

CITY OF MONTEVIDEO - JOB APPLICATION INFORMATION

NOTICE TO APPLICANTS

Instructions for Completing Application:

- 1) Read the job announcement and job description (including the physical job description) carefully to be sure you meet all minimum requirements.
- 2) Read and fill out the job application completely. Failure to do so may void your application.
- 3) Read and fill out the supplemental application form, if applicable. Failure to do so may void your application.
- 4) **Veterans Preference: Qualified veterans or spouses of disabled or deceased veterans may apply to have extra points added to the initial evaluation score. If you are applying for Veterans Preference Points, the Veterans Preference Application must be filled out completely, or no points will be given.**
- 5) The Initial Evaluation, which includes the Veterans Preference Points, is used to ascertain if the applicant meets the minimum requirements for employment with the city/utility, and to form a pool of the top 10 applicants or top 10%, whichever is greater. Applicants making it into the top 10 or 10% will be further evaluated using various methods, such as personal interviews, skill testing and reference checks.
- 6) Applications must be received by due date. If no due date is listed, applications should be sent in as soon as possible. The City of Montevideo reserves the right to begin evaluations at any time, and applications received after their evaluation has begun will be held for later review, if needed.
- 7) If you require any special testing or interview conditions, attach an explanation, or contact the city manager.
- 8) All materials submitted in support of your application become the property of the City of Montevideo and cannot be returned.

HELP WANTED

The City of Montevideo is now taking applications until Friday, April 4, 2025 for the position of Seasonal Park Maintenance Worker. Applicants must be 16 years of age and older. Some benefits include Earned Sick and Safe Time if work over 80 hours in the year, overtime pay and opportunities to gain new skills. Pay range is \$14.00 to \$16.50 per hour.

Application packet, including job description, is available on-line at www.montevideomn.org or may be requested by calling (320) 269-6575, e-mailing montevideo@montevideomn.org or writing to: City of Montevideo, P.O. Box 517, Montevideo, MN, 56265.

Equal Opportunity Employer (EOE)

JOB DESCRIPTION-CITY OF MONTEVIDEO

Job Title: Seasonal Park Maintenance

General Statement of Duties: Responsible for the general maintenance of the parks and park buildings.

Supervision Received:

1. Park Foreman
2. Public Works Director

Supervision Given: None.

Examples of Principal Duties:

1. Operate and maintain equipment for mowing and trimming of grass and shrubs.
2. Clean up grounds, buildings and equipment in parks.
3. Assist in tree trimming and removal.
4. Assist in the repair and maintenance of park buildings.
5. Paint buildings and structures as needed.
6. Perform other duties as assigned.

Minimum Requirements: Class C Driver's License, two years experience in related activity, 16 years of age.

Preferred Experience and Training: High school graduate or equivalent, Class B Driver's License, 18 years of age. *

* Difference in ages reflects job duties related to child labor laws (hazardous operations.)

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT
FLSA STATUS: () Exempt (X) Non-Exempt UNION STATUS: None.

Revised or Adopted: _____ By: _____

IMPORTANT FACTS CONCERNING INFORMATION PROVIDED ON YOUR APPLICATION:

Minnesota Statutes 13.01-13.99 on data privacy require that you be informed that the following information which you may be asked to provide in the employment process is considered private data:

Name
Home Address
Home Phone Number
Social Security Number
Date of Birth
Conviction Record
Sex
Age Group
Racial/Ethnic Group
Disability Type
Previous Employment Drug/Alcohol Testing and Prehire Drug Testing

We may ask for this information for the following reasons:

1. To distinguish you from all other applicants and identify you in our personnel files.
2. To enable us to verify that you are the individual who is applying for the job.
3. To enable us to contact you when additional information is required.
4. To determine if you meet the minimum age requirements (if any).
5. To determine whether or not your conviction record may be a job-related consideration affecting your suitability for the position.
6. To enable us to ensure your rights to equal opportunities.
7. To meet federal testing or reporting requirements.
8. To make processing more efficient.

