

Addendum to Job Application & Description

Maintenance Worker I

Winneshiek County will be accepting applications for the position of Maintenance Worker I until 4:00 p.m. on Monday, October 11, 2021 at the Winneshiek County Engineer's Office.

This position will report to the Ridgeway Shop in Ridgeway.

New Road Department employees must possess a Class A commercial driver's license and medical card at application.

The starting per hour wage is set by the Collective Bargaining Agreement between Winneshiek County and the United Electrical, Radio and Machine Workers of America.

Maintenance Worker I	Current Base Rate	\$23.60
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Upon completion of the probationary period, you will be given the option of becoming a dues paying member of the Union. It is the employee's choice and is not required. However, the employee is bound to the collective bargaining agreement.

The regular work day is currently 8 hours and the regular work week is 40 hours, Monday through Friday. The current hours are 7:00 a.m. to 3:30 p.m. Time and one-half is paid for overtime hours or employees may choose to take compensatory time off at a later date granted one and one-half hours for each overtime hour worked.

All full-time employees are covered by the Iowa Public Employees' Retirement System. Currently 6.29% of each payroll check is deducted for this retirement plan. In addition, the County pays 9.44% to the plan. The County currently has Blue Cross Blue Shield for health insurance. The County pays the single premium of \$900 per month for employees and family coverage is available at the employee's cost. Health Savings Accounts (HSA) are available as well. The County also offers optical, life and dental insurance as well.

There are ten paid holidays each year. Vacation is earned as follows and is calculated from the anniversary date of employment.

<u>Years of Service</u>	<u>Vacation Days</u>
Upon Employment	10 Days
6 years but less than 12 years	15 Days
12 years or more	20 Days

Other leaves that are available are detailed in the union contract and include sick leave, funeral leave, military leave, leaves without pay, etc.

Upon offer of this position, the potential employee will be required to pass a pre-employment DOT drug test and successfully complete a physical assessment. Employees receive a copy of the County Employee Policy Manual and will be required to sign statements of understanding associated with the manual.

MAINTENANCE WORKER I

DEFINITION

Under general supervision, performs skilled and unskilled work in the inspection, maintenance and construction on the Secondary Road System.

PRIMARY DUTIES

Performs the inspection, maintenance and construction on the roads, bridges and culverts including surfaces, shoulders, bridges, culverts, other drainage facilities, signs and right of way areas; operates equipment assigned including trucks, tractors, mowers, loaders, dozers and snowplows and other equipment used or required to perform the inspection, maintenance and construction of roads, bridges and culverts; works with materials required for the maintenance and construction of roads including installing and removing snow fence, spreading sand, salt and other abrasives for ice control, asphaltic materials, crushed stone or gravel and other materials as required; assists in laying culverts in roads and driveways; cuts brush and weeds; works and operates equipment skillfully and safely in conformance with regulations and directions; operates assorted power tools, such as chain saw and cutting torch, in a safe and proper manner; performs preventative maintenance and limited repair of equipment, including the use of a welder; uses independent action in accomplishing recurring or emergency tasks; possesses considerable knowledge of the standard methods, materials, tools and equipment used in roads, bridge and culvert maintenance work. Performs related work as assigned and required.

ENTRY REQUIREMENTS

Required Knowledge, Abilities and Skills. Ability to understand and follow written and oral directions; ability to perform manual labor that requires repeated bending, lifting and carrying items weighing up to 50 pounds and to operate equipment for extended periods under unfavorable weather conditions; working knowledge of mechanical principles; ability to establish and maintain an effective working relationship with fellow employees and with members of the public; performs related work as required.

Minimum Education, Training and Experience. Graduation from high school or G.E.D. equivalent and experience and knowledge of road maintenance and construction.

Required Special Qualifications. Possession of a valid Class A Commercial Drivers License & medical card required at application.

Employment Application
Winneshiek County

The position I am applying for is: _____

Last Name First Name Middle Name

Address Street City State ZIP Code

Telephone Number Email Address

Driver's License Number Do you possess a Class A Commercial Driver License (CDL)
Yes No

List additional names you have used: _____

Please list an additional phone number where we can leave a message:

Name: _____ Relationship: _____ Number: _____

How did you learn about this employment opportunity?

