

**TO PROSPECTIVE APPLICANTS FOR THE  
CITY OF MEDINA  
FULL-TIME PUBLIC WORKS  
MAINTENANCE TECHNICIAN POSITION**

Application materials required for this position include the following items:

- Cover Letter
- Employment Application
- Required Supplemental Questionnaire
- Supplemental Application
- Veterans Preference Form

Optional materials to submit for this position:

- Resume

Send completed application materials to: [jodi.gallup@medinamn.gov](mailto:jodi.gallup@medinamn.gov) or mail to:

Jodi Gallup  
**CITY OF MEDINA**  
2052 County Road 24  
Medina, MN 55340-9790

Deadline for applications is 4:30 p.m., Friday, September 3, 2021

**Any questions regarding the materials or hiring process should be directed to:**

Jodi Gallup, Assistant City Administrator

- Phone: (763) 473-8850
- E-mail: [jodi.gallup@medinamn.gov](mailto:jodi.gallup@medinamn.gov)

Projected Hiring/Appointment Timeline

- September 3 – Application Deadline at 4:30 p.m.
- September 7-8 – Review/Scoring of Applications
- September 13 – Interviews with Top Scoring Applicants
- September 14-17 – Background/Reference Check of Recommended Appointee
- September 17– Offer/Acceptance of Appointee
- September 21– City Council Appointment
- October 6 – Preferred Starting Date of Appointee

## **PROFILE OF CITY OF MEDINA AND PUBLIC WORKS MAINTENANCE TECHNICIAN POSITION**

### **City of Medina**

The City of Medina has been an incorporated city since 1974 and has a population of about 7,000 people. The community continues to experience rural-residential, urban-residential, and commercial growth in what has historically been a fairly predominant rural setting. Most of Medina's commercial and higher-density residential growth is guided to progress along the Trunk Highway 55 Corridor.

Medina consists of 26 square miles, with approximately 28% of the land cover consisting of water (wetlands, lakes, etc.). The City's water, wastewater, parks and road infrastructure will expand and demand more maintenance service as the City continues to grow.

Twenty-five (25) full-time employees are employed by the City of Medina. The City Administrator is the chief administrative officer for the City. Four Department heads report to the Administrator, including the Public Works Director, Planning Director, Finance Director, and Public Safety Director. The Public Works Director and Public Works Foreman supervise the Public Works Maintenance Technician. The Public Works Director supervises five full-time employees, including a Public Works Foreman position, with all positions serving in water, wastewater, streets and parks functions. The Public Works Department also shares an Administrative Assistant with the Planning Department. The City depends on several independent contractors for various public works services (i.e. parks mowing, street sweeping, seal coating, etc.) The City contracts with WSB for all civil engineering services.

The Public Works Maintenance Technician will work primarily in the field with the City's infrastructure and various other projects. The public works shop and office are located at 600 Clydesdale Trail.

### **Public Works Maintenance Technician**

The primary responsibilities of the position will involve non-supervisory, manual, semi-skilled, and skilled work to assist in maintenance tasks performed in all public works functions. Operating a variety of equipment, to participate in snow plowing/sanding, and to perform routine maintenance on City-owned buildings/facilities are also important functions of the position. Responding to emergency situations and working beyond normal hours are also expectations of the position. The Public Works Maintenance Technician will be required to serve on a paid on-call basis, upon receiving proper training.

The City believes strongly in attracting and retaining quality employees. The starting wage range for the Public Works Maintenance Technician position is competitive to other cities ranked in our class size, ranging from \$24.68/hour to \$31.90/hour DOE/Q, while the range ultimately extends to \$34.78/hour. In addition, Medina offers one of the best benefit packages amongst cities within our class size for health insurance. The City pays 100% of the health insurance premium for full-time employees electing single coverage and up to \$1,753 per month for full-time employees electing family coverage in the 2021 plan year. Additionally, the City contributes \$3,000 annually toward the employee's HRA or HSA account. The City also pays for 100% of the single and family dental policy and pays a life insurance premium for a \$30,000 term life policy. Retirement plan is contributed through MN PERA (Public Employee Retirement Association). As a public employee, 6.5% of your pay will be contributed to PERA; the City will contribute an additional 7.5% into your account.

