

PUBLIC WORKS MAINTENANCE WORKER. The City of Hamburg is currently accepting applications for a full time Public Works Maintenance Worker. Responsibilities include, but are not limited to, water and wastewater treatment, streets, sidewalks, parks, snow removal, maintenance of City equipment and buildings, and other general maintenance as assigned.

Required qualifications: must possess a valid Class D Minnesota Driver's License; must be able to lift up to 75 pounds; must have basic computer skills along with written and verbal communication skills; must have or be willing to obtain a Class C Water License and a Class D Wastewater License. Preferred qualifications: experience in the operation and mechanical maintenance of City equipment; municipal experience is a plus. This position is subject to a background check and drug and alcohol testing.

This is a 40 hour per week position with weekend and on call duty required. Starting salary based on qualifications, plus benefits.

All candidates must complete a City of Hamburg employment application packet. Please contact for application packet: City of Hamburg, 181 Broadway Avenue, P.O. Box 248, Hamburg, MN 55339. Phone: 952-467-3232. Email: CityAdmin@CityofHamburgMN.com.

Application Deadline: January 3, 2022. EEO EMPLOYER



CITY OF HAMBURG ***JOB DESCRIPTION***

JOB TITLE: Public Works Maintenance Worker/
Water & Wastewater Operator

DEPARTMENT: Public Works/Parks/Water & Sewer Operator

EFFECTIVE DATE: October 2013

FLSA STATUS: Non-Exempt FT

HOURS WORKED: 40 Hours/Week

DEFINITION:

Full-Time semi-skilled worker responsible for general maintenance work and work in relation to the City's Water and Sewer systems.

MISSION STATEMENT PURPOSE:

To represent the city in a professional manner; to treat residents as valued customers and strive to provide them with services that represent good value and good quality in a timely fashion; to treat fellow employees with respect and consideration; to provide parks and recreation areas that are beautiful, environmentally friendly places in the community.

SUPERVISION RECEIVED:

Works under the general and technical direction of City Clerk/Treasurer.

SUPERVISORY FUNCTIONS:

None.

EQUIPMENT/JOB LOCATION:

Works indoors/outdoors in all weather conditions. May be exposed to temperature extremes and potentially hazardous conditions. Works with industrial equipment and power tools of various sizes and weight. This job requires periods of heavy physical efforts.

ESSENTIAL FUNCTIONS OF THE JOB:

- Performs maintenance of Public Works Buildings; cleans restrooms, offices and shop area.
- Performs preventative maintenance and repairs on City buildings, equipment and vehicles; maintains repair records.
- Street maintenance and repairs including patching potholes and cracks, laying gravel, blading alleys, excavating, and sweeping.
- Plow and Sand City Streets as needed/required.
- Straightens and replaces damaged street signs.
- Paints curbs and white stripes on streets to designate parking areas and crosswalks.
- Locates and removes stray animals and transports to kennel.
- Sweeps and shovels sidewalks.
- Maintains Parks including building and grounds maintenance, repairs and installs equipment, installs snow fences, empties trash barrels in parks, and maintains the bathrooms.
- Mows and trims grass in parks and right-of-ways, sprays for weeds, plants flowers and trees, places and maintains flowers barrels within the City, removes diseased trees as needed, trims trees and shrubs, and winterizes park water system.
- Manages inventory at the Community Hall; which includes weighing pop and counting inventory before and after hall events. Worker may meet with renters as necessary.
- Clean Hall and Community Center on a weekly basis.
- Maintain and repair pumps, motors and related equipment in water pumping and sewage lift stations/plants, repairs/replacement of manholes and sewer grates, flushing storm and sanitary sewers, cleaning storm catch basins and raising and lowering manholes to street grade.
- Serves as Water (Class C) and Wastewater (Class D) Operator with daily and weekly readings/duties at the facility including calls involving plugged sewer lines, water main breaks, leaks, and frozen water lines: operates sewer jetter and/or rodder to clean sewer lines.
- Collects samples to be tested in on-site lab or mailed to a private lab.
- Prepares and submits various water and sewer reports as directed by the City/County/State.
- Performs weekend duty rounds of water/wastewater facilities.
- Checks and maintains pumps and liftstations; puts chemicals in liftstations as needed; checks pump house to see that wells are pumping.
- Checks and records daily permanganate, chlorine and fluoride readings; mixes permanganate, chlorine and fluoride to maintain proper levels.
- Reads water meters and record information monthly; checks meters and gauges, pumps, and control panels to verify correct operation of equipment.
- Responds to calls involving plugged sewer lines, water main breaks, leaks, and frozen water lines: operates a sewer jetter and/or rodder to clean sewer lines.
- Performs water meter installation.
- Purchases routine items as needed
- Performs other duties as directed by City Council and/or City Clerk/Treasurer.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Ability to work outside of normal working hours on an on-call basis as the needs of the City require.
- Ability to perform essential functions during required hours of position.
- Ability to work evenings and weekends; as required.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to work in an unsupervised environment while maintaining a productive work environment.
- Ability to attend City Council Meetings to address City issues.
- Ability to work beyond normal working hours, evenings and weekends.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Possession of effective problem solving and analytical skills.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the City Clerk/Treasurer, the public and other governmental agencies.
- Working knowledge of tools, methods, operations, and materials used in public works maintenance, including lawn care.
- Working knowledge of the safe operation of department equipment including operation of power mowers.
- Working knowledge of occupational hazards and safety precautions necessary to perform manual maintenance work with the park, street, water, and sewer systems.
- Working skill in operating heavy equipment for snow removal, sanding, sweeping, and patching city streets.
- Working skill in building maintenance.
- Working skill in lawn moving, spraying weeds and park maintenance.
- Working ability to perform street maintenance and repair.
- Working ability to maintain equipment and vehicles, record information, and to follow a preventative maintenance program.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions of this position. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to focus as it relates to such tasks as driving a vehicle, operating equipment, processing paperwork, overseeing public activities, etc. Considerable ability to use small motor skills necessary to manipulate objects requiring manual dexterity. Considerable ability to use large motor skills which include bending, walking, balancing, kneeling, pushing and pulling during the workday. Employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms.

