

SUMMER HELP WANTED

Grundy Center Engineer's Office
Grundy County Secondary Road Dept.

Grundy County is currently accepting applications for two positions this summer. One position will be for the Engineer's Office, working on bridge surveys and engineering documents. The other position will be mowing/trimming county yards, painting, and other general duties. Persons applying must be 17 years old or older and possess a valid driver's license. A clean driving record and dependable work record is required.

Apply at the Grundy County Engineer's Office, 22580 M Ave, Grundy Center, Iowa. Applications also available online at www.grundycountyiowa.gov

Applications close May 3rd, 2024 at 3:00 pm.

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

Grundy County is 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.***



**GRUNDY COUNTY SECONDARY ROAD DEPT.
POSITION DESCRIPTION**

JOB TITLE:	Summer Help- Office Technician
DEPARTMENT:	Secondary Roads
FLSA STATUS:	Non-Exempt
EFFECTIVE DATE:	04/21/2021

REPORTING RELATIONSHIPS

Reports to:	Assistant to Engineer or Engineer Technician
Also may report to:	County Engineer

GENERAL SUMMARY:

The purpose of this position is to perform computer software programs including but not limited to AutoCAD, Microsoft Word, and Microsoft Excel. Assisting office staff in various duties and including operating vehicles and other small equipment/tools. Performs manual labor. Must maintain a current valid Iowa Driver’s License.

ESSENTIAL DUTIES AND RESPONSIBILITIES (not in order of importance)

1. Operate county owned computers.	
2. Operate county owned printers and plotters.	
3. Operate county owned surveying equipment.	
4. Knowledge of AutoCAD, Excel and Word Software Programs.	
5. Wear assigned safety vests when working on roadway.	
6. Assist sign man in entering data in sign inventory program.	
7. May assist in surveying, grading and pavement staking tasks and construction field inspection. Measure bridges and culverts. Assist in inspection of construction projects.	
8. Operate county owned pickup.	
9. Ability to establish and maintain effective and positive relationship with other County employees. Must present self in a positive manner to businesses, public and any person doing business with the County.	
10. May perform other duties as assigned.	

MINIMUM QUALIFICATIONS - EDUCATION AND EXPERIENCE

Secondary Roads – Summer Help Office Technician

Must be minimum 18 years old.

MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

Mathematical: Basic math such as adding, subtracting, multiplying and dividing.

Interpersonal: Flexibility in adjusting to changing such as circumstances, information, employees, and public needs. Demonstrate a willingness to take initiative. Ability to work in a team environment as well as independently. Be reliable, responsible and dependable in fulfilling obligations. High level of integrity.

Communication: Excellent verbal and written communication skills. Ability to effectively communicate and present information and respond effectively to county officials, county employees and the general public. Develop and maintain constructive and cooperative working relationships with the public, other government entities and other external sources. Establish and maintain effective working relationships.

Language: Ability to read, analyze, and interpret data.

Safety: Understand and practice safe work habits on the job site as well as local and federal safety regulations.

LICENSING/CERTIFICATION

Must possess a current valid State of Iowa Driver's License. Ability to maintain a drug free environment and periodic random drug/alcohol screening.

WORKING CONDITIONS

Frequently exposed to outside weather conditions including wet or humid conditions, extreme cold or extreme hot conditions including work near moving mechanical parts, risk of electric shock and occasionally works in high, precarious places. Occasionally lifts, carries or otherwise moves and positions objects weighing up to 50 pounds. Typically moves about including sitting, standing, squatting, bending and other body movements to coordinate work on a regular basis. The employee is regularly required to talk, hear, see and use hands and legs to operate equipment and, exit and enter the vehicles throughout the day and operate snow removal equipment in adverse weather situations for extended periods of time.

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

REVIEW AND APPROVAL: Indicates review by employee and approval by supervisor.

