



# CITY OF EXCELSIOR

339 THIRD STREET  
EXCELSIOR, MINNESOTA 55331  
TEL: 952-474-5233  
FAX: 952-474-6300

Dear Public Works Water/Wastewater Applicant:

The City of Excelsior would like to thank you for your interest in the Public Works Water/Wastewater position. Included with this letter are the application materials for this position, which should consist of the following documents:

- 1. A copy of the advertisement.** This is a copy of the advertisement for the position. Do not return this document, keep for your records.
- 2. An Application for Employment form.** Be sure to answer all questions and sign your application. If a question or section of this form does not apply, then write "N/A" in response to that question to indicate that it is Not Applicable. Applications that are not signed or contain blanks may be removed from consideration for incompleteness. Return this document.
- 3. A Veterans Preference Status Form.** Please be sure to complete this form and return it with your application. If the form is not completed preference points will not be applied. Return this document with your application.
- 4. A job description for the position.** This document is included to give applicants an idea of the type of duties that applicants would be responsible for. No action is required of you at this time related to this document. Do not return this document, keep for your records.
- 6. Returning Application Packet.** Please return your application packet (completed application, resume, Veterans Preference Status Form, and any other items you wish to submit for consideration for employment) to:

Ann Orlofsky, City Clerk  
City of Excelsior  
339 Third Street  
Excelsior, MN 55331-1809

**The deadline for applications is 5:00 p.m., CST, Monday, October 29, 2018.** If you have any questions regarding the position or application packet, you can contact me at (952) 653-3675 or [aorlofsky@excelsiormn.org](mailto:aorlofsky@excelsiormn.org).

Sincerely,

*Ann Orlofsky*

Ann Orlofsky  
City Clerk

## **Public Works Water/Wastewater Worker**

The City of Excelsior is accepting applications for a full-time employee in the water/wastewater division of the Public Works Department. Main duties consist of the operation and maintenance of the municipal water and wastewater collection systems. This position also assists the street and park divisions as needed.

Candidates for this position will possess: a high school diploma or equivalent, MN Class B commercial driver's license (or ability to obtain within 6 months), Class D License for water, Class S-D License in wastewater, and the ability to report to the Public Works facility within 20 minutes when on call. Preferred candidates will have a Class C License for water, an S-C License for wastewater, water treatment plant experience, and experience with operating heavy trucks/equipment.

Starting pay is \$22.48-\$27.34 per hour with a competitive benefit package. For a complete application packet, e-mail Ann Orlofsky at [aorlofsky@excelsiormn.org](mailto:aorlofsky@excelsiormn.org) or call her at 952-653-3675 or visit our website at [www.excelsiormn.org](http://www.excelsiormn.org). Completed application packets and resumes must be received by 5:00 pm CST on Monday, October 29, 2018.



**City of Excelsior**  
**339 Third Street**  
**Excelsior, MN 55331-1809**  
**Phone (952) 474-5233**  
**Facsimile (952) 474-6300**

**The City of Excelsior seeks 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 being gathered for the purpose of evaluating your fitness and qualification for the employment you are seeking with the City of Excelsior. You are not legally required to provide any of the information requested, but failure to do so could adversely affect your chances of being hired. The information you provide may be provided to the City of Excelsior employees or other appointed or elected officials participating in the process of making a decision regarding the employment you seek. It may also be provided to third parties to the extent necessary to gather additional information relevant to an analysis of your application.

#### POSITION YOU ARE APPLYING FOR

Job Title: \_\_\_\_\_

#### CONTACT INFORMATION

Your name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Business Phone: (     ) \_\_\_\_\_

Cellular Number: (     ) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

#### EDUCATION

High School (Name): \_\_\_\_\_ Location: \_\_\_\_\_

Diploma  Other (Specify):  \_\_\_\_\_ Highest Grade Completed: \_\_\_\_\_

College Graduate? Yes  No  If no, give total credit received: \_\_\_\_\_

**NAME & ADDRESS OF SCHOOL, MAJOR COURSE OF STUDY, AND DEGREE RECEIVED**

Your Name if Different While Attending School: \_\_\_\_\_

Undergraduate College/University		Graduate School	
_____		_____	
Degree: _____ Yr. Obtained _____		Degree: _____ Yr. Obtained _____	
Pertinent Undergraduate Courses	Credits	Pertinent Undergraduate Courses	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**JOB-RELATED TRAINING AND COURSE WORK**

List any skills, licenses, and certificates which are related to the job you seek (including words per minute typing and computer software proficiency.)

