

## City of Ramsey Employment Opportunity Engineering Interns

The City of Ramsey is seeking two Engineering Interns to work in its dynamic, growing community of over 25,000 residents. These positions facilitate and/or coordinate multiple ongoing City functions, projects, and events; including, but not limited to the following:

- Construction observation of streets, storm sewer and underground utilities
- Survey work; including field topography and construction staking
- GPS documentation of miscellaneous infrastructure
- Topsoil inspections
- Recordkeeping and mapping
- Preparation of various written documents and reports; including engineering calculations, resident correspondence, and contractor correspondence related to project administration
- Plan review for both public and private infrastructure improvements
- Miscellaneous engineering duties as assigned

Minimum qualifications:

- Must be 18 years of age
- Must be a current student in their sophomore, junior or senior year, or must have completed one year of technical college education in Civil Engineering. Recent graduates with a Bachelor's degree in Civil Engineering; or related field, will be considered
- Must have the ability to work effectively with others, including City staff, elected officials and community members
- Must have the ability to communicate effectively both orally and in writing and to work independently with minimal supervision
- Must be proficient using computers and working knowledge of common word processing and spreadsheet software
- Must have excellent written and verbal communication skills
- Must have a valid unrestricted state driver's license with a good driving record

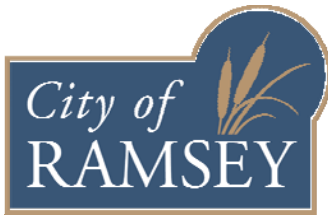
The general schedule for this position is Monday – Friday from 7:00 am to 3:30 pm beginning in late April to early May and running through approximately mid-September, depending on availability and workload. Work hours may vary depending on assigned projects.

The 2017 wage is \$12.00 to \$14.00 per hour DOQ. To apply, visit [www.cityoframsey.com](http://www.cityoframsey.com) to download and print the City's Application and Supplemental Application. Send via US Mail or hand delivery to: The City of Ramsey, Attn: Human Resources, 7550 Sunwood Drive NW, Ramsey, MN 55303. Questions can be directed to Sue Hurd at 763-433-9816 or by email [shurd@cityoframsey.com](mailto:shurd@cityoframsey.com). Resumes will not be accepted in lieu of the City's application packet. **Application materials must be received by Tuesday, March 21, 2017 at 3:30 p.m.**

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### *City of Ramsey's Core Values*

*Ethics and Integrity, Fiscal Responsibility, Cooperation and Teamwork, Open and Honest Communications, Excellence and Quality in the Delivery of Services, Treating People with Respect and Fairness, and Adaptability and Continuous Learning*



**APPLICATION FOR EMPLOYMENT  
CITY OF RAMSEY**

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Present Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Are you 18 years or older? Yes \_\_\_ No \_\_\_ Telephone \_\_\_\_\_ Cell: \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary Required \_\_\_\_\_

Have you filed an application here before? Yes \_\_\_ No \_\_\_ If yes, give date \_\_\_\_\_

Have you been employed here before? Yes \_\_\_ No \_\_\_ If yes, give date \_\_\_\_\_

Referral Source: Ad (specify newspaper) \_\_\_\_\_ Walk in or other \_\_\_\_\_

Are you now employed? Yes \_\_\_ No \_\_\_ If yes, may we contact your employer? \_\_\_\_\_

Are you available to work: FULL-TIME \_\_\_ PART-TIME \_\_\_ TEMPORARY \_\_\_

List hours available \_\_\_\_\_

**EDUCATION** Name & Location #Years Attended Diploma/Degree Major/Area of Study

High School: \_\_\_\_\_

College/Trade: \_\_\_\_\_

Other \_\_\_\_\_

Special Skills and Qualifications \_\_\_\_\_

List licenses held relevant to employment: (e.g. Drivers License)

Type: \_\_\_\_\_ Number: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**CRIMINAL HISTORY BACKGROUND CHECKS**

All employment offers are conditioned upon the applicant passing a background check, which includes a criminal background check. Criminal convictions are not an automatic bar from employment. Each case is considered on its individual merits and the type of position sought.

**EMPLOYMENT EXPERIENCE** - Please list at least three employers (present or most recent employer first).  
Attach additional sheet as necessary.

Employer	Dates Employed	From	To
Address	Telephone		
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

Employer	Dates Employed	From	To
Address	Telephone		
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

Employer	Dates Employed	From	To
Address	Telephone		
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

**PROFESSIONAL REFERENCES** (Examples: supervisor, professor/teacher)

Please list three professional references you have known for at least one year. Do not include friends or relatives.

