

## **Position Available Engineering Technician**

The City of Stewartville is seeking applicants for the position of Engineering Technician.

Job Description: Serve as the Project Representative of Capital Improvement Projects. Job will consist of working closely with City Engineer in regards to preparing CIP plans/specs. Perform field testing of construction material and verify quantities. Inspecting pipe installation, trench excavation and grading/base, and bituminous and concrete paving operations to ensure successful completion of projects. Will also be required to document all information in order to complete required reports within the project.

The position will also be involved with other areas of public works as needed.

Must have high school diploma or equivalent. Two years of infrastructure and street design or construction. Must have a valid driver's license. Must meet all state-mandated and employer-required medical qualifications.

Preferred Qualifications: Construction background with a technical degree or 5 years' experience. Skills in Public Relations and computer applications, Class B Commercial Driver's License.

Salary: Pay Grade 14 (\$73,054-\$94,970)

Applicants can obtain an application at City Hall or thru our website:  
[www.stewartvillemn.com/government/publicnotices/employment-opportunities](http://www.stewartvillemn.com/government/publicnotices/employment-opportunities)

Please submit your application to City of Stewartville, 105 East First St., Stewartville or by e-mail to City Clerk, Cheryl Roeder – [croeder@stewartvillemn.com](mailto:croeder@stewartvillemn.com)

**Due Date: Noon on February 2, 2024**

Cheryl Roeder  
City Clerk



[www.stewartvillemn.com](http://www.stewartvillemn.com)

We welcome you as an applicant for employment with the City of Stewartville, MN. Your application will be considered with others in competition for the position in which you are interested. It is the policy and intent of the City of Stewartville to provide equal opportunity employment to all persons. This policy prohibits discrimination because of race, color, sex, national origin, political affiliation, place of residence, marital status, sexual preference, status with regard to public assistance or disability, as is consistent with the City's policy of hiring a well-qualified person so as to maintain the high standards of public service required of all City employees. This policy applies to all phases of permanent and part-time employment by the City of Stewartville. Please furnish with us complete information as outlined in this application. You are encouraged to attach any additional information or materials, which you believe qualify you for the position for which you are applying.

## GENERAL INFORMATION

**Position: Engineering Technician**  
**Due: February 2, 2024**

Date Available to Start: \_\_\_\_\_

Last Name:	First Name:		MI	
Street Address:	City	State	Zip:	Cell No.

E-MAIL ADDRESS: \_\_\_\_\_

Are you over 18 years of age? Yes \_\_\_\_ No \_\_\_\_

Are you willing to work overtime if required: Yes \_\_\_\_ No \_\_\_\_

Are you a United States Citizen? Yes \_\_\_\_ No \_\_\_\_

**Education /Training**

High School Graduate: \_\_\_\_\_ GED: \_\_\_\_\_ College: \_\_\_\_\_

School Name & Address	Diploma, Degree, Certificate of Credits Earned	Major
High School/GED		
College or University		
Graduate School		
Technical		

List any correspondence courses, special courses, seminars, workshops, and/or training programs you have attended, or registrations, licenses, or certificates you have that might relate to this position.

**Please review the job description before responding.**

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**Driver's License Information**

Do you have a valid driver's license? Yes\_\_\_\_\_ No\_\_\_\_\_

Driver's License No: \_\_\_\_\_

State of Issuance: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration: \_\_\_\_\_

Have you had any moving violations in the last five (5) years? Yes No

If yes, please explain: \_\_\_\_\_

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## Computer Experience

List any computer software you can operate proficiently:

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## Labor and Skilled Trade Positions Only

Apprenticeship(s): \_\_\_\_\_

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List all machines and equipment that you have experience operating: \_\_\_\_\_

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## Employment History

Experience and training rating are determined by this information. Please be complete. List most recent employers first. (Use additional sheets if necessary).