**WORK EXPERIENCE**

Describe your work experience in detail, beginning with the most recent job. Include military service (indicate rank) and job related volunteer work, if applicable. Provide an explanation for any gaps in employment. **All information in this section must be complete. A resume may be attached, but not substituted for this section.**

1. Name of Present or Last Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Job Title: \_\_\_\_\_

Number Supervised: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Hours Per Week \_\_\_\_\_ Salary: \_\_\_\_\_

May we contact this employer?    Yes  No

Job Duties (give details)

Reason for leaving:

2. Name of Present or Last Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Number Supervised: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Hours Per Week \_\_\_\_\_ Salary: \_\_\_\_\_  
May we contact this employer?    Yes  No   
Job Duties (give details)  
  
Reason for leaving:

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3. Name of Present or Last Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Number Supervised: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Hours Per Week \_\_\_\_\_ Salary: \_\_\_\_\_  
May we contact this employer?    Yes  No   
Job Duties (give details)  
  
Reason for leaving:

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4. Name of Present or Last Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Number Supervised: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Hours Per Week \_\_\_\_\_ Salary: \_\_\_\_\_  
May we contact this employer?    Yes  No   
Job Duties (give details)  
  
Reason for leaving:

**NOTE TO APPLICANTS: DO NOT ANSWER THIS QUESTION  
UNLESS YOU HAVE BEEN INFORMED ABOUT THE  
REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes  No

**PLEASE READ THE FOLLOWING STATEMENTS**

**Authority to Release Information.** By my signature, I consent to the release of information to authorized officers, agents, and/or employees of the City of Excelsior which may include but not be limited to information concerning my past and present work, including my official personnel files, attendance records, evaluations, educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the City of Excelsior to make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organization, and all third parties from any and all claims of whatever nature that I may have as a result any inquiry or response given to such inquiries made in connection with my application for employment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Certification of Applicant:** By my signature, I affirm, agree, and understand that all statements on this form are true and accurate. Any misrepresentation, falsification, or material omission of information or data on this application may result in exclusion from further consideration or, if hired, termination of employment. If I have requested herein that my present employer may not be contacted, an offer of employment may be conditioned upon acceptable information and verification from such employer prior to beginning work.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF EXCELSIOR  
ADDENDUM TO APPLICATION**

**VETERANS PREFERENCE POINTS APPLICATION INSTRUCTIONS**

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam 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 veterans preference points. You are not required to supply this information, but we cannot award veterans 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 OR DEATH CERTIFICATE.

If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

**ARE YOU APPLYING FOR VETERANS BONUS POINTS?**     YES     NO

If you answered "YES", your DD214 or other documentation must be received no later than seven (7) calendar days after the application deadline for the position.

**VETERANS PREFERENCE POINTS APPLICATION**

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

Self     Spouse

Branch of Service: \_\_\_\_\_ Period of Active Duty  
From: \_\_\_\_\_ To: \_\_\_\_\_

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 compensable service-related  
 YES     NO    disability?     YES     NO

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

Your Preference Points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than seven (7) calendar days after the application deadline for the position in order to guarantee that points are awarded in a timely manner.

Supporting documentation:     is attached     will be submitted within 7 days of application deadline.



## CITY OF EXCELSIOR POSITION DESCRIPTION

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Position Title: Public Works Water/Wastewater Worker  
Department: Public Works  
Immediate Supervisor: Public Works Superintendent  
Grade Level:  
Position & FLSA Status: Full-Time Non-Exempt  
Date of Latest Revision: September, 2016

### **POSITION SUMMARY**

Performs *non-supervisory* technical, skilled, and manual work to operate the City's Class C water system and Class C wastewater collection system with six lift stations, reading water meters, participate in street and parks maintenance, operate equipment for snow plowing and removal, and assist in cleaning/maintaining City-owned buildings. (This position is highly visible to public while performing work tasks.) Serves on primary call status and responds to emergency situations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(include but are not limited to the following)*