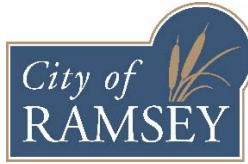
Name	Address	Telephone	Years	Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I authorize the investigation of all statements contained in this application for employment as may be necessary to determine my eligibility for employment. I certify that answers given herein are true and complete to the best of my knowledge and I understand that making false statements on this application or withholding information shall be grounds for disqualification or dismissal. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*The City of Ramsey requires criminal background checks, motor vehicle checks, reference checks, physical examinations, and drug tests on finalists. An Equal Opportunity Employer. \*\*\*

\*\*\*\*The original city application with signature must be received by the position closing date in order to be considered a valid application.\*\*\*\*



Engineering Division Intern  
Supplemental Questions

**THIS MUST BE COMPLETED AND RETURNED WITH ALL YOUR APPLICATION PACKET MATERIALS**

Name: \_\_\_\_\_

- |                                                                                              |     |    |
|----------------------------------------------------------------------------------------------|-----|----|
| 1) Are you at least 18 years of age or older?                                                | Yes | No |
| 2) Are you a current student in a technical, two /four year institution, or recent graduate? | Yes | No |
| 3) Are you able to work effectively with others?                                             | Yes | No |
| 4) Are you able to work independently with minimal supervision?                              | Yes | No |
| 5) Are you proficient using computers and common software?                                   | Yes | No |
| 6) Do you have excellent written and verbal communication skills?                            | Yes | No |
| 7) Do you have a valid unrestricted state driver's license with good driving record?         | Yes | No |

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8) How many years of experience do you have in the following:

Microsoft Word:	No Experience	1 to 3 years	4 to 7 years	8+ years
Microsoft Excel:	No Experience	1 to 3 years	4 to 7 years	8+ years
Microsoft Outlook:	No Experience	1 to 3 years	4 to 7 years	8+ years

9) Do you have experience in construction observation of the following:

Streets	No Experience	1 to 6 months	7 to 11 months	1+ years
Storm Sewers	No Experience	1 to 6 months	7 to 11 months	1+ years
Underground Utilities	No Experience	1 to 6 months	7 to 11 months	1+ years

Where was this obtained: \_\_\_\_\_

10) Do you have any experience with survey work; including field topography and construction staking?

No Experience	1 to 6 months	7 to 11 months	1+ years
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Where was this obtained: \_\_\_\_\_

11) Do you have any experience using GPS equipment to document infrastructure?

No Experience            1 to 6 months            7 to 11 months            1+ years

Where was this obtained: \_\_\_\_\_

12) Do you have any experience in record keeping or mapping?

No Experience            1 to 6 months            7 to 11 months            1+ years

Where was this obtained: \_\_\_\_\_

13) Do you have any experience with public communication; including report preparation, correspondence, and project administration?

No Experience            1 to 6 months            7 to 11 months            1+ years

Where was this obtained: \_\_\_\_\_

14) Do you have any experience with plan review for public and/or private infrastructure improvements?

No Experience            1 to 6 months            7 to 11 months            1+ years

Where was this obtained: \_\_\_\_\_

I certify that all answers to the above questions are true and understand that any false information provided or omission of information from this supplemental application may be cause for rejection or immediate termination from employment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## CITY OF RAMSEY POSITION ANALYSIS

**POSITION TITLE:** Temporary Intern

**DEPARTMENT:** Engineering Department

**POSITION TITLE OF IMMEDIATE SUPERVISOR:** Varies

**SUBJECT TO RANDOM D.O.T DRUG AND ALCOHOL TESTING:** No

**FLSA STATUS:** Non-Exempt

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### PRIMARY OBJECTIVE OF POSITION:

Responsible for assisting, supporting, facilitating, and coordinating multiple ongoing City functions, projects, and events within the Engineering Division.

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### RESPONSIBILITIES:

- A. Construction observation of streets, storm sewer and underground utilities
- B. Survey work; including field topography and construction staking
- C. GPS documentation of miscellaneous infrastructure
- D. Topsoil inspections
- E. Record keeping and mapping
- F. Preparation of various written documents and reports; including engineering calculations, resident correspondence, and contractor correspondence related to project administration
- G. Plan review for both public and private infrastructure improvements
- H. Miscellaneous engineering duties as assigned

### MINIMUM QUALIFICATIONS

- Must be 18 years of age or older
- Must be a current student in their sophomore, junior or senior year, or must have completed one year of technical college education in Civil Engineering. Recent graduate with a Bachelor's degree in Civil Engineering; or related field, will be considered
- Must have the ability to work effectively with others, including City staff, elected and community members
- Must have the ability to communicate effectively both orally and in writing and to work independently with minimal supervision
- Proficiency using computers and working knowledge of common word processing and spreadsheet software
- Excellent written and verbal communication skills

- Valid unrestricted state driver's license with a good driving record

## **DESIRED QUALIFICATIONS**

- Experience with AutoCAD or GIS software
- Flexible work hours

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of English - spelling, grammar, punctuation, and vocabulary
2. Knowledge of and ability to use computers including word processing and spreadsheet software
3. Ability to communicate effectively orally and in writing
4. Ability to establish and maintain effective working relationships with City staff, elected officials and community members
5. Ability to maintain clear, accurate records of activities
6. Ability to work with minimal supervision

Updated March 2017

Updated January 2016





**CITY OF RAMSEY**

**DATA PRACTICES ADVISORY**

**PLEASE READ THIS ADVISORY BEFORE COMPLETING THE ENCLOSED APPLICATION**

As an applicant for employment with the City of Ramsey, you are being asked to provide information which will be used to evaluate your qualifications and suitability for employment.