Present or Last Employer:			
Address:		City	State      Zip
Supervisor Title & Name		Phone # (    )	May we Contact? Yes      No
Dates of Employment	Hours Works/Week	Job Title	Last Salary or Hourly Wage
Reason for Leaving:			
Specific Duties:			

Present or Last Employer:				
Address:		City		State      Zip
Supervisor Title & Name		Phone # (    )		May we Contact? Yes      No
Dates of Employment	Hours Works/Week	Job Title	Last Salary or Hourly Wage	
Reason for Leaving:				
Specific Duties:				

Present or Last Employer:				
Address:		City		State      Zip
Supervisor Title & Name		Phone # (    )		May we Contact? Yes      No
Dates of Employment	Hours Works/Week	Job Title	Last Salary or Hourly Wage	
Reason for Leaving:				
Specific Duties:				

## Supervision

Have you ever supervised people? Yes \_\_\_\_ No \_\_\_\_

Company Name(s) \_\_\_\_\_

Check the functions you have performed as a supervisor:

\_\_\_\_ Interviewed Candidates      \_\_\_\_ Conducted Performance Evaluations      \_\_\_\_ Disciplined Employees  
\_\_\_\_ Hired/Recommended for Hire      \_\_\_\_ Recommended Salary Adjustments      \_\_\_\_ Terminated Employees  
\_\_\_\_ Established Objectives

## Military Experience

Complete this section only if you served in the U.S. Armed Forces.

Describe your duties and any special training:	Branch of Service	Period of Active Duty From                  To
	Rank at Discharge	Type of Discharge
	Date of Final Discharge	

## Volunteer/Unsalariated Experience

Volunteer Organization		Position Held	
Street	City	State	Zip
Immediate Supervisor		Phone No. (    )	
Dates of Participation		Hours Per Week	
Skills Learned			

Volunteer Organization		Position Held	
Street	City	State	Zip
Immediate Supervisor		Phone No. (    )	
Dates of Participation		Hours Per Week	
Skills Learned			

### Accommodations

Do you have any physical or health limitations that would require special or reasonable accommodations by the City:    Yes\_\_\_\_    No \_\_\_\_

If yes, please describe the nature of the accommodation: \_\_\_\_\_

### Employment of Relatives

List any relatives currently employed by the City of Stewartville

Name	Relationship to You
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### Personal References (Not former employees or relatives)

Name & Occupation	Email Address	Phone Number

**CITY OF STEWARTVILLE  
JOB DESCRIPTION**

<b>I. IDENTIFYING INFORMATION</b>		
<b>Job Title</b> Engineering Technician	<b>Work Status:</b> Full-Time	<b>Work Hours:</b> 40
<b>Supervisor:</b> City Administrator	<b>Response Time:</b> 30 Minutes	<b>Pay Grade:</b> 14
	<b>FLSA Status:</b> Exempt	

<b>II. ORGANIZATIONAL RELATIONSHIPS</b>
<b>Reports to:</b> City Administrator
<b>Works Closely with:</b> Public Works Director and City Engineer
<b>Communications with:</b>
Internally: City Administrator, Fire Department, Finance Director, City Clerk, Olmsted County Deputy
Externally: MNDOT, DNR, Contractors, suppliers and City residents
<b>Supervises:</b>
<b>May Provide Work Direction to:</b> All Public Works Employees

<b>III. PURPOSE</b>
Serves as the intermediary between the City, Contractors, and City Engineer to oversee construction projects.

<b>IV. ESSENTIAL FUNCTIONS</b>
<ul style="list-style-type: none"> <li>• Serves as the Project Representative to ensure successful and accurate completion of projects.</li> <li>• Performs and/or directs frequent/routine field testing of construction materials (for example. grading and base, bituminous, and concrete), analyzes test results, and verifies material quality and determines if construction materials meet MnDOT or project specifications.</li> <li>• Reports known deficiencies to Contractors, City Engineer &amp; Public Works Director and verifies corrections of known deficiencies to ensure the project complies with project documents.</li> <li>• Performs required inspection activities of pipe installation, trench excavation and completion, grading and base, and bituminous and concrete paving operations to ensure successful completion of projects.</li> <li>• Performs City Sidewalk examination &amp; reports deficiencies.</li> <li>• Performs routine documentation to record location, quantity and quality of contract work and also completes required reports and administrative documentation (such as pay items, force account summaries, test reports, usage reports, etc.) within projects or MnDOT requirements from letting to finalization to ensure records of work and materials used are accurate and timely.</li> </ul>