1. Maintains municipal water system and components: takes well readings, check ground storage tank and tower for water levels; records chemical usage readings, water softener and brine tanks; performs a variety of testing and takes samples for analysis; flushes and maintains hydrants; troubleshoots high and low usages and other problems; and traces water lines.
2. Reads water meters and repairs as necessary, collects outstanding water bills; and carries out water shut-offs and turn-ons as needed.
3. Maintains municipal collection system and components: inspects lift stations for proper operation of pumps, electronic controls, and sump pumps; checks for heat and humidity; operates jetter/vac truck to clean sewer lines and wet wells.
4. Assists in park and (cemetery) grounds maintenance activities: mows and rakes leaves; trims and waters trees; repairs buildings/ facilities; and locates/ prepares grave sites.
5. Assists in street maintenance activities: patches black top, fills cracks and potholes; operates a variety of equipment; cleans and repairs storm sewers/catch basins; works on water line breaks; and locates water/sewer lines and inspects new installations.
6. Participates in snow plowing and hauling: plow with trucks and loaders, hauls and blows snow; and performs basic maintenances on equipment and keeps written records.



7. Assists in the maintenance of all fire hall: performs some basic electrical and plumbing work; and troubleshoots building problems.
8. Keeps up-to-date on topics such as safety and hazardous materials through meetings, seminars, and workshops.
9. Attends schools to maintain state licenses for water and wastewater operations.
10. Performs other related duties as assigned.

## **ESSENTIAL TECHNICAL COMPETENCIES**

### **Knowledge of...**

- Chemical mixing and analysis and skill in using chemicals safely.
- OSHA-related rules and ability to follow applicable safety guidelines while performing works tasks.
- Operation and maintenance of City's water system, including procedures for the proper collection of samples and testing.
- City's wastewater collection system.
- State and federal laws, rules and regulations relating to public works.
- Relevant city ordinances, policies, and procedures.
- Skill in troubleshooting problems and taking corrective measures.

### **Ability to...**

- Maintain pumps, valves, and fire hydrants.
- Locate your water lines and make necessary repairs/replacements.
- Operate all equipment and tools of public works department including in inclement weather various traffic situations.
- Work independently and as part of a team.
- Serve as lead worker when needed.
- Exert moderate to considerable effort to perform the position's essential functions.
- Perform various movements such as lifting, bending and carrying while performing the position's essential functions.
- Respond quickly and decisively to emergency situations in absence of supervisor.
- Safely enter and work in confined spaces.

*Machine, tools, and equipment used:* Loaders, dump trucks, tanker truck, jetter/vac, tar distributor, jack hammer, air compressor, snow plows, lawn mowers, pick-ups, roller, saws, welders and torch, radio, laboratory testing equipment, air monitoring equipment, and various hand tools.

### **TYPICAL WORKING ENVIRONMENT**

Majority of time is spent outdoors with routine exposure to irritants/fumes, hazardous chemicals, and infectious diseases while performing water plant/pump operations, laboratory testing and sewer cleaning. Potential exposure to toxic gases, mostly during wastewater activities, but also during water-related and other public work tasks. Routine exposure to noise during equipment operation. Exposure to temperature extremes and electricity. Extended periods of standing/walking and sitting while performing daily tasks including operating a variety of equipment. Engages in a variety of physical and repetitive movements such as bending/stooping, crouching/kneeling, pushing/pulling, and twisting/turning. Exerts light to moderate considerable physical effort including lifting and manipulating objects. Works at heights up to 168 feet on water tower. Works in confined spaces such as manholes, catch basins, while reading meters, and holes (up to 30 feet below grade) for water/sewer line repair. Uses all types of vision and senses to accomplish work, depending on task.

### **SELECTION CRITERIA TO QUALIFY FOR THIS POSITION**

#### **Required Job Qualifications:**

- High school diploma or equivalent degree.
- Class D water license.
- Class S-D wastewater license.
- Class B commercial driver's license.
- Ability to report to the Public Works facility within 20 minutes when on call.
- Must meet all state-mandated and employer-required medical qualifications.
- Ability to be cross-trained in all public works area.

#### **Desirable Qualifications:**

- Class C water license.
- Class S-C wastewater license.
- Water treatment plant experience.
- Experience with operating heavy trucks/equipment.

*Employee Initials and Date:* \_\_\_\_\_

*Supervisor and / or Department Head Initials and Date:* \_\_\_\_\_