

Todd County

MINNESOTA



TODD COUNTY
invites applications for the position of:

Public Works Seasonal Help

SALARY: \$12.00 Hourly

OPENING DATE: 03/11/19

CLOSING DATE: Continuous

PURPOSE OF POSITION:

Application Deadline: Accepted until filled with first review of applications 04/01/2019.

The Todd County Public Works Department has 2 openings for Temporary Summer Help Positions located at the Long Prairie Shop. These positions are scheduled for the 13 week summer construction season (mid May – mid August).

Job Description: One position's primary purpose will be to assist the Sign Technician in the installation of E-911 and road signs throughout the county. The other position will be assisting the Engineering Division in a variety of road construction inspection related activities. Both positions will also be required to assist the Maintenance Division in a variety of maintenance related activities as well.

Basic Performance Expectations of all Todd County Staff

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Communicates effectively with the Department Head and keeps supervisor apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

Minimum Requirements: These positions require a high school diploma or GED. A basic knowledge of operating machinery and a basic knowledge of the use of a computer is a plus. Applicants must possess and maintain a valid driver's license. Applicants must pass a background check. Applicants must be able to lift up to 50 pounds.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.todd.mn.us/>

Position #98P
PUBLIC WORKS SEASONAL HELP
SO

215 1st Ave S, Suite 300
Long Prairie, MN 56347
320-732-6155

HR@co.todd.mn.us

Public Works Seasonal Help Supplemental Questionnaire

- * 1. Do you have a high school diploma or GED?
 - Yes
 - No
- * 2. Do you have a valid driver's license?
 - Yes
 - No
- * 3. Can you perform all of the physical requirements of the position?
 - Yes
 - No
- * 4. Are you able to operate computers, read and send emails?
 - Yes
 - No
- * 5. Do you have basic knowledge of operating machinery?
 - Yes
 - No
- 6. If you answered yes to the previous question, tell us a little about your experience.

- * 7. If you claimed Veteran's Preference above, do you have your DD214 to include as an attachment to this application?
 - Yes- Qualified Disabled Veteran (10% or higher disability rating)
 - Yes- Qualified Vet or Spouse of Deceased Vet
 - No
- * Required Question