- Monitors contractor and traffic control safety practices, ensures personal safety is protected, and ensures the project is completed using applicable safety practices, rules and programs.
- Interprets plans and specifications to ensure contractor compliance.
- Monitors concrete and bituminous plants to ensure materials meet specifications and requirements.
- With the ability to expand into these additional areas, with training provided by the City:
  - GIS/GPS management of infrastructure
  - MN Dot Certifications within 2 years
- Ability to obtain and maintain when available: Concrete Field Inspector Certification (CFIC), Grading & Base Inspector Certification (GBIC), Bituminous Street
- Participates in snow plowing and hauling: plows with trucks and loaders, hauls snow, blows snow from sidewalks
- Sidewalk Reviews/Inspections
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## V. OTHER DUTIES AND RESPONSIBILITIES

May assist with Planning & Zoning assignments, inspections and reviews

May assist with project and subdivision development assignments, inspections and reviews

Performs other related duties as assigned or apparent.

Participates in all areas assigned by public works.

## VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:	Skill in:	Ability to:
<ul style="list-style-type: none"> <li>➤ GIS/GPS</li> <li>➤ Knowledge of Construction plans, including Drainage and grading plans</li> <li>➤ Knowledge of state rules and regulations pertaining to road construction including ability to complete required reports.</li> <li>➤ Knowledge of operation and maintenance of City street operations, heavy duty equipment</li> </ul>	<ul style="list-style-type: none"> <li>➤ Skill in operating/using a variety of equipment, tools and machines.</li> <li>➤ Skill in Customer Service and communication, including the ability to maintain composure under pressure</li> <li>➤ Skill in interpersonal skills as applied to interaction with coworkers, general public, etc. and sufficiently being able</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ability to follow applicable safety guidelines while performing works tasks.</li> <li>➤ Ability to work independently and as part of a team; ability to serve as lead worker when needed.</li> <li>➤ Ability to exert moderate to considerable physical effort to perform the position's essential functions.</li> </ul>

<p>and maintenance procedures</p> <ul style="list-style-type: none"> <li>➤ Knowledge of the laws and regulations relating to the public works and public utilities.</li> <li>➤ Knowledge of methods, tools, and equipment.</li> <li>➤ Knowledge of OSHA regulations</li> <li>➤ Knowledge of applicable City ordinances and policies, department policies and procedures.</li> <li>➤ Knowledge of State, Federal and City policies regarding workplace safety.</li> </ul>	<p>to exchange or convey information and to receive work direction.</p> <ul style="list-style-type: none"> <li>➤ Skill in organization and time management, including the ability to handle multiple priorities</li> <li>➤ Skill in demonstrated ability to develop positive working relationships and maintain respectful work environment.</li> <li>➤ Ability to handle stress and stressful situations.</li> <li>➤ Skill in computer programs and applications, Blue Beam, inventory, Excel One Office</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ability to perform various movements such as lifting, bending, carrying while performing the position's essential functions.</li> <li>➤ Ability to respond quickly and decisively to emergency situations in absence of supervisors.</li> </ul>
<p><b><i>Machines, tools, and equipment used:</i></b> Loader, back hoe, dump trucks, jack hammer, air compressor, snow plows, tractors, mowers, pickups, gator, rollers, saws, well, computers, air monitor for confined spaces and various hand tools.</p>		

## VII. MINIMUM TRAINING AND EXPERIENCE

*An equivalent combination of education and experience may be considered during the hiring process.*

High school diploma or equivalent and at least 2 years of infrastructure and street design or construction. Must have a valid driver's license. Must meet all state-mandated and employer-required medical qualifications.