Attached are several documents which ask for your signature and/or personal information about you. You are not legally required to supply any of the data requested. However, if you do not supply the requested information, the City will be unable to fully and adequately determine your suitability for employment which may reduce your chances for employment with the City.

The data which you are being asked to provide is defined as personnel data under the Minnesota Government Data Practices Act (the Act). Under the Act, personnel data, information collected because the person has or had an employment relationship with the City, is typically classified as public or private.

The following data on applicants for employment is public, and therefore accessible by the public upon request: veteran status, relevant test scores, rank on eligibility list, job history, education and training and work availability. As an applicant, your name is private data except when you are selected as a finalist for a position. The remaining data which you provide is generally classified as private data. A third party is entitled to access to private data only with your consent, or pursuant to a court order or a statutory provision.

If hired, the following personnel data is classified as public: name; actual gross salary; salary range; contract fees; job title; bargaining unit; education & training background; previous work experience; date of first & last employment; work location; work telephone number; badge number; honors & awards received; actual gross pension; job description; value/nature of employer paid benefits; the basis for and amount of any compensation in addition to salary including expense reimbursements; payroll time sheets (except information that reveals the reasons for the use of sick and/or medical leave); existence and status of complaints/charges against the employee, whether or not disciplinary action was taken; final disposition of any disciplinary action including the reasons for the action and data documenting the basis for the action; and, terms of an agreement settling any dispute arising out of an employment relationship.

The information submitted with your application for employment with the City of Ramsey may be conveyed to third parties to the extent that it is necessary to complete an employment background investigation or as otherwise allowed or required by law.

**I HAVE READ, AND I UNDERSTAND, THIS DATA PRACTICES ADVISORY**

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

**CITY OF RAMSEY  
ELECTION OF VETERAN'S PREFERENCE**

Name: \_\_\_\_\_

Do you wish to claim veteran's preference?  Yes  No

**Application for veteran's preference points**

**Eligibility:**

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their training and experience examination results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans preference points, you must:

1. Be 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 active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

**Instructions:**

You must supply a copy of your DD214. Disabled veterans must also supply Form FL-802 or an equivalent letter from a service retirement board. Spouses applying for preference points must supply their marriage certificate, the Veteran's DD214 and FL-802 or death certificate.

**Veterans preference application**

Veteran:  Self  Spouse If spouse, veteran's name: \_\_\_\_\_

Branch of service: \_\_\_\_\_ Dates of Active Duty: from \_\_\_\_\_ to \_\_\_\_\_

Rank at discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

Date of final discharge: \_\_\_\_\_ Service number: \_\_\_\_\_

Are you receiving or eligible for a military pension? Yes  No

Do you have a compensable service-related disability? Yes  No

Type of preference requested:  Veteran  Disabled Veteran  
 Spouse of veteran  Spouse of disabled veteran

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return this form with your application.**

**CITY OF RAMSEY**  
**APPLICANT SURVEY**

**TO ALL APPLICANTS**

The information requested in the following questions will not affect you as an applicant. The information will be used to gather statistics to complete reports, track the status of the Affirmative Action Plan for the City of Ramsey and to determine how effective our recruitment efforts are. We would appreciate your assistance in our efforts to ensure equal employment opportunity.

Providing this information is STRICTLY VOLUNTARY.

Title of position for which applying:\_\_\_\_\_

City and State in which you reside:\_\_\_\_\_

Your age:\_\_\_\_\_ Your sex:\_\_\_\_\_

What Race/Ethnic group do you consider yourself?

American Indian or Alaskan Native \_\_\_\_\_ Asian and Pacific Islanders\_\_\_\_\_

Black\_\_\_\_\_ Caucasian\_\_\_\_\_ Hispanic\_\_\_\_\_

Do you have a disability?    \_\_\_ Yes    \_\_\_ No

If yes, please identify:\_\_\_\_\_

If you wish to identify your veteran status, please complete:

\_\_\_ Disabled Veteran    \_\_\_ Vietnam Era Veteran

Referral Source:    \_\_\_ Ad (please specify)\_\_\_\_\_

\_\_\_ Ramsey Employee    \_\_\_ Job Service    \_\_\_ School

Other source:\_\_\_\_\_

Failure to provide this information will not jeopardize or adversely affect your consideration for employment. This information will not be used in the selection process for employment. Upon receipt by the City, this form will be kept in a confidential file separate from your application.