Newspaper Job Service Friend Walk-in Website Education Institution Employee Other

Please be sure to answer all items completely and accurately.

Type of work you would accept: Full time Part time Seasonal Temporary

What date would you be available for work? _____

Have you ever filed an application with us before? Yes No If yes, Month/Year: _____

Have you ever been employed with us before? Yes No If yes, In what capacity? _____

From: _____ To: _____ Reason for Leaving: _____

What is the minimum salary that you would accept? _____

Do you have any relatives currently employed by us? Yes No

If yes, state the name, relationship and department in which they are employed. _____

Are you legally eligible to be employed in the U.S.? Yes No (Proof of identity and eligibility will be

Are you a veteran of the U.S. Armed Forces? Yes No required upon employment)

Dates of military service: _____ Branch: _____

Have you ever been convicted of a crime (other than a minor traffic violation)? Yes No

If so, please indicate the nature of the offense, date, state and disposition. _____

(A conviction record is not an automatic bar to employment and the nature, recency and disposition of the offense will be considered only as it relates to the job for which you are applying)

Education

	High School	Undergraduate College/University	Graduate/Professional
School Name and Location			
Diploma/Degree If Applicable, please include Professional License or Registry Number			
Course of Study			

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

List equipment and computer software you can operate. _____

List construction equipment previously operated if applicable to the position. _____

Employment Experience

List previous 10 years of employment. Start with your present or last job. Add another sheet if necessary.

May we contact your current employer(s)? Yes No

1. Employer	Dates Employed From/To	Work performed
Address		
Telephone Number	Hourly Rate/Salary Starting/Final	
Job Title		
Supervisor	Reason for leaving	

2. Employer	Dates Employed From/To	Work performed
Address		
Telephone Number	Hourly Rate/Salary Starting/Final	
Job Title		
Supervisor	Reason for leaving	

3. Employer	Dates Employed From/To	Work performed
Address		
Telephone Number	Hourly Rate/Salary Starting/Final	
Job Title		
Supervisor	Reason for leaving	

4. Employer	Dates Employed From/To	Work performed
Address		
Telephone Number	Hourly Rate/Salary Starting/Final	
Job Title		
Supervisor	Reason for leaving	

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 it may be necessary in arriving at an employment decision.

I hereby acknowledge that any employment relationship with Winneshiek County is of an At-Will nature, which means that the employee may resign at any time and that Winneshiek County may discharge at any time with or without cause. I understand that neither this document nor any offer of employment from Winneshiek County constitutes an employment contract unless a specific document to that effect is executed by Winneshiek County and be in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application. I agree to employment entrance exams, if necessary, at Winneshiek County cost. I understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

It is the policy of Winneshiek County to provide equal treatment to all Winneshiek County employees and applicants for Winneshiek County employment without regard to race, color, religion, political affiliation, creed, sex, sexual orientation, gender identity, national origin or ancestry, age, mental or physical disability, marital status, except as bona fide occupational qualifications may require otherwise. This policy applies to all human resources actions and procedures including, but not limited to: recruitment, selection, training, compensation, benefit programs, promotion, demotion, transfer and termination of employment.

Addenda to job application

Veteran Status

This portion is required to be submitted with each application by Iowa Code Chapter 35C

Name of Applicant: _____

1. Are you a United States citizen? ___Yes ___No
2. Are you a citizen and resident of the State of Iowa? ___Yes ___No
3. Are you an honorably discharged veteran from the military or naval forces of the United States in any war in which the United States has been engaged, including the Korean Conflict at any time between June 25, 1950 and January 31, 1955, both dates inclusive, the Vietnam Conflict beginning August 5, 1964, and ending on May 7, 1975, both dates inclusive, and the Persian Gulf Conflict beginning August 2, 1990, or the current conflicts in Iraq or Afghanistan? ___Yes ___No
4. Did you receive an honorable discharge? ___Yes ___No
5. If the answer to questions 1, 2, 3, and 4 is yes, please complete the following:
 - a. In which war did you serve?

 - b. In which branch of the military did you serve?

 - c. When did you enter the military? (Month, day, year):

 - d. When were you discharged from the military? (Month, day, year):

 - e. Please attach a copy of your DD214 to this job application.

The above information is true and correct.

Signature of Applicant