City of Medina Position Description  
PUBLIC WORKS MAINTENANCE TECHNICIAN

**Position Title:** Public Works Maintenance Technician  
**Department:** Public Works  
**Accountable To:** PW Director/ PW Foreman

**Pay Grade:** 3-4  
**FLSA Status:** NON-EXEMPT  
**Work Status:** Full-time

---

**PRIMARY OBJECTIVE OF POSITION**

To perform non-supervisory, manual, semi-skilled, and skilled work to assist in maintenance tasks performed in all public works areas. To operate a variety of equipment, to participate in snow plowing/sanding, and to perform routine maintenance on City-owned buildings/facilities. To respond to emergency situations and work beyond normal hours.

**ESSENTIAL FUNCTIONS OF POSITION**

- Assists in street maintenance activities: patches potholes and fills cracks; cleans/repairs storm sewers/catch basins; paints crosswalks; and repairs street lights/signals. Operates sweeper to clean street surfaces, maintains signs and trims trees in right-of-way; and uses traffic control procedures.
- Participates in snow plowing tasks: plows with trucks and loaders, hauls and blows snow; and applies sand/salt on roads as needed.
- Performs preventive maintenance and basic repairs on vehicles/equipment and keeps written records; cleans public works garage and maintenance areas.
- Assists in park maintenance activities: mows grass and trims grass/trees/bushes; inspects playground equipment and areas and keeps free of trash and other hazards; repairs and cleans buildings/facilities; and maintains courts, ball fields and ice rinks.
- Assist in the maintenance of the municipal water system and components.
- Assist in the maintenance of the municipal wastewater system and components.
- Assists in the maintenance of City buildings: cleans/sanitizes, performs basic carpentry, and works with building systems/equipment, assisting in troubleshooting problems.
- Performs preventative maintenance and repair of Street Department vehicles and heavy and light equipment including minor repair or adjustment to hydraulic systems, motors, brakes, steering, electrical and cooling systems, starters, etc.; maintains vehicle maintenance records.
- Maintains and repairs city streets including patching holes and sealing cracks using a bituminous cold mix or hot mix; rakes, grades, and operates the roller.
- Operates a one-ton truck with a hoist, pickup trucks, street sweeper, backhoe, road grader, dump truck, blacktop and self-propelled rollers, tractor loader, tractor-snow blower, riding and push lawn mowers, string trimmer, pumps, leaf blower, and generator.
- Operates a cutting torch and welder as needed in repairing equipment; makes some repairs to vehicle and equipment bodies.
- Removes snow from sidewalks, intersections, catch basins, municipal parking lots, and around City buildings.
- Assists in repairing and replacing sewer and water mains.
- Cleans, installs, repairs, and replaces utility covers; cleans and repairs culverts.
- Assists in responding to sewer backups, water main breaks, or other public works emergency.
- Maintains inventory of shop and equipment supplies, including small engines and hand tools.
- Keeps up to date on topics such as safety and hazardous materials through meetings, seminars, and workshops; and shares in work place safety through individual and team efforts.

**OTHER DUTIES AND RESPONSIBILITIES**

- Performs other related duties as delegated by the Supervisor or apparent.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate while following the City of Medina's core values, which include teamwork, trust, professionalism, and communication.