- **SITTING:** In vehicles and at training sessions.

- **STANDING:** On job sites and hard slippery surfaces.
- **REPETITIVE MOVEMENT:** With hand/wrists while driving, using tools and equipment.
- **SIGHT:** Performing work and operating equipment safely during the day and night with or without corrected vision.
- **HEARING:** Communicating with personnel and the public in person, by radio and telephone, hearing warning mechanisms on equipment and vehicle. Noise level is usually moderate.
- **SPEECH:** Answering telephones and radios, speaking with supervisor, other personnel and the public.
- **LIFTING:** Tools, supplies, materials, and equipment. Considerable ability to regularly lift and carry objects weighing up to 25 to 35 pounds and less frequently lift and carry objects weighing up to 100 pounds.
- **WALKING:** Performing maintenance duties within job sites.
- **CLIMBING:** Getting onto and off machinery, equipment, and ladders. Heights could be over 8 feet in the air.
- **REACHING:** Retrieving supplies, materials, and equipment. Performing maintenance duties in all city buildings.
- **PULLING/PUSHING:** Using tools and equipment of various sizes, weights, and shapes.
- **GRASPING:** Pens, pencils, radios, tools, and various equipment.
- **TWISTING/TURNING:** Performing work at job sites and on equipment.
- **KNEELING:** Performing work at job sites and on equipment.

ENVIRONMENTAL CONDITIONS:

The position requires exposure to the following:

- **NOISE:** Moderate to high level from machinery, trucks, and heavy equipment.
- **FUMES:** Odors from equipment, vehicles, paint, chemicals, gasoline, asphalt, oils, cleaning agents, sealers, and trash pick/disposal.
- **DUST:** High levels of wood dust, dirt, fertilizers, outside air dust.
- **CHEMICALS:** Paints, sprays, chemicals used in public works and parks maintenance operations.

MINIMUM QUALIFICATIONS:

- High school graduate or GED.
- Must have and maintain a valid Minnesota Driver's License.
- Ability to perform the physical elements of essential job functions in the outdoors and in a building.
- Ability to lift up to 100 pounds.
- Must be in compliance with DOT testing regulations and requirements necessary to operate City vehicles.

- One year of experience with Park Equipment and Grounds Maintenance including lawn mowing, light equipment operation, or equivalent.
- One year of experience working with municipal water and sewer systems.
- Basic computer skills

DESIERABLE QUALIFICATIONS:

- Experience working in a municipal public works department.
- Experience working in a municipal water and sewer system; possess a Class C Water License and a Class D Sewer License or ability to obtain required licenses.
- Additional maintenance, construction or farming experience including the use of light equipment.
- Training/Education in maintenance, machinery, mechanics or related field.
- Customer Service/Public Relations Experience.

NON-DISCRIMINATION POLICY:

The City of Hamburg 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.

The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and requirements of the position change. The City of Hamburg reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to a background check and drug and alcohol testing.

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
	<input type="checkbox"/> Walk-In
	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
		Zip Code
Telephone Number(s)	Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No

If Yes, give date _____

Have you ever been employed with us before?

