

## Addendum to Job Application & Description

### Signman

Winneshiek County will be accepting applications for the position of Signman until 4:00 p.m. on Friday, December 6, 2024 or until the position is filled at the Winneshiek County Engineer's Office.

Under supervision the Signman installs, maintains, repairs and makes signs for the use of the Secondary Road System; performs the duties of Maintenance Worker I which includes performing skilled and unskilled work in the inspection, maintenance and construction on the Secondary Road System and related work as required.

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

The Signman pay rate is set below:

Signman: Current Hourly Rate \$26.48

The regular workday 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. Hours are subject to change with the union contract. Time and one-half is paid for overtime hours or employees may choose to earn compensatory time to take 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 employee and children plan 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 employee handbook 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.

## SIGNMAN

### DEFINITION

Under supervision, installs, maintains, repairs and makes signs for the use of the Secondary Road System; performs the duties of Maintenance Worker I which includes performing skilled and unskilled work in the inspection, maintenance and construction on the Secondary Road System and related work as required.

### REGULAR DUTIES

Prepares and maintains the inventory of signs in the sign shop and sign materials including posts and bolts; installs signs along the roadway in accordance with the “Manual on Uniform Traffic Control Devices”, offers assistance to the District Maintenance Foreman and District Maintenance Man on the installation of signs by giving technical advice and assisting with sign installation; repairs and refaces damaged signs; makes new signs: constructs sign stands and barricades as needed; performs routine inspection of sign installations on the road system and at hazardous locations to see that signs are properly installed and maintained; may act as crew foreman on a sign installation crew; provides contractors working on construction projects on the Secondary Road System with advice and materials as required by the Iowa Department of Transportation Standard Specifications for properly signing the construction site.

### ENTRY REQUIREMENTS

Required Knowledge, Abilities and Skills: Ability to understand and interpret written and oral directions including the “Manual on Uniform Traffic Control Devices,” ability to perform manual labor that requires repeated bending, lifting and carrying items weighing up to 50 pounds; ability to establish and maintain an effective working relationship with fellow employees and with members of the public; performs related work as required. Basic computer skills.

Minimum Education, Training and Experience: Graduation from high school or GED equivalent and two years experience and knowledge on road construction and maintenance.

Required Special Qualifications: Possession of a valid Class A Commercial Drivers License and medical card.

**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. \_\_\_\_\_

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List equipment and computer software you can operate. \_\_\_\_\_

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List construction equipment previously operated if applicable to the position. \_\_\_\_\_

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## 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

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

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

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

<b>4. Employer</b>	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.

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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: \_\_\_\_\_