City of Medina Position Description  
PUBLIC WORKS MAINTENANCE TECHNICIAN

**HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of relevant City ordinances, policies, and procedures.
- Knowledge of OSHA-related rules & ability to follow applicable safety guidelines while performing works tasks.
- Knowledge of City's geography and various infrastructures, and ability to read as-builts.
- Skill in operating equipment for snow removal/sanding/sweeping/patching City streets.
- Skill in repair and maintenance of public works tools, equipment and facilities.
- Ability to exert moderate to considerable physical effort to perform the position's essential functions.
- Ability to communicate effectively with other City employees and the general public.
- Ability to follow oral and written instructions.
- Skill to operate all equipment and tools of public works department including in inclement weather and various traffic situations.
- Skill in troubleshooting problems and taking corrective measures.
- Ability to work independently and as part of a team.
- Ability to regularly lift/carry objects weighing up to 60 pounds & occasionally lift objects weighing up to 150 lbs.
- Ability to perform various movements such as lifting, bending, carrying while performing essential functions.
- Ability to respond quickly and decisively to emergency situations in absence of supervisor.
- Ability to safely enter & work in confined spaces; work at heights including occasionally climbing water tower.
- Ability to safely work around chemicals and other hazardous substances.

*Machines, tools, and equipment used:* Pick-up, dump truck, loader, backhoe, sweeper, skid-steer, grader, roller, lawn mower, shovel/pick/mall, grinder, various saws, drills and other hand/power tools.

**MINIMUM REQUIREMENTS**

- High school diploma or equivalent **and** some knowledge/skills related to public works.
- Mechanical aptitude.
- Minimum Class B commercial driver's license, with the ability to obtain a Class A within a year.
- Ability to be trained in all public works areas and the operation and use of all public works equipment.
- Ability to respond when on-call within 45 minutes.

**DESIRABLE QUALIFICATIONS**

- Ability to run heavy equipment, including large trucks, front end loaders and backhoes.
- Possession of a Class C water and Class S-D Sewer license or willingness to obtain in a reasonable time frame.
- Class A commercial driver's license

**WORK ENVIRONMENT:** The Public Works Maintenance Technician functions in a varying work environment depending on the circumstances. Work is achieved in the office, within a motor vehicle, operating heavy and/or light equipment, and consistently outdoors often under adverse weather conditions. Position requires the use of paving and patching materials during hot or humid weather conditions, application of, and exposure to, a variety of hazardous chemicals, contact with sanitary sewage, and exposure to noise due to maintenance activities. This position works in confined places and is exposed to raw sewage and hot asphalt which may contain a variety of hazardous and toxic materials and may occasionally work at high elevations such as water towers. The position is highly visible to public while performing work tasks.



\*\*\*\*\*List the most recent (or current) employer first, then next most recent, and so forth.\*\*\*\*\*

<b>WORK EXPERIENCE</b>		<b><i>Employer 1</i></b>
<i>May we contact this employer?</i> YES    NO    If no, explain:		
<b>Employer</b>	<b>Phone Number</b>	
<b>Address</b>	<b>Supervisor's Name and Title</b>	
<b>Position Title</b>	<b>Description of Duties</b>	
<b>Length of Employment</b> From:                      To:		
<b>Hours Worked per Week</b>		
<b>Reason for Leaving</b>		
<b>WORK EXPERIENCE</b>		<b><i>Employer 2</i></b>
<i>May we contact this employer?</i> YES    NO    If no, explain:		
<b>Employer</b>	<b>Phone Number</b>	
<b>Address</b>	<b>Supervisor's Name and Title</b>	
<b>Position Title</b>	<b>Description of Duties</b>	
<b>Length of Employment</b> From:                      To:		
<b>Hours Worked per Week</b>		
<b>Reason for Leaving</b>		
<b>WORK EXPERIENCE</b>		<b><i>Employer 3</i></b>
<i>May we contact this employer?</i> YES    NO    If no, explain:		
<b>Employer</b>	<b>Phone Number</b>	
<b>Address</b>	<b>Supervisor's Name and Title</b>	
<b>Position Title</b>	<b>Description of Duties</b>	
<b>Length of Employment</b> From:                      To:		
<b>Hours Worked Per Week</b>		
<b>Reason for Leaving</b>		

