

TO ALL JOB APPLICANTS:

Thank you for the interest you have shown in our Public Service Worker position in our Streets Department. The following information must be completed and returned to me by 2:30 PM Thursday, February 26, 2015:

- ◆ City application
- ◆ City supplemental application

A copy of the job posting has been included for your information.

City of Blaine  
Attention: Human Resources Department  
10801 Town Square Drive  
Blaine, MN 55449

If, due to a disability, you need assistance in completing an application or if you anticipate that you will need auxiliary aids or service in the selection process, please notify Human Resources at 785-6109.  
(784-6700 TTD)

**CITY OF BLAINE**  
**SUPPLEMENTAL APPLICATION FORM**  
**Public Services Worker – Streets**

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This supplemental application form was developed specifically for the position named above and will be used to obtain enough job-related information to select the best-qualified applicants to continue in the selection process.

Completion of this form is a **requirement** of the examination process and must be submitted with your application. **CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.**

Continuation in the selection process will be based on information supplied in the supplemental application form and the regular application form. Having all of the minimum qualifications does not guarantee that you will be selected to continue in the process.

Be sure to answer all the questions completely and accurately. Some questions ask you to provide specific information so we may evaluate your qualifications. Describe specific, relevant examples from your background. Omitted information cannot be considered or assumed.

You may attach additional sheets of paper as needed.

Name \_\_\_\_\_

February 2015

**CITY OF BLAINE  
SUPPLEMENTAL APPLICATION  
Public Services Worker – Streets**

- |   |            |           |
|---|------------|-----------|
| 1. Have you obtained your High School Diploma or GED? | <b>YES</b> | <b>NO</b> |
| 2. Do you have a commercial driver's license?         | <b>YES</b> | <b>NO</b> |
| a. Do you have a tanker endorsement?                  | <b>YES</b> | <b>NO</b> |
| b. Do you have an air brake endorsement?              | <b>YES</b> | <b>NO</b> |
| 3. Describe your experience in truck operation:       |            |           |

Number of years of experience: \_\_\_\_\_ How often: \_\_\_\_\_

4. Describe your experience in light equipment operation:

Number of years of experience: \_\_\_\_\_ How often: \_\_\_\_\_

5. Describe your **work related** experience in any of the following construction areas: **Be sure to include years of experience, how often you performed these activities, and the name and phone number of a company/supervisor who can verify the experience.**

*Welding:*

*Carpentry:*

*Landscape Construction:*

*Masonry:*

*Asphalt Paving:*

5. Describe your experience with heavy equipment:

Type of equipment: \_\_\_\_\_

Number of years of experience: \_\_\_\_\_ How often: \_\_\_\_\_

6. Describe your streets maintenance experience. **Be specific, including name of employer, dates of employment, job title and specific job duties. Please be sure to list all related experience with a municipality.**

7. Describe your experience and/or training with specialized streets maintenance equipment including, but not limited to, street sweepers, crack sealing, asphalt. **Be specific, including name of equipment, name of employer, length of experience with that equipment, and how often you use that equipment.**

8. Describe your experience in asphalt maintenance. **Be specific, including name of equipment, name of employer and dates of experience.**

9. Describe your snowplowing/sanding experience:

a. Type of plowing: lots \_\_\_ streets \_\_\_ cul-de-sacs \_\_\_ driveways \_\_\_

b. Length of time and/or how often: \_\_\_\_\_

10. Are you a certified firefighter? **YES** **NO**  
**IF YES, describe your firefighter experience. Be Specific.**

**SIGNATURE**

The City has the right to verify information provided in the application. I may be discharged if there are any misrepresentations on this application or my resume or made by me in an interview which may be discovered now or any time in the future. False information or misrepresentation may also subject me to the penalty provisions of M.S.§43A.39.

In connection with this application for employment, I authorize the City of Blaine and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the City of Blaine and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

I declare that any statement in this supplemental application or information provided is true and complete and hereby acknowledge that I have read and I understand the above.

Signature (Do not print) \_\_\_\_\_ Date \_\_\_\_\_

**THE CITY OF BLAINE, MINNESOTA  
ANNOUNCES AN OPENING FOR  
PUBLIC SERVICE WORKER - STREETS**

SALARY

\$24.67 to \$27.01 per hour per 2014-2016 I.U.O.E, Local 49 contract depending upon qualifications and experience, plus excellent benefits.

SCOPE OF JOB

*This position is responsible for the maintenance of City Streets. This position will operate light and heavy equipment, assist in the maintenance of other City departments and assist in performing various types of manual labor. This position will report to the Streets Supervisor.*

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operates small engine equipment and light and heavy equipment in the maintenance of City streets and parks.
2. Maintains, operates, and repairs public works buildings, facilities, and equipment, including light vehicle maintenance and repair.
3. Salts, sands, and removes snow from City streets, public works properties, park ice rinks, parking lots, and sidewalks.
4. Constructs, maintains, and repairs asphalt and concrete streets.
5. Constructs, maintains, repairs and/or replaces curbs and gutters, catch basins, and storm sewer systems.
6. Performs tree maintenance including tree trimming and/or removal.
7. Manhole maintenance including rebuilding manhole casting and covers.
8. Erects and maintains playground equipment and skating rinks.
9. Maintains landscaping: mows and aerates lawns, fields, and ditches, and maintains trees and shrubbery using light equipment.
10. Prepares ground for seed, sod, and planting, and/or lays sod.
11. Installs and repairs signs and barricades.
12. Manually digs holes and trenches.
13. Maintains sewers: operates, inspects, troubleshoots, and maintains lift station pumps.
14. Cleans, disinfects, and maintains well houses, lift stations, and water and services lines.
15. Jets, rods, vacuums, and flushes sanitary and storm sewers.
16. Excavates for sewer, water, and services line installation and repair using heavy equipment.
17. Maintains and marks ball fields.
18. Floods and maintains ice skating and hockey rinks.
19. Performs and documents safety inspections on public works equipment and buildings as required.
20. Follows all safety rules and procedures as outlined in the Blaine employee safety manual, OSHA laws, and other applicable rules and regulations.