Employee's Name (please print): _____

Employee's Signature: _____ Date: _____

Supervisor' Name (please print): _____

Supervisor's Signature: _____ Date: _____



**GRUNDY COUNTY SECONDARY ROAD DEPT.
POSITION DESCRIPTION**

JOB TITLE:	Summer Help
DEPARTMENT:	Secondary Roads
FLSA STATUS:	Non-Exempt
EFFECTIVE DATE:	05/25/2023

REPORTING RELATIONSHIPS

Reports to:	Assistant to Engineer or Maintenance Superintendent
Also may report to:	County Engineer

GENERAL SUMMARY:

The purpose of this position is to perform general labor including be not limited to mowing, grass/weed trimming, painting, assisting in concrete pours, assisting in office duties, operating vehicles and other small equipment/tools. Performs manual labor. Must maintain a current valid Iowa Driver's License.

ESSENTIAL DUTIES AND RESPONSIBILITIES (not in order of importance)

1. Operate county owned mowers and other equipment.	
2. Trim grass and weeds and operate grass trimmers. Sit in scale shack to weigh trucks.	
3. Assist in re-floor bridges and repair bridges and culverts. Assist in installation of pipe and sections. Digs, spreads, and level dirt, gravel and asphalt. Install tiles in roadways.	
4. Assist Signman on installing signs and barricades. Signman responsible on repairing, replacing road signs; barricades; and enter work history in sign inventory program.	
5. Assist in placing barricades in work zones in emergency situation to protect workers from motorist. Control traffic using hand and visual signals. Wear assigned safety vests when working on roadway.	
6. May assist in surveying, grading and pavement staking tasks and construction field inspection. Measure bridges and culverts. Assist in inspection of construction projects.	
7. Ability to establish and maintain effective and positive relationship with other County employees. Must present self in a positive manner to businesses, public and any person doing business with the County.	
8. May perform other duties as assigned.	

MINIMUM QUALIFICATIONS - EDUCATION AND EXPERIENCE

Must be minimum 17 years old.

MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

Mathematical: Basic math such as adding, subtracting, multiplying and dividing.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

REVIEW AND APPROVAL: Indicates review by employee and approval by supervisor.

Employee's Name (please print): _____

Employee's Signature: _____ Date: _____

Supervisor's Name (please print): _____

Supervisor's Signature: _____ Date: _____

GRUNDY COUNTY, IOWA

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 Summer Help- Secondary Road Dept.			
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

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

PREVIOUS EMPLOYMENT (TO BE COMPLETED BY ALL APPLICANTS)			
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 NO

Have you ever been asked to quit? YES NO

Have you ever quit after being told that you would be fired if you did not quit? YES NO

Have you ever quit after being advised disciplinary action would be taken against you? YES NO

Have you ever quit after disciplinary action was taken against you? YES NO

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 NO

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 NO

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 NO

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 NO

Have you ever been convicted of a serious misdemeanor? YES NO

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 NO

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 NO

Did the employer take any disciplinary action against you? YES NO

Did the employer report this action to law enforcement? YES NO

Did you pay money or transfer any property to the employer as a result of your act? YES NO

II. Have you ever committed an act of theft that did not involve your place of employment? YES NO

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 NO

Did the victim report this action to law enforcement? YES NO

Did you pay money or transfer any property to the victim as a result of your act? YES NO

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)	
<i>Please list three professional references.</i>	
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)	
<p>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.</p> <p>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.</p> <p>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.</p>	
Signature _____	Date _____

Secondary Road Dept. Specific Questions: Are you able to perform each of the following job functions?

1. Safely operate heavy equipment? (Including but not limited to dump trucks, end loaders, motorgraders, dozers)

YES NO

2. Safely lift 50-80 pounds?

YES NO

3. Do you currently hold a valid Class "A" CDL?

YES NO

NOTE: Please feel free to 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.

Name – As it Appears on Driver's License

Date of Birth

Driver's License Number

State of Issuance

Signature Employee/Applicant

Date

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.

Signature Employee/Applicant

Date