**EDUCATION**

Did you graduate from high school or receive a GED?      YES      NO

Name and Location of School/Program attended: \_\_\_\_\_

Name and Location of College, University, or Technical School	Did you graduate?	Degree/Diploma	Program of Study
	YES    NO		
	YES    NO		
	YES    NO		

**REFERENCES**

*Please list three individuals (not relatives), who have known you for at least 1 year, who can attest to your work qualities.*

Name and Occupation	Present Address	Phone Number

**ACKNOWLEDGEMENT**

I understand the City of Medina has the right to verify information contained in this application. I authorize the City of Medina and any agent acting on its behalf to investigate all statements contained in this application for employment and any addendum, including, but not limited to, my educational records such as transcripts, and work records as may be necessary to determine my eligibility for employment. Moreover, I hereby release the City of Medina and any agent acting on its behalf from any and all liability by reason of requesting such information from any person or entity.

I certify that answers given herein are true and complete to the best of my knowledge and I understand that, if employed, falsified or misleading statements on this application and addendum or made during an interview, which may be discovered now or anytime in the future, shall be grounds for dismissal. I acknowledge that this document shall not be construed as a contract or offer of employment and understand and agree that, if hired, my employment is for no definite period and may be terminated at any time.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

Certain information in this application is considered private; that is, it may be released only to you and agencies where you may be considered for employment. Information in this application that is defined by law as *public* may be released on request and includes: veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Your name is private data except when certified as eligible for appointment to a vacancy or when you are considered by the appointing authority to be a finalist for a position in public employment. (To comply with M.S. 13.43, Subd. 2 and Subd 3).

Private Data	Why We Ask For It?	Are You Legally Obligated To Provide It?	What May Happen If You Don't Provide It?
Name	To distinguish you from all other applicants.	Yes	Failure to provide may be cause for rejection of your application.
Address	To be able to send you correspondence.	Yes	Failure to provide may be cause for rejection of your application.
Home Telephone	To be able to contact you to arrange for an interview, if granted.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.

The City of Medina does not discriminate on the basis of race, color, religion, creed, national origin, age, sex, disability, marital status, sexual orientation, status with regard to public assistance, membership in a local commission, or any other legally protected status in its hiring or employment practices.





## Required Supplemental Questionnaire

Applicant Name: \_\_\_\_\_

### **FULL-TIME PUBLIC WORKS TECHNICIAN**

---

**YOU MUST COMPLETE AND RETURN THIS FORM TO BE CONSIDERED AS AN APPLICANT.**

**Please note:**

This supplemental form will be used to rank applicants, so please be complete and accurate in your responses.

---

1. Do you have a high school diploma or equivalent? *(choose one)*                      **YES**                      **NO**
  
2. Do you have the ability to respond when on-call within 45 minutes? *(choose one)*   **YES**                      **NO**
  
3. Do you possess any of street/water/sewer construction or maintenance experience?  
*(choose one)*                      **YES**                      **NO**

Please detail your construction and maintenance experience, including equipment used:

**Road Construction & Streets Maintenance Experience**

*(choose one)*                      **YES**                      **NO**

Please explain your road construction and maintenance experience below:

Experience & Equipment Used                      Company                      Dates/Duration

**Parks Maintenance Experience**

*(choose one)*                      **YES**                      **NO**

Please explain your parks maintenance experience below:

Experience & Equipment Used                      Company                      Dates/Duration



## Required Supplemental Questionnaire

Applicant Name: \_\_\_\_\_

**Water and Wastewater Experience**

(A) *(choose one)*                      **YES**                      **NO**

Please explain your water and waste water experience below:

Experience & Equipment Used                      Company                      Dates/Duration

Do you hold any water or waste water licensures?

(B) *(choose one)*                      **YES**                      **NO**

Please detail your water and waste water licenses below:

License                      License #                      License Effective Dates

4. Do you possess experience in a **municipal** Public Works department?

*(choose one)*                      **YES**                      **NO**

Organization                      Describe Duties                      Duration

5. Do you possess a Technical degree or certificate in a related field?

*(choose one)*                      **YES**                      **NO**

If you answered yes, please list the specific degree or certificate and list the school from which you received the degree/certificate. If possible, include a copy of your certificate or degree.