B. OTHER DUTIES AND RESPONSIBILITIES

1. Responsible for working overtime, shift changes, emergency call outs, or to be on call as necessary or assigned. Normal working hours: Monday-Friday, 7:00 AM to 3:00 PM.
2. Must be able to work outside of the normal work schedule and on call as needed.
3. Performs other duties as assigned or apparent.

**These examples are intended only as illustrations of various types of work performed, and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.**

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of streets, parks, and utility maintenance practices.
2. Skill in building repair, plumbing, carpentry, heating, and roofing.
3. Skill in the care and use of hand and power tools.
4. Skill in providing basic preventative maintenance and making repairs on equipment used in this position.
5. Ability to understand and perform streets maintenance activities, including: patching, black topping, manhole maintenance, storm sewer operation, snow plowing and sanding, street sweeping, gravel road maintenance, center islan maintenance and roadside mowing, street inventory and general summer and winter maintenance.

6. Ability to understand and perform parks maintenance activities, including turf renovation, irrigation, mowing, field/court maintenance, shelter building maintenance, watering, tree and shrub maintenance, ice rink and play equipment area maintenance, and general summer and winter park maintenance.
7. Ability to understand and perform water and sewer maintenance activities including operation and maintenance of lift station pumps, maintenance of well houses, water and service lines, sanitary and storm sewers, and catch basin systems.
8. Ability to operate in an efficient and safe manner all equipment and vehicles required for this position.
9. Ability to understand and follow oral and written instructions.
10. Ability to communicate effectively, in English, both verbally and in writing.
11. Ability to deal tactfully and effectively with all City personnel, outside agencies, and the public.

#### MINIMUM REQUIREMENTS

1. High school diploma or GED.
2. One year of experience operating trucks and light equipment.
3. One year of work experience in some area of construction such as carpentry, welding, landscape construction, masonry, or asphalt paving.
4. Valid Minnesota Class B Commercial Driver's License.

#### DESIRABLE QUALIFICATIONS

1. Two years experience in operation of trucks and light equipment.
2. Desire the following endorsements included with the required Valid Minnesota Class B Commercial Drivers License: air brake and tanker.

**Consideration for employment will be given to qualified firefighters.**

CONDITIONS OF EMPLOYMENT: Offer of employment is contingent upon successful completion of a physical exam, drug test, background check, drivers check and reference check.

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#### APPLICATIONS

Application materials can be obtained at the Human Resources Office at Blaine City Hall, 10801 Town Square Drive, Blaine, MN 55449, (763) 717-2679, or [www.ci.blaine.mn.us](http://www.ci.blaine.mn.us). Application materials must be received by 2:30 PM, Thursday, February 26, 2015

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The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

The City of Blaine is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Americans With Disabilities Act  
Physical and Environmental Job Factor**

<b>Physical Factors</b>	Code		<b>Environmental Factors</b>	Code	
Standing Stationary	V		Work Alone	F	
Moving About	C		Work With Others	F	
Sitting	O		Work Around Others	F	
<b>Physical Strengths and Demands</b>			Public Contact	F	
Lifting-Push & Pull While Stationary			Shift Work	V	
<i>Sedentary-up to 10 lbs</i>	F		Extended Day	O	
<i>Light Work-11 to 20 lbs</i>	C		Inside	F	
<i>Medium Work-21 to 50 lbs</i>	F		Outside	F	
<i>Heavy Work-51 to 100 lbs</i>	V		Confined Area	O	
<i>Very Heavy-over 100 lbs</i>	V		Extreme Hot	O	
Carrying-Push & Pull While Moving About			Extreme Cold	O	
<i>Sedentary-up to 10 lbs</i>	F		Wet and/or Humid	O	
<i>Light Work-11 to 20 lbs</i>	C		Noise	O	
<i>Medium Work-21 to 50 lbs</i>	F		Vibration	O	
<i>Heavy Work-51 to 100 lbs</i>	F		Mechanical Equipment	C	
<i>Very Heavy-over 100 lbs</i>	V		Electrical Equipment	O	
Climbing	F		Pressurized Equipment	F	
Balancing	F		Burning Material/Equip	F	
Stooping	F		Explosive Material/Eq	F	
Kneeling	F		Radiant Energy	V	
Crouching	O		Moving Objects	C	
Crawling	O		High Places	V	
Reaching	F		Fumes/Odors	F	
Twisting - Sitting	F		Dirt/Dust	F	
Twisting - Standing	F		Gases	F	
Handling	F		Poor Ventilation	V	
Fingering	F		Other (specify)		
Feeling	C		Other (specify)		
Talking	F				
Hearing	C				
Seeing - Near Vision	C				
Seeing - Far Vision	C				
Seeing - Depth Perception	C				
Seeing - Accommodation	C				
Seeing - Color Vision	C				
Seeing - Field of Vision	C				
Smelling	C				
Walking	C				
Reading	F				
Driving	F				
Other (specify)					
Other (specify)					
			Codes: Blank - Not Present V = Very Infrequent - 1 to 2 times a week O = Occasional - Up to 1/3 of time a week F = Frequent - 1/3 to 2/3 of time C = Constant - More than 2/3 of time		