## VIII. PREFERRED QUALIFICATIONS

Construction background with a technical degree or 5 years' experience

Skills in Public Relations and computer applications

Class B Commercial Driver's License

## IX. WORKING CONDITIONS

*Other working conditions can be inferred from listed duties/responsibilities as well as required knowledge, skills and abilities.*

Majority of time is spent outdoors with routine exposure to irritants/fumes and hazardous chemicals such as spraying chemicals, oil, lubricants/grease, cleaning supplies,) and while performing tasks such as crack filling. Routine exposure to temperature extremes, vibrations, infectious diseases, and noise. Some exposure to fire/smoke while burning dump and electricity while changing light bulbs and wiring outlets. Extended periods of standing/walking and sitting while performing daily tasks including operation 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 to considerable physical effort including lifting various objects. Works at excessive heights Works in confined spaces such as manholes, catch basins, and holes for sewer line repair. Uses all types of vision and senses to accomplish work tasks.

#### **X: NOTIFICATION AND EMPLOYEE ACKNOWLEDGEMENT**

This job description is provided to you as the primary source of information and immediate reference for the City's expectations regarding the position you currently occupy. This document is subject to unilateral change by the City at any time, without prior notification. It is not a contract and does not alter the employment-at-will relationship the City maintains between its employees and itself. Employment-at-will means an employee may resign from his/her position at any time, with or without cause. The City has similar rights to terminate the employment relationship. This document replaces any existing job description(s).

I have reviewed a copy of this job description and understand it covers the City's expectations for my work. I also understand this document replaces any previous job description(s) and acknowledge management's exclusive right to make any changes to it. I agree this job description is a complete and accurate representation of the work I currently perform.

Employee's Signature\_\_\_\_\_

Date\_\_\_\_\_

#### **XI. REASONABLE ACCOMMODATIONS STATEMENT**

The City of Stewartville is committed to promoting equal opportunity for all of its employees and applicants for employment. The City affirmatively acknowledges its obligation to comply with the American with Disabilities Act (ADA) and the Minnesota Human Rights Act (MHRA). Every reasonable effort will be made to provide an accessible work place and offer other accommodations to qualified individuals. Reasonable accommodations will be explored and determined on a case-by-case basis, generally after the individual concerned initiates a dialogue with the appropriate department head or city administrator.

**For more information, please contact the City Administrator**

## **Tennessen Warning**

### **I. Personnel Data**

MN Stat. 13.43 classifies all personnel data. This section has a fundamental difference from other statutes in the Act. Under section 13.43, all personnel data is considered private data on individuals, unless there is a classification that makes the data public.

Section 34.43 provides that the following data on current and former employees is public: name; actual gross salary; salary range, contract fees; actual gross pensions, the value and nature of employer paid fringe benefits; the basis for any added remuneration; job title; job description; education and training background; previous work experience; date of first and last employment; existence and status of any complaints for charges against the employee; the final disposition of any disciplinary action together with the specific reasons and data documenting the basis of the action; the terms of any agreement settling a dispute arising out of the employment relationship; work location; work telephone number; badge number; honors and awards; and payroll time sheets.

Personnel data which is not public is classified as private. Private personnel data is not accessible to the public, but is accessible to the individual subject of the data. Minn. Stat. 13.02, subd. 12.

An employee's home address, spouse/dependent names, and individual medical history are private personnel data. MN Stat. 13.43, subd. 4,

#### **1. Social Security Numbers**

An employee's social security number is private personnel data. MN Stat. 13.49, subd. 1. Social security numbers of an employee's spouse and dependents are also private.

In addition, there are federal laws pertaining to social security numbers. No federal, state or local government entity can lawfully deny an individual any right, benefit, or privilege provided by law if that individual refuses to disclose her/his social security number, unless the collection is for the administration of any tax, general public assistance, or driver's license or motor vehicle registration. When asked to provide her/his social security number, an individual must be informed of the uses to which the number will be put, and whether the disclosure is voluntary or mandatory. Public law 93-597, Section 7; 42 U.S.C. 405(2)(c)(I) and (iii).