Yes No

If Yes, give date _____

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign language you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		<u>Dates Employed</u> From To	Work Performed
Address		<u>Hourly Rate/Salary</u> Starting Final	
Telephone Number(s)			
Job Title	Supervisor		
Reason for Leaving			
Employer		<u>Dates Employed</u> From To	Work Performed
Address		<u>Hourly Rate/Salary</u> Starting Final	
Telephone Number(s)			
Job Title	Supervisor		
Reason for Leaving			
Employer		<u>Dates Employed</u> From To	Work Performed
Address		<u>Hourly Rate/Salary</u> Starting Final	
Telephone Number(s)			
Job Title	Supervisor		
Reason for Leaving			
Employer		<u>Dates Employed</u> From To	Work Performed
Address		<u>Hourly Rate/Salary</u> Starting Final	
Telephone Number(s)			
Job Title	Supervisor		
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Additional Information

Other Qualifications

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

Specialized Skills Check Skills/Equipment Operated

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> CRT | <input type="checkbox"/> Fax |
| <input type="checkbox"/> PC | <input type="checkbox"/> Lotus 1-2-3 |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> PBX System |
| <input type="checkbox"/> Typewriter | <input type="checkbox"/> Wordperfect |

Production/Mobile Machinery (list):

Other (list):

State any additional information you feel may be helpful to us in considering your application.

Note to Applicant: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

Yes

No

References

1.	_____	_____
	(Name)	(Phone Number)

	(Address)	
2.	_____	_____
	(Name)	(Phone Number)

	(Address)	
3.	_____	_____
	(Name)	(Phone Number)

	(Address)	

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.
I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood 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 this organization.
In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Interviewer _____ Date _____

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____
Name and Title _____ Date _____

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____

Date _____

NOTES

It is the City of Hamburg's responsibility to inform potential employees of their privacy rights. Please carefully read the Tennessee Warning provided below. Sign and date the form and return it with your application. Your signature indicates that you have received information regarding your rights as they pertain to the Minnesota Government Data Practices Act.

In accordance with the Minnesota Government Data Practices Act, the City of Hamburg is required to inform you of your rights as they relate to the private information collected from your application. Private data is information that is available to you, but not to 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 at the City of Hamburg. All data collected is considered private except for the following:

- Veteran status
- Relevant test scores
- Rank on eligibility list
- Job history
- Education and training
- Work availability

Your name is considered to be 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 Hamburg. Furnishing social security numbers is voluntary for applicants to the City of Hamburg, but refusal to supply other requested information would mean that your application for employment might not be considered.

Private data is available only to you, to appropriate city employees, and others as provided by state and federal laws 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.

The information you give about yourself is needed to identify you and to assist the City of Hamburg in determining your suitability for the position for which you are applying.

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

Applicant Signature

Date

RELEASE TO GIVE SCHOOL REFERENCE

In order to provide the City of Hamburg with information and opinions that may be useful to the City of Hamburg in its hiring decisions, I authorize any person, school, organization or entity disclosed in my resume, application or interview to provide any information regarding me, including without limitation, information concerning my classes, degrees, reputation, and character. I acknowledge that the information divulged may be negative or positive with respect to me. Nevertheless, pursuant to this authorization, I unconditionally release such person, school, organization or entity from any and all legal liability for furnishing such information and in making such statements.

A photocopy of this signed Release shall have the same force and effect as the original Release signed by me and shall be valid for twelve months from the date below.

Dated: _____

Signature

WRITTEN RELEASE OF LIABILITY FOR REFERENCE INFORMATION

Former employer(s): _____

Employment agency: _____

I authorize the above indicated employer(s) or above indicated employment agency to provide to my prospective employer listed below the following information regarding me to the below identified prospective employer: (1) my dates of employment; (2) my compensation and wage history; (3) my job description and duties; (4) my training and education provided by the above indicated employer(s) to me; (5) any acts of violence, theft, harassment, or illegal conduct documented in my personnel record that resulted in disciplinary action or resignation and my written response, if any, contained in my personnel record; (6) written reasons for my separation from employment with the above indicated employer(s); (7) written disciplinary warnings and actions in the five years before the date of this authorization by the above indicated employer(s), and my written response, if any, contained in my personnel record; and (8) my written employee evaluations conducted before my separation of employment with the above indicated employer(s), and my written response, if any, contained in my personnel record. I understand that the information provided about me may be negative or positive. However, I unconditionally release the above indicated employer(s) and/or employment agency from any and all legal liability for damages that may result for furnishing such information and in making such statements. This Release supersedes any agreement or contract I may have previously made to the contrary with the above indicated employer(s) or employment agency.

A photocopy of this signed Release shall have the same force and effect as the original Release signed by me.