Degree or Certificate: \_\_\_\_\_

Field: \_\_\_\_\_

Institution: \_\_\_\_\_



## Required Supplemental Questionnaire

Applicant Name: \_\_\_\_\_

6. Please list your experience with the following equipment and your proficiency with each type. Please rank 1 to 5, with 1 being lowest proficiency to 5 being highest proficiency for your proficiency with each piece of equipment listed below.

**Wheel Loader**

Proficiency:

Describe your experience:

**Skid Loader**

Proficiency:

Describe your experience:

**Dump Truck (1-ton)**

Proficiency:

Describe your experience:

List other street, park and/or utility maintenance and repair equipment you are proficient with, and describe your experience with each:

7. Do you possess a valid MN Commercial Driver's License?

(choose one)            **YES**            **NO**

If yes, what type of CDL: (choose one)            **Class A**            **Class B**            **Class C**

Do you possess any license endorsements? (choose one)            **YES**            **NO**

If yes, please list specific endorsements:



## Required Supplemental Questionnaire

Applicant Name: \_\_\_\_\_

8. Do you have any previous experience snow plowing with a commercial driver’s license?

(choose one)            **YES**            **NO**

If yes, please describe your experience, the type of equipment used, the duration you performed this work, and the company you worked for:

Company                      Experience & Equipment Used                      Dates/Duration

\*\*\*\*\*

I hereby certify that all answers contained in this application are true and I agree and understand that any misrepresentation or omission of facts contained in my application for employment or this addendum will be grounds for disqualification for employment, or in the event of employment, immediate dismissal from employment upon later discovery of any omission of facts or misrepresentations.

I further understand that if offered a position, I must submit to and pass a controlled substance screen and will be required to submit to and pass a criminal background check, and employment reference checks.

By my signature on this form, I hereby acknowledge that I have read and understood the above statements. **Failure to sign application forms may result in rejection of your application.**

Applicant’s signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Supplemental Application

**Applicant Name:** \_\_\_\_\_

**INSTRUCTIONS:** Please review and complete each section on the Supplemental Application. Your responses to the Supplemental Application are used to evaluate your qualifications for the position. Failure to complete the Supplemental Application may limit our ability to evaluate your application.

**NOTICE TO APPLICANT:** Information requested on your application that is defined by State Statute as public may be released on request and includes job history, education and training, relevant test scores, rank on our eligibility list, Veteran's status, and work availability. Your name is private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment. Certain other information is private and may be released only to you or to governmental entities authorized access by law. Private data contained in this application:

**Name/Social Security Number (SSN):** Used to identify you in relation to other applicants. You are legally required to provide your name, but not your SSN. Failure to provide this information may result in a delay in processing or rejection of your application.

**License Information:** Used to certify applicants for positions where State law requires appropriate license. You are legally required to provide this information. Failure to provide this information may result in rejection of your application.

**Social Security Number (Optional):** \_\_\_\_\_

### DRIVER'S LICENSE/RECORD

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Class: \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ D \_\_\_\_\_ CDL

List any endorsements: \_\_\_\_\_

Do you have a clean driving record? \_\_\_\_\_ Yes \_\_\_\_\_ No If no, please explain: \_\_\_\_\_

**CONVICTION INFORMATION:** No person shall be disqualified from public employment solely or in part because of prior conviction of a crime or crimes, unless the crime or crimes for which convicted directly relate to the position of employment sought. In determining the effect of a conviction, the City shall consider the requirements of Minnesota Statutes, Chapter 364. Applicants who are finalists for certain positions will be subject to a criminal background investigation.