### **II. Collection of Private and Confidential Personnel Data**

An employee asked to supply private or confidential data must be informed of the reason for collecting such data and the intended use of the data. MN Stat. 13.04, subd. 2.

The purpose of this notice - called a Tennessen Warning - is to enable the individual to make an informed decision as to whether she/he wishes to provide the requested information to the government entity. It essentially serves as a privacy protection, whereby the individual may protect her/his privacy by deciding not to provide the data to the government. MN Dept. of Admin., Advisory Opinion 98-003.

An employer may still require an employee to provide private information as a condition of employment or of receiving certain benefits. The law is established only to guarantee informed choice, not to eliminate an employer's right to collect private or confidential information.

#### **A. Tennessen Warning**

An individual asked to supply private or confidential data concerning the individual shall be informed of (a) the purpose and intended use of the requested data within the ... political subdivision...; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequences arising from supplying or refusing to supply private or confidential data; and (d) the identity of other person or entities authorized by state or federal law to receive the data. MN Stat. 13.04, subd. 2.

By copy of this notice I have been advised of my right to refuse to provide certain confidential information and acknowledge receipt of the Tension Warning.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## VETERAN'S PREFERENCE STATUS FORM

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

The City of Stewartville has made a determination that the position for which you are applying may require application of the Veterans Preference Process. Please complete this form by following the three steps below and return with your application.

1. Print your name in the box above.
2. Answer the four questions that appear below.
3. Sign your name at the bottom of this page.

**NOTE:** Applicants who do not answer affirmatively on this form will have been considered to have waived their right to veterans preference status for which they otherwise may have been entitled. Please contact City Hall if you have any questions regarding this *Veterans Preference Status Form*.

- 1. Are you entitled to Veterans Preference status as defined by Minn. Stat. § 43A.11, subd. 6, and claiming veterans preference points?** Such an individual is generally defined as a United States citizen or resident alien who has left, under honorable conditions, any branch of the armed forces of the United States who has either served on active duty for 181 consecutive days, has been disabled while serving on active duty, or has active service as a reservist.

Yes \_\_\_\_\_ No \_\_\_\_\_

- 2. Are you a surviving spouse of a deceased veteran meeting the definition above in question 1, and claiming veterans preference points?**

Yes \_\_\_\_\_ No \_\_\_\_\_

- 3. Are you a disabled veteran as defined by Minn. Stat. § 43A.11, and claiming veterans preference points?** Such an individual is generally defined as a veteran who has a compensable service-connected disability as determined by the United States Veterans Administration or by the retirement boards of the several branches of the armed forces.

Yes \_\_\_\_\_ No \_\_\_\_\_

- 4. Are you a surviving spouse of a deceased disabled veteran meeting the definition above in question 1, and claiming veterans preference points?**

Yes \_\_\_\_\_ No \_\_\_\_\_

I declare under the penalties of perjury that I am the person making the claims contained in this document. The effect of this verification shall be the same as subscribed and sworn to under oath. (Minn. Statutes 1945, Sec. 471.38, as amended by Laws 1949, Chap.416)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**City of Stewartville**  
**Request for Background Screening Information**

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Background Screening May Include (but not limited to):

\*Civil & Criminal Record Check

\*Driver's License Check

\*Outstanding Warrants

**Requested Information (please print)**

1. Applicants Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Driver's License, State Identification or Military ID: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ 5. Phone # \_\_\_\_\_

6. Sex: M\_\_ F\_\_

7. Maiden Name: \_\_\_\_\_

8. Prior Addresses: \_\_\_\_\_

**Release Information to:**

**I, the undersigned do hereby authorize the City of Stewartville to conduct a background screening as permitted by law.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please attach a copy of your Driver's License