The data supplied may be used for such other purposes as may be determined to be necessary in the administration of the city.

Furnishing social security number, date of birth (unless minimum age is required), sex, age group, racial/ethnic and disability data is voluntary, but refusal to supply other requested information will mean your application for employment may not be considered.

Private data is available only to you and to those in the city who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

If you pass the initial evaluation, your name, score and standing will become public information and may be provided to anyone.

If you are hired by the City of Montevideo, you will be legally required to supply your social security number and all applicable tax information. This information will be sent to federal and state tax authorities and to the Social Security Administration, and will enable us to compute your salary deductions. Insurance data, which you will be required to furnish in order to participate in the city health and life insurance plans, will be classified as private data as will payroll deduction data.

Pre-employment drug testing is required of some positions, as is ongoing alcohol and drug testing. If this is required of your position, you will be notified. In some positions, employment cannot be offered unless drug testing is completed and passed and drug and alcohol testing information from previous employees is obtained. Drug and alcohol testing information is considered private data.

Part 5: Former Employers (List the last three, starting with the last one first.)

Dates of Employment		Company Name	Address	Position	Reason For Leaving
Month and Year					
1)					
2)					
3)					

Part 6: References

	Name	Address	Telephone #	Relationship	Years Acquainted
1)					
2)					
3)					

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and pertinent information they may have, and release all parties from liability for any damage that may result from furnishing same to you.

Signature of Applicant: _____ Date: _____

The City will continue the Evaluation process for the top 10 applicants (or top 10%, whichever is greater) according to the Initial Evaluation.

DO NOT WRITE BELOW THIS LINE

City Staff only

INITIAL EVALUATION

1) Does the Applicant meet the minimum requirements for the job as noted in the job description and Supplemental Applicant/Evaluation form? 70 Points = _____

MUST RECEIVE 70 POINTS TO CONTINUE

2) Points for Education and Experience as noted in the Supplemental Application/Evaluation form. 15 Points Maximum = _____

3) Veteran, or widow/widower of Veteran. 10 Points = _____

4) Disabled Veteran, or spouse/widow, widower of Disabled Veteran 5 Points = _____

RANK: _____ 100 Maximum Possible Points = _____

**CITY OF MONTEVIDEO
SUPPLEMENTAL APPLICATION FORM**

JOB TITLE: Seasonal Park Maintenance

Name: _____ **Date:** _____

Part 1: Please answer the following questions:

- A. I am 16 years of age or older. _____ Yes _____ No
- B. I have a Class D Driver's License. _____ Yes _____ No
- C. I have two years experience in related activity. _____ Yes _____ No
- D. I have reviewed both the written and physical job description and to the best of my knowledge can fulfill the requirements of both. _____ Yes _____ No

Part 2: Please answer the following questions:

- A. I am a high school graduate. _____ Yes _____ No
- B. I have a CDL Class B Driver's License. _____ Yes _____ No
- C. I am 18 years of age or older. _____ Yes _____ No

VETERAN'S PREFERENCE POINTS APPLICATION INSTRUCTIONS

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to evaluation points. Points are awarded subject to the provisions of Minnesota Statutes.

To be eligible for veterans preference points, you must have been 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, or having served the full period called or ordered for active duty and be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who is unable to qualify because of the disability (see required documentation below.)

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.

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 DEATH CERTIFICATE.

ARE YOU APPLYING FOR VETERAN'S BONUS POINTS? Yes No

If you answered yes, your DD214 or other documentation must be received no later than the final day the position you are applying for is officially closed.

Veteran's Preference Points Application

Veteran

Self Spouse If spouse, veteran's name: _____

Branch of service: _____ Period of active duty: _____

Rank at discharge: _____ Type of discharge: _____

Date of final discharge: _____ Service No.: _____

Are you receiving or eligible for a military pension? _____

Do you have a compensation service-related disability? _____

Preference requested: Veteran Disabled Veteran
 Spouse of Disabled Veteran Spouse of Deceased Veteran

Name of Applicant: _____

Date: _____ Supporting documentation attached: Yes No