*I hereby give my consent for a personal background investigation, to include a criminal history check, DVS (Driver & Vehicle Services) check, and reference checks, if I become a finalist for this position.*

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

**FAIR CREDIT REPORTING ACT DISCLOSURE:** In connection with your application for employment, an investigation may be made in which “consumer reports” are obtained from a consumer reporting agency. Such reports may include information concerning your credit worthiness, credit capacity, character, general reputation, personal characteristics, or mode of living. Examples of such reports include, but are not limited to: your credit history and a criminal background check. Upon written request, you will be provided with a disclosure of the nature and scope of the consumer report.

The City of Medina will not use the information contained in the consumer report and/or investigative consumer report in violation of any applicable federal or state law or regulation.

If any consumer reports and/or investigative consumer reports indicate that any adverse action should be taken, including the denial of your application for employment, you will be provided with a copy of the report(s) and the “Summary of Your Rights Under the Fair Credit Reporting Act” per the Fair Credit Reporting Act.

The information contained herein is considered private data and will be used only to determine your suitability for employment. Providing this information is strictly voluntary and you are not required by law to furnish any of the information requested herein. However, if you do not furnish it we may have difficulty determining your suitability for employment. The information provided herein will be accessible only to you, appropriate staff of the City of Medina, or as provided for by Minnesota Statutes. By law, I understand that I have the right to receive a free copy of my consumer report and/or investigative consumer report from the consumer reporting agency if one is obtained, upon my written request for this information.

I hereby authorize the City of Medina to obtain “consumer reports” and/or “investigative consumer reports” in connection with processing my application for employment. I further authorize the appropriate individuals, companies, institutions or agencies, including consumer reporting agencies, to release this information.

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

### APPLICANT’S STATEMENT

I certify that I have read the “Notice to Applicant” regarding the MN Data Practices Act, and understand my rights as a subject of data. I hereby release the City of Medina, with which I am seeking employment, from any liability which may result from releasing information requested.

I understand that if offered a position, I may be required to submit to and pass a drug screen.

I hereby certify that all answers contained in this supplemental application are true and I agree and understand that any misrepresentation or omission of facts contained in this application will be grounds for disqualification for employment or in the event of employment, dismissal from employment upon discovery of the information.

By signing this form I hereby acknowledge I have read and understood the above statements. *Failure to sign this form may result in rejection of your application.*

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



**Election of Veteran's Preference Form**  
**(Minnesota Statute 43A.11)**

Name: \_\_\_\_\_  
(Please Print)

Are you eligible to claim veteran's preference?

Yes       No (if "no" is marked, please stop here)

Do you wish to claim veteran's preference if you achieve a passing score?

Yes       No

If yes, please check the preference you are claiming:

Veteran – defined as a U.S. citizen or resident alien who separated under honorable conditions, and  
1. has served on active duty for at least 181 consecutive days, or  
2. was discharged by reason of disability incurred while on active duty, or  
3. has met active duty requirements as defined by the Code of Federal Regulations, or  
4. has active military service certified under section 401, Public Law Number 95-202  
In addition, you cannot be currently receiving a monthly veteran's pension based exclusively on length of service. **Attach a copy of your DD214 in order to receive 10 points.**

Disabled Veteran – defined as a veteran having a compensable service connected disability as adjudicated by the U.S. Veterans Administration or the retirement board of one of the branches of the Armed Forces, which disability is currently existing. (Attach a copy of your DD214 and FL 802 (or an equivalent letter from a service retirement board) to receive 15 points.

Spouse of a deceased veteran. Attach a copy of your marriage certificate, the veteran's DD214 and the death certificate to receive 10 points.

Spouse of a disabled veteran who is unable to use preference due to disability. Attach a copy of your marriage certificate, the veteran's DD214 and FL802 (or an equivalent letter from a service retirement board) to receive 15 points.

**AFFIDAVIT:**

I hereby claim veteran's preference for this vacancy and certify that all the information given is true, complete, and the best of my knowledge.

I hereby authorize the Veteran's Administration to release information necessary to process this application to the City of Medina.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_