



INSTRUCTIONS FOR COMPLETING APPLICATION PROCESS

Thank you for your interest in employment with Traverse County. Enclosed are the following documents:

1. Traverse County Job Posting;
2. Highway Maintenance Worker Job Description; and
3. Traverse County Application for Employment.

Please read the Job Posting and Job Description thoroughly so you understand the duties and requirements of this position. These documents are for your information only and you should retain them for future review.

Please complete the Traverse County application in its entirety. Type or print clearly and give complete and accurate information. If you do not, you may not meet the position's screening criteria and/or be removed from further consideration because of an incomplete application. Feel free to provide applicable supporting documentation and information.

Deliver, fax, mail or e-mail the application and any supporting documentation to:

Janet Raguse
Traverse County Coordinator
702 Second Avenue North
P. O. Box 807
Wheaton, MN 56296
320-563-0205 (Fax)
janet.raguse@co.traverse.mn.us

In the alternative, you may also download the application packet at www.co.traverse.mn.us.

Your completed application and/or supporting documentation must be delivered to the Traverse County Coordinator's office by the closing date of May 17, 2010, at 4:30 p.m.

If you have a disability or language difficulty that would prevent you from successfully completing the application documents, please contact Janet Raguse, Traverse County Coordinator, at (320) 563-4652 or janet.raguse@co.traverse.mn.us so that reasonable effort can be made to accommodate your needs.

TRAVERSE COUNTY

POSITION TITLE: Temporary Seasonal Highway Maintenance Worker

DEPARTMENT: Traverse County Highway Department

DATE OF POSTING: May 4, 2010

CLOSING DATE: May 17, 2010, 4:30 p.m.

REPORTS TO: Highway Maintenance Supervisor

HOURLY WAGE: To be determined.

NORMAL HOURS OF WORK: 7:00 a.m. to 4:30 p.m. Monday through Thursday, 7:00 a.m. to 11:00 a.m. Friday

EXPECTED PERIOD OF EMPLOYMENT: June 2010 through October/November 2010

POSITION STATUS: Temporary, non-exempt, non-union

GENERAL RESPONSIBILITIES: Operate tandem truck/pup combination, backhoe, end loader, and other earthwork or mowing equipment, perform general labor, road maintenance and other duties as required and assigned. Successful applicant will work primarily from the Tintah Highway Shop location.

MINIMUM QUALIFICATIONS: Two year related technical school degree and two years of directly related experience or equivalent in experience (three to four years), valid CDL driver's license, able to work long hours in physically demanding work, and work on and maneuver broken ground. Experience in similar position preferred.

SKILLS & KNOWLEDGE: Ability work safely, follow directions, work with direct supervision, operate heavy and light equipment properly and efficiently. Must possess ability to deal tactfully with personnel, government agencies/personnel and the general public. Must be willing to work harmoniously with other personnel.

TO REQUEST AN APPLICATION PACKET: Contact Janet Raguse, County Coordinator, Traverse County Courthouse, 702 Second Avenue North, P. O. Box 807, Wheaton, MN 56296, (320) 563-4652 (telephone), (320) 563-0205 (fax), janet.raguse@co.traverse.mn.us (e-mail).

**APPLICATIONS MUST BE RECEIVED IN THE TRAVERSE COUNTY COORDINATOR'S OFFICE
BY 4:30 P.M., MAY 17, 2010**

Traverse County is an Equal Opportunity Employer

TRAVERSE COUNTY

JOB DESCRIPTION

TITLE: Highway Maintenance Worker

DEPARTMENT: Highway Department

REPORTS TO: Highway Maintenance Supervisor

POSITION STATUS: Temporary, exempt, non-union

GENERAL RESPONSIBILITIES: Works under general supervision performing highway and shop maintenance. Works as assigned or directed. Operates heavy and light equipment.

ESSENTIAL FUNCTIONS:

As a motor grader operator, blades roads, levels gravel, cuts specified slopes, plows and wings snow, scrapes ice and performs specified operator maintenance, including inspection, lubes machine, changes oil, minor repairs, changes cutting edges and installs and removes tire chains.

As a front-end loader, loads gravel trucks, removes large culverts, installs large culverts, scoops snow and uses snow blower attachment safely and with legal loads. Performs specified operator maintenance such as checks and changes oils, lubes machines, changes wearing surfaces cutting edges up to 150 lbs. each, shoes 70 lbs each, points 5-15 lbs each, changes tires up to 250 lbs. each.

As a backhoe operator, digs trenches, installs culverts and bridge work, backfills trenches, loads gravel, removes snow from lots and intersections, breaks up ice jams, performs specified operator maintenance.

As a tandem truck operator hauling gravel, spreads gravel to specifications, hauls fill, plows and wings snow, sand, transports equipment and performs specified operator maintenance. Maintains Department of Transportation records.

As a 4-wheel drive snowplow operator, plows, blows and wings snow, performs specified operator maintenance. Operates other equipment as needed.

As a road side mower operator, mows road ditches and operates on slopes. Operates shouldering, scarifier and packer machines.

Emergency duties: rescues people from stalled vehicles during inclement weather. Assists in transporting medical staff (nurses and doctors) to hospital or to site of emergency during inclement weather. Clears routes for all emergency units during inclement weather.

Cuts trees, cuts and removes tree branches and brush with the use of chain saws, brush cutters and related equipment.

Spring flood watch: patrols known hazardous areas during periods of high water and erects barricades and flashers to warn the general public. Fills, hauls and places sandbags.

