

## **HELP WANTED**

Maintenance Superintendent  
Grundy County Engineer's Office

Grundy County is seeking qualified applicants for the full-time position of Maintenance Superintendent. Under the direction of the County Engineer, this position supervises employees engaged in the maintenance and construction of county roads, monitors winter road conditions and coordinates snow removal operations.

Applicants shall have a minimum of 5 years of County, DOT, or supervisory experience, and a valid Class A Commercial Driver's License. Must be a resident of Grundy County. Salary is based on experience and qualifications.

Submit a completed signed application, motor vehicle record release, and resume to: Grundy County Engineer's Office, 22580 M avenue, PO Box 127, Grundy Center, IA 50638, or email [gary.mauer@grundycountyiowa.gov](mailto:gary.mauer@grundycountyiowa.gov).

Must pass a pre-employment physical examination by designated physician and pre-employment drug screening.

Apply at the Grundy County Engineer's Office located at 22580 M Ave, Grundy Center, Iowa. Applications available online at: [www.grundycountyiowa.gov](http://www.grundycountyiowa.gov)

Applications will be accepted until Friday, March 29, 2024, at 3:00 p.m.

An Equal Opportunity Employer. ***Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran's status.***

## **MAINTENANCE SUPERINTENDENT**

### **DEFINITION**

Serves under the direction of the County Engineer. Supervises employees and coordinates a wide variety of maintenance, repair and construction activities on county roads, bridges, and culverts; operates machinery and heavy equipment; performs related work as required.

### **DUTIES**

Supervises and inspects maintenance of secondary roads, bridges and culverts in the system; coordinates the daily work of employees and equipment used in these projects; instructs secondary road employees in various techniques, practices and operation of the equipment; responsible for training employees to make out time sheets, operations reports, requisition and supply requests and inventory records; mobilizes maintenance crews as needed for snow removal, flood damage and other emergencies; assists interviews and recommends employment of personnel; analyzes and resolves work problems and assists employees in solving problems; supervises the day labor maintenance, repair and installation of culverts, bridges and roads in the county road system; serves as a liaison with property owners in response to requests for driveways, ditch cleaning and other road/bridge/culvert maintenance requests; performs related work as directed.

### **REQUIREMENTS**

Graduation from high school or G.E.D. equivalent and five (5) years of progressively responsible highway maintenance work or an equivalent combination of training and experience; considerable knowledge of the methods, techniques and practices of highway construction and maintenance; considerable knowledge of related equipment and safety practices; ability to understand and implement oral and written instructions; ability to maintain and present operating records and reports; skill in the application of construction and maintenance methods and practices; ability to operate standard construction equipment; ability to plan, organize, assign, supervise and inspect the work of employees; ability to establish and maintain an effective working relationship with fellow employees and the public; possession of a valid class 'A' commercial driver's license (CDL). Ability to work occasionally in hot, cold, wet, dry, dirty, and noisy conditions. Able to work occasional irregular hours - subject to call 24 hours/day. Sitting, climbing, standing, walking, turning, bending, and occasional lifting of up to 50 pounds, required.

This description is not intended to be all inclusive. The employer retains the discretion to modify this job description and to assign other duties as necessary.

Adopted by: Grundy County Board of Supervisors  
Date: March 7, 2005

# GRUNDY COUNTY, IA

# EMPLOYMENT APPLICATION

Grundy County, Iowa, is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of age, race, religion, creed, color, sex, national origin, or disability. Please answer ALL questions. Print or write carefully. If you provide false, inaccurate, or incomplete information on this application form or in any interview or if you fail to disclose information requested on this application form or in any interview, you will not be eligible for employment, or, if you are hired, you will be subject to termination.

Note: If you have a physical or mental disability and you believe that an accommodation may be necessary in order for you to complete this application, please state the kind of accommodation which you believe is appropriate: \_\_\_\_\_

PERSONAL INFORMATION (TO BE COMPLETED BY ALL APPLICANTS)			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
	Cell Phone		
Date Available	Social Security No.	Desired Salary	
Position Applied for	<b>Maintenance Superintendent</b>		
Are you 18 years of age or older?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Are you legally eligible to work in the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you previously applied for employment with this county?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, when and under what name?	
Have you ever worked for this county?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, when?	
Is there any name, other than the name stated above, which you have previously used to identify yourself?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, set out.	

EDUCATION (TO BE COMPLETED BY ALL APPLICANTS)			
High School	Address		
	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College	Address		
	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other	Address		
	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

<b>GENERAL (TO BE COMPLETED BY ALL APPLICANTS)</b>
Subjects of special study or research work
Special skills
Activities:

<b>PREVIOUS EMPLOYMENT (TO BE COMPLETED BY ALL APPLICANTS)</b>			
Employer		Phone (      )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?      YES <input type="checkbox"/> NO <input type="checkbox"/>			
Employer		Phone (      )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?      YES <input type="checkbox"/> NO <input type="checkbox"/>			
Employer		Phone (      )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?      YES <input type="checkbox"/> NO <input type="checkbox"/>			

In addition to the foregoing, be sure to include an explanation of all gaps in time of employment by attaching extra pages or providing details on the back of this page. Also, please set out your attendance record with your last three employers. Other than vacation and holidays, how many days did you miss work in the last three years? \_\_\_\_\_

How many months have you been unemployed in the last twelve months? \_\_\_\_\_

How many months have you been unemployed in the last 36 months? \_\_\_\_\_

**TERMINATIONS AND DISCIPLINARY ACTION (TO BE COMPLETED BY ALL APPLICANTS)**

For purposes of the following questions, the term "fired" means firing from employment, termination of employment, discharge from employment, or any involuntary separation from employment, and the term "quit" means a resignation from employment, a failure to return to work, or any voluntary separation from employment. If you answer "yes" to any of the following questions, you must provide detailed information on a separate form or on the back of this sheet.

