

**City of Ramsey
Employment Opportunity
Temporary Public Works Seasonal Workers**

The City of Ramsey is seeking individuals interested in working in the Public Works Department as temporary seasonal workers. The primary objectives of this position include: general maintenance of park grounds, trails, and buildings; mowing and trimming; pruning and planting trees or working on landscape projects; maintaining athletic fields; picking up trash; street maintenance; and utilities maintenance.

Minimum Qualifications:

- Must be at least 18 years of age
- Must be available to work daytime hours – Monday through Friday
- Must possess a valid unrestricted class D state driver’s license with a good driving record
- Must pass a criminal/driver’s history background check and pre-employment drug screen

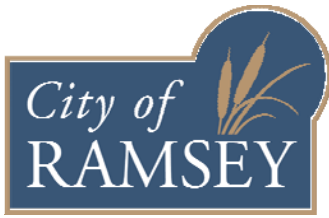
The schedule for this position is Monday – Friday from 7:30 am to 3:30 pm beginning in April and working through October, depending on availability, weather and workload. These are temporary positions and will not lead to regular employment.

The 2017 starting wage is up to \$10.00 per hour. To apply, visit www.cityoframsey.com to download the City’s Application and Supplemental Application. Send via US Mail or hand deliver to: 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 via email shurd@cityoframsey.com. Resumes alone will not be accepted in lieu of the City’s application packet.

Applications will be accepted until the positions are filled; however, the first review of applications will occur on **Monday, March 27, 2017**. Please apply immediately if interested.

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.

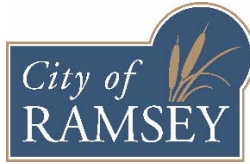
Name	Address	Telephone	Years	Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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.****



Temporary Seasonal Worker
Public Works Department

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

Name: _____

- 1) Are you at least 18 years of age? Yes No
- 2) Do you possess at least 1 year of experience mowing grass? Yes No
- 3) Do you possess a valid Minnesota driver's license and have a good driving record? Yes No
- 4) Are you available to work the Monday – Friday 7:30 a.m. to 3:30 p.m. schedule? Yes No
- 5) Do you have paid work experience in the operation / maintenance of related equipment? Yes No

6) How many years of experience do you have with mowing grass?

1 year 2 – 3 years 4 to 6 years 7+ years

Where Obtained: _____

7) What type of lawnmowers have you had experience with?

Push Mowers	No Experience	Less than 1 Year	1 to 3 years	4+ years
Riding Mowers	No Experience	Less than 1 Year	1 to 3 years	4+ years
Commercial Mowers	No Experience	Less than 1 Year	1 to 3 years	4+ years

8) Do you have experience using Weed Whips?

No Experience Less than 1 Year 1 to 3 years 4+ years

Where Obtained: _____

9) Do you have experience using Hedge Pruners?

Hand Held	No Experience	Less than 1 Year	1 to 3 years	4+ years
Gas Powered	No Experience	Less than 1 Year	1 to 3 years	4+ years

Where Obtained: _____

10) Do you have any experience pot hole patching?

No Experience Less than 1 Year 1 to 3 years 4+ years

Where Obtained: _____

11) Do you have any experience flushing hydrants?

No Experience Less than 1 Year 1 to 3 years 4+ years

Where Obtained: _____

12) Do you have a preference in which of the following departments to work in?

Parks	Yes	No	Any Department
Streets	Yes	No	
Utilities	Yes	No	

13) What are you available to start a position

14) When would you need to end your employment for the summer?

15) Do you have any planned vacations?

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 Seasonal Worker

DEPARTMENT: Public Works

POSITION TITLE OF IMMEDIATE SUPERVISOR: Parks/Streets/Utilities Supervisor

HOURS: Monday through Friday from 7:30 AM to 3:30 PM

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PRIMARY OBJECTIVE OF POSITION:

To provide general maintenance of streets, park grounds, trails, buildings, and related facilities an equipment through the spring, summer, and possibly fall months.

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SPECIFIC RESPONSIBILITIES:

- Mowing and trimming parks and trails
- Landscaping duties including planting trees, shrubs and flowers
- Pruning trees
- Maintaining athletic fields (baseball, softball, soccer) including field striping and dragging
- Park irrigation
- Carpentry, painting and repair work of City facilities and property
- Picking up trash from parks, trails, roadsides, etc.
- Operating equipment including mowers, weed-whips, saws, and use pruners and related tools
- Vehicle maintenance including oil checks
- Street maintenance
- Utilities maintenance
- Rink Flooding (winter months only)
- Other tasks and responsibilities (within the capabilities of the seasonal worker) as assigned by the designated supervisor

KNOWLEDGE, SKILLS & ABILITIES:

- Must have valid unrestricted Minnesota Driver's license
- Must be at least 18 years old
- Ability to work independently with limited supervision
- Ability to work in a variety of weather conditions including cold or hot temperatures, high humidity, windy, or rainy
- Ability to finish work in a timely and efficient manner
- Ability to get along with others including supervisors and coworkers

Updated March 2006
Updated April 16, 2007: Lifting and Carrying Requirements
Updated February 2008: Minimum Age from 16 to 18
Updated February 2009: Shift end time from 4:00 to 3:30
Updated March 2012
Updated March 2017

JOB ACTIVITY REQUIREMENTS
Temporary Seasonal Worker -- Public Works Department

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing	x			
2	Sitting	x			
3	Walking	x			
4	Lifting	x			
5	Pushing / Pulling	x			
6	Carrying	x			
7	Climbing		x		
8	Kneeling	x			
9	Crawling	x			
10	Crouching	x			
11	Bending at waist		x		
12	Reaching		x		
13	Handling Objects	x			
14	Repetitive Hand Motion	x			
15	Use of Arm Muscles over Extended Periods		x		
16	Use of Leg Muscles over Extended Periods		x		
17	Overhead Work			x	
18	Stationary desk or bench work	x			

This job requires employees to be able to lift and carry up to 50 pounds without assistance.

Job working conditions			
		Yes	No
1	Working Outdoors	x	
2	Working Indoors	x	
3	Operating forklifts or dangerous equipment	x	
4	Operating motor vehicles	x	
5	Providing work direction to other employees		x
6	Working with chemicals	x	
7	Working near fumes and vapors	x	
8	Driving a City vehicle or personal vehicle	x	
9	Driving is an essential function of this job		x
10	Subject to random DOT drug and alcohol testing		x

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.