform essential functions with equipment and tools that have moving mechanical parts.
Vibrations	Required to perform essential functions with equipment that causes vibrations.

Knowledge of (position requirements at entry):

- Reading, writing, and speaking of English language
- Safety procedures
- Hand and power tool operation

- Operating dump trucks, flatbed vehicles, and pick-up truck
- Basic repair skills
- Operating hand and power tools
- Problem solving skills
- Communication, interpersonal skills as applied to interaction with co-workers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Positive customer service-oriented attitude and community-minded thought process.
- Ability to work independently or as a team.

Knowledge or ability to obtain knowledge of:

- General maintenance procedures
- Storm sewer collection systems
- Work zone safety
- Excavation safety
- Construction techniques
- Traffic control
- Maintaining and repairing streets and storm sewer collection systems
- Operating heavy equipment such as backhoes, end-loaders, power tools, and all trucks and tractors

Licenses, Certifications, and Residency Requirements

- High school diploma or equivalent.
- Valid driver's license and ability to obtain, and maintain, a Class B, Commercial Driver's License, within 30 days of employment
- Must have or be able to obtain pool operator license.
- Be willing to obtain other licenses as needed or requested by the Public Works Director or City Administrator/Clerk.
- Employee must be able to respond to an emergency or in unusual situations outside of the normally assigned work periods within 30 minutes from the time they receive the call to being onsite. Thirty-minutes is based on normal driving conditions.

Personal Protective Equipment (PPE)

- Steel toed boots or shoes
- Hearing protection when needed
- Eye protection when needed
- Gloves when needed
- PPE for welding when needed

Conditions of Employment: (for example)

- Pre-employment drug screen.
- Post-offer, pre-employment physical exam.
- Background investigation.

Document History

Date	Description
January 22, 2007	Original version approved
January 28, 2019	New version with functional component added

Definition of Terms

Term	Definition
• Essential Functions	• Those tasks that meet the definition of "the reason the position exists."
• Marginal Functions	• Those tasks which, if excluded or not performed, would not substantially change the result or output of the job classification.

Please read and sign:

I have been provided a copy of this job description: _____

I have read and understand the job requirements as identified above: _____

To the best of my knowledge, I am able to perform the essential job functions with or without reasonable accommodations (as listed here):