Have you ever been fired?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been asked to quit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever quit after being told that you would be fired if you did not quit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever quit after being advised disciplinary action would be taken against you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever quit after disciplinary action was taken against you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

For purposes of the following questions, the term "disciplinary action" means any adverse action taken by the employer against the employee for reasons relating to conduct or performance and the term includes, but is not limited to, counseling, verbal warnings, written warnings, verbal reprimands, written reprimands, paid suspensions, unpaid suspensions, days of reflection, and involuntary separation from employment. If you answer "yes" to any of the following questions, you must provide detailed information on a separate form or on the back of this sheet.

Have any of your previous employers ever taken any disciplinary action against you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been ordered, directed, or required to pay money to your employer as a part of disciplinary action that was taken against you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been ordered, directed, or required to return property to your employer as a part of disciplinary action that was taken against you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**CRIMINAL RECORD (TO BE COMPLETED BY ALL APPLICANTS)**

The term "convicted" includes a guilty plea, a plea of nolo contendere or no contest, a deferred judgment or adjudication, and an adjudication of guilt or delinquency as a minor. If you answer "yes" to any of the following questions, you must provide details on the back. Note: Convictions will not necessarily bar you from employment. We will consider the number, nature, seriousness, and recency of the convictions in making our decision.

Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been convicted of a crime (not including speeding ticket or moving violation)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**THEFT (TO BE COMPLETED BY ALL APPLICANTS)**

For the purposes of the following questions, the term "theft" means taking, possession, or controlling property belonging to an entity (such as a company, partnership, or sole proprietorship) or belonging to another person without the right or authorization to do so. "Theft" includes, but is not limited to thefts of cash (currency and coin), thefts of checks, thefts of funds (by wire transfer or otherwise), misuse or unauthorized use of credit/debit cards, thefts of property, misuse or authorized use of accounts or allowances (clothing, mileage, meals, etc.), thefts of time (timekeeping abuse, improper use of leaves of absence, employer time spent on non-employer related matters, etc.), and thefts of service (use of employer's property to perform unauthorized work).

I. Have you ever committed an act of theft that involved your place of employment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If your answer is "yes" to the preceding question, you must answer the following questions. Was the act reported to or identified by the employer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Did the employer take any disciplinary action against you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Did the employer report this action to law enforcement?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Did you pay money or transfer any property to the employer as a result of your act?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
II. Have you ever committed an act of theft that did not involve your place of employment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If your answer is "yes" to the preceding question, you must answer the following questions. Was that act reported to or identified by the victim?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Did the victim report this action to law enforcement?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Did you pay money or transfer any property to the victim as a result of your act?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**MILITARY SERVICE (TO BE COMPLETED BY ALL APPLICANTS)**

Branch	From	To
Rank at Discharge	Type of Discharge and attach copy of Form DD-214	
If other than honorable, explain		

**REFERENCES (TO BE COMPLETED BY ALL APPLICANTS)**

*Please list three professional references.*

Full Name	Relationship
Company	Phone (     )
Address	
Full Name	Relationship
Company	Phone (     )
Address	
Full Name	Relationship
Company	Phone (     )
Address	

**DISCLAIMER AND SIGNATURE (TO BE COMPLETED BY ALL APPLICANTS)**

I certify that the statements made by me in this application and all related information which I have provided are true, accurate and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, incomplete or misleading information in my application or interview, I will not be eligible for employment, or, if I am hired, that I may be terminated regardless of the date on which Grundy County discovers the violation of its policy regarding application form dishonesty.

In connection with my application for employment with Grundy County, I expressly authorize the release to Grundy County of any records or information which may refer or relate to my application for employment, including, but not limited to, records of schools, law enforcement or criminal justice agencies, and previous employers. I hereby release and discharge Grundy County and any other person, firm, agency or corporation from any and all claims and liability which I may have or ever claim to have relating to information provided to Grundy County as part of my application for employment.

If I am offered and accept employment with Grundy County, I understand that my employment is At Will and that my employment may be terminated at any time and for any reason either by me or by Grundy County.

Signature	Date
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NOTE: Please attach a resume.

# GRUNDY COUNTY

## Authorization to Release Motor Vehicle Records

I am aware that motor vehicle reports may be obtained as part of Grundy County's evaluation of my job application and/or employment. The reports may be procured by Grundy County or its insurance company representative(s), and may include personal information obtained from state motor vehicle departments, my driving record, or an assessment of my insurability for the insurance program.

By signing this form, I hereby provide my authorization for Grundy County or their insurance company representative(s) to procure such information and reports, from time-to-time as deemed appropriate, to evaluate my insurability.

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Name – As it Appears on Driver's License

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Date of Birth

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Driver's License Number

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State of Issuance

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Signature Employee/Applicant

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Date

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## Denial of Authorization to Release Motor Vehicle Records

I elect not to authorize Grundy County or its insurance company representative to access personal information concerning my motor vehicle records and driving records and reports. I understand that I will be responsible for obtaining a certified copy of my MVR Report and supplying those records to my department head, or the Grundy County Insurance Coordinator or his/her designee when requested.

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Signature Employee/Applicant

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Date