Prospective Employer: _____

Date: _____

(Printed Name)

(Signature)

AUTHORIZATION TO CONDUCT ONLINE SCREENING

I authorize the City of Hamburg to conduct a previous employment investigation on me as an applicant for employment with the City. In providing this authorization, I authorize the City of Hamburg, and any authorized agent on the City's behalf, to conduct online screening through search engines including but not limited to Google, Yahoo, Bing, etc., and through social networking sites such as Facebook, LinkedIn, Myspace, web forums, blogs, discussion groups, chat rooms, picture swapping sites, and all other interest sites designed for people to interact with each other in order to obtain relevant job-related data about me including but not limited to the following types of data: criminal background or activities, job skills, work experience, work habits, activities in conflict with employer mission, communication skills, and other unique facts bearing upon my ability to be employed with the City. I understand that the information found out or discovered about me may be negative or positive. However, I unconditionally release the City of Hamburg and any of its agents performing said search from any and all legal liability for damages that may result by retrieving such information about me.

A photocopy of this signed Release shall have the same force and effect as the original Release signed by me.

Dated: _____

Signature

Print Name

Address

CITY OF HAMBURG

VETERAN'S PREFERENCE

COMPLETE THIS FORM ONLY IF YOU ARE A VETERAN AND ARE CLAIMING VETERAN'S PREFERENCE

NOTE: COPY OF DD214 MUST BE ATTACHED

You must submit a PHOTOCOPY of your DD214 or other military documents to substantiate the service information requested on the form. Claims not accompanied by proper document will not be processed. For assistance in obtaining a copy of your DD214, contact the Veterans' Service Office at (651-644-4022).

active duty, or after having served the full period called or ordered for active duty and be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who is unable to qualify because of the disability.

The City of Hamburg operates under a point preference system which awards points to qualified veterans to supplement their application. Five (5) points are granted to non-disabled veterans on open, competitive positions; ten (10) points are added if the veteran has a service connected compensable disability as certified by the Veterans Administration.

To qualify for preference on a promotional exam, a veteran must have received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted 5 points. Disabled veterans eligible for such preference may use the 5 points preference only for the first promotion after securing City employment.

To qualify for preference for an open, competitive position, you must have been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, or by reason of disability incurred while serving on

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If your DD214 is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

NAME (LAST)	(FIRST)	(Middle)	SOCIAL SECURITY NUMBER	POSITION FOR WHICH YOU APPLIED
				Closing Date:

ADDRESS (STREET) (City)	(STATE) (ZIP)	PHONE NUMBER	ARE YOU A US CITIZEN OR RESIDENT ALIEN? <input type="checkbox"/> YES <input type="checkbox"/> NO
-------------------------	---------------	--------------	---

Veteran (5 points) (DD214 or DD215 must be submitted to receive points):
 Honorably discharged veteran YES NO

FOR DISABLED VETERANS (10 points): (DD214 and Letter from VA of proof of disability must be submitted to receive points.)

Percent of Disability: _____%

Have you ever been promoted in the City of Hamburg employment?..... YES NO

FOR SPOUSES OF DECEASED VETERANS (5 points, 10 if the veteran was disabled):
 (Attach DD214 or DD215, photocopy of marriage certificate and spouse's death certificate must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.)

Date of Death: _____ Have you remarried?..... YES NO

FOR SPOUSES OF DISABLED VETERANS (10 points):
 (DD214 or DD215 and a letter from VA of proof of disability must be submitted to receive points.)

Due to the veteran's service-connected disability the veteran is unable to qualify for this position because:
(be specific) _____

AFFIDAVIT: I hereby claim Veteran's Preference for this position and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby authorize the Veterans Administration to release information necessary to process this application to the City of Hamburg.

Signature

Date

INFORMATION REGARDING CLAIMING VETERAN'S PREFERENCE

Preference points are awarded to qualified veterans and spouses of a deceased or disabled veterans subject to the provision of MN Statute 197.447.

The veteran must:

- a) be a U.S. citizen or resident alien.
- b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either.
 - i. served on active duty for at least 181 consecutive days, or
 - ii. have been discharged by reason of service connected disability, or
 - iii. have completed the minimum active duty requirement of federal law, as defined by CFR Title 38, Section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
 - iv. certified service and verification of "veteran status" is granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- 1) Attach a copy of the DD214 or DD215. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.
(DD214 "Member-1" copy will not be accepted)
- 2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled preference per MN Statute 197.455.
- 3) A spouse of a deceased veteran applying for preference points must supply their marriage certificate, the veteran's DD214 or DD215, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the City of Hamburg. Please contact your local County Veterans' Service Office if you have any questions regarding veterans' preference in public employment.