

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

Name: _____

Professional References

Name: _____

Occupation: _____ Relationship: _____

Telephone: _____ Email: _____

Address: _____

Name: _____

Occupation: _____ Relationship: _____

Telephone: _____ Email: _____

Address: _____

Name: _____

Occupation: _____ Relationship: _____

Telephone: _____ Email: _____

Address: _____

Class Title: Equipment Operator I

Bargaining Unit: Represented

Job Summary: Under general supervision, performs skilled operation of heavy specialized equipment used in maintenance and construction of roads and bridges on the Secondary Road System.

Major Duties/Performance Measures: Operates heavy and special equipment such as motorgraders, dozers, end loaders, backhoe, excavators, trucks and other equipment used in the maintenance and construction of roads, bridges and culverts; works and operates equipment skillfully and safely in conformance with regulations and directions; performs routine mechanical maintenance of equipment operated; performs routine unskilled manual labor as required. Immediate supervisor is the Maintenance Superintendent, but also answers to the Maintenance Foreman. During snow plowing activities, will be required to report to the shop assigned and be under the direct supervision of the Foreman. The assignment will be assigned to any of the five shops. Typical work would include but not limited to: relays culverts and driveways; repairs tile; lays new tile; back-fills; loads dirt, rocks and other materials; loads and unloads heavy objects; may serve as competent person on excavation projects; participates in other road and bridge work such as cleaning ditches, cutting trees and brush, and plowing snow in adverse weather conditions; performs preventive maintenance on equipment and makes necessary minor adjustments; performs other manual labor as required.

Background Requisites: Experience and knowledge of road maintenance, construction, and heavy equipment.

Education: Graduation from high school or G.E.D. Equivalent

Work Experience: Experience with operating heavy equipment.

Essential Skills: Knowledge of the operation and mechanical functions of heavy trucks and specialized construction equipment; knowledge of operating hazards and of applicable safety precautions; knowledge of the materials, practices and methods of road and bridge construction and maintenance; ability to understand and follow written and oral instructions; 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 of time under unfavorable weather conditions; ability to organize tasks and assign subordinates to tasks, instruct them in their work and inspect work upon completion; ability to train subordinates in the operation of specialized equipment to serve as back-up operators; ability to establish and maintain an effective working relationship with fellow workers and members of the public. Basic computer knowledge.

Supplemental Information: Possession of a valid Class A Commercial Driver's License with medical card

Relationships: Must be able to get along with members of the public, employees of the department

Reports to: Maintenance Superintendent and Maintenance Foreman

Works with: Engineer's Office and Secondary Roads Employees

Physical/Environmental Conditions: Required to work indoors and outdoors, may be exposed to extreme heat and cold conditions. Times of considerable physical labor, and walking.

Hours of Work: Monday-Friday 7:00-3:30

Addendum to Job Application & Description

Equipment Operator I

Winneshiek County will be accepting applications for (2) Equipment Operator I positions until 4:00 p.m. on Friday, September 29, 2023 at the Winneshiek County Engineer's Office.

One position will report to the Ridgeway Shop in Ridgeway but will operate the motor grader out of the Kendallville Shop and the other position will be an At-Large position with the Bridge Crew.

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.

Equipment Operator I	Current Base Rate	\$25.81
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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 majority of single premium of \$960 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.