Repairs hard surface roads, applies hot mix and crack-filler oil heated in excess of 300 F.

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Highway Maintenance Worker
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Stems culverts and manholes, uses steam pressure to thaw culverts and manholes to allow water to flow (300 steam; 120 lbs pressure).

Works safely, follows directions, works without direct supervision, operates heavy and light equipment properly and efficiently.

All other duties as assigned by the Highway Maintenance Supervisor and/or County Engineer.

Attendance is an essential function of this position.

WORKING CONDITIONS AND ENVIRONMENT:

MENTAL/VISUAL DEMANDS: Concentrated mental and visual attention required to coordinate a high degree of manual dexterity with close visual attention for sustained periods of time.

PHYSICAL DEMANDS: Ability to perform continuous, sustained, heavy physical work.

WORKING CONDITIONS: Disagreeable working conditions due to presence of dust, dirt, heat, fumes, cold and noise. Hazards associated with this position are moderate to high.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE REQUIREMENTS: Two year related technical school degree and two years of directly related experience or equivalent in experience (three to four years).

MANDATORY REQUIREMENTS, LICENSES, CERTIFICATES: Valid Minnesota Class 5 License, Valid Minnesota Class A Commercial Driver's License.

SKILLS & KNOWLEDGE: Ability to perform physical work, work safely, follow directions, work with direct supervision, operate heavy and light equipment properly and efficiently. Must possess ability to deal tactfully with personnel, government agencies/personnel and the general public. Must be willing to work harmoniously with other personnel.

TRAVERSE COUNTY MINNESOTA

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

The information requested on this application is intended to be used by Traverse County in determining suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in Traverse County being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, Traverse County may be unable to provide the necessary accommodations if you do not provide the information. The information on this application which is classified as private data under the Minnesota Government Data Practices Act will not be released outside the facility without your consent, except as necessary for tax purposes or as otherwise required by state or federal law.

(PLEASE PRINT)

Last Name Middle Name		First Name			
Address Zip Code		City		State	
Social Security Number		Telephone Number (Work) (Home)		May We Call You At Work? _____ Yes _____ No	
Title of Position You Are Applying For		Date of Application		Date Available to Begin Employment	
How Did You Hear About This Job? Advertisement _____ Friend _____ Inquiry _____ Employment Agency _____ Relative _____ Other _____ <small>(Please specify)</small>					
Are you 18 years of age or older?				Yes	No
Have you ever filed an application with Traverse County before? If yes, give date _____				Yes	No
Have you ever been employed with Traverse County before? If yes, give date _____				Yes	No
Are you authorized to work in the United States on an unrestricted basis? <i>Proof of citizenship or immigration status will be required upon employment.</i>				Yes	No
EDUCATION					
School	Name and Address of School	Course of Study	Years Completed	Diploma/Degree	
High School					
Undergraduate College					
Graduate/Professional					
Other (Specify)					

WORK EXPERIENCE

Start with your present or most recent employer. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Work Performed	Dates Employed From _____ To _____
Address		Hourly Rate/Salary Start _____ Final _____
Telephone Number(s)		Hours Worked Per Week
Starting/Present Job Title		Reason for Leaving
Supervisor's Name and Title		May We Contact This Employer? _____ Yes _____ No

Employer	Work Performed	Dates Employed From _____ To _____
Address		Hourly Rate/Salary Start _____ Final _____
Telephone Number(s)		Hours Worked Per Week
Starting/Present Job Title		Reason for Leaving
Supervisor's Name and Title		May We Contact This Employer? _____ Yes _____ No

Employer	Work Performed	Dates Employed From _____ To _____
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Employer	Work Performed	Dates Employed From _____ To _____
Address		Hourly Rate/Salary Start _____ Final _____
Telephone Number(s)		Hours Worked Per Week
Starting/Present Job Title		Reason for Leaving
Supervisor's Name and Title		May We Contact This Employer? _____ Yes _____ No

Comments. Include explanation of any gaps in employment.

List/describe any other training and/or experience relevant to the position for which you are applying.

Do you have any special needs which may necessitate accommodations in the application/interview process? If yes, please describe the type of accommodation requested.	Yes	No
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LICENSURE/SPECIAL SKILLS
If the position *requires* certification, registration or occupational licensure, please provide that information below.

Driver's License Number Class	Expiration Date	List any licenses/certificates pertaining to the position for which you are applying:
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Business machines you can operate

Computer knowledge/use
Typing speed _____ words per minute

Other skills and abilities

Please include any other information you think would be helpful to us in considering you for employment, such as activities, volunteer experiences, accomplishments, etc. (Please exclude all information indicative of age, sex, race, religion, color, national origin and handicap.)

COMPLETE THIS SECTION ONLY IF YOU SERVED IN THE U. S. ARMED FORCES
Note: If you wish to claim Veteran's Preference please attach a copy of your DD214.

Branch of Service	Length of Active Duty	Rank at Discharge
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Type of Discharge

Describe Duties and Any Special Training

PERSONAL/PROFESSIONAL REFERENCES
List three (3) individuals who know you well, preferably from a work environment. Do not refer to acquaintances or relatives.

Name and Address	Telephone Number	Occupation
1.		
2.		
3.		

APPLICANT'S STATEMENT

ATTENTION: THIS STATEMENT MUST BE SIGNED, ANY FALSE STATEMENT ON THIS APPLICATION IS PUNISHABLE BY LAW.

I hereby authorize Traverse County 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.

I certify that all of the statements by me in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any false information or omission of information from this application may be cause for rejection or dismissal if employed.

Signature of Applicant	Date
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