

“EXHIBIT A”
City Of Kennedy
Maintenance Director
JOB DESCRIPTION

A. CITY MAINTENANCE DIRECTOR RESPONSIBILITIES INCLUDE:

1. Maintenance of the water and sewer systems within the City of Kennedy, including the general maintenance of motors, pumps, and control systems; the completion of all water and sewer forms and collection of all required samples; water meter reading.
2. Maintaining all the streets and alleyways, including patching, graveling, and snow removal; the clearing of debris from storm sewer catch basins, culverts and gutters.
3. Supervising all hookups to City water and sewer systems.
4. Keeping the City Park and other City property clear of refuse, maintaining the equipment and fixtures, controlling weed problems, and mowing.
5. Maintain all City vehicles, equipment and city shop.
6. Obtain the required licensing, monitor and proactively respond to all City pest control needs including, but not limited to, the control of weeds, insects and animal pests.
7. Keep accurate records including a work/time log, maintenance log, and water meter readings log.
8. Attend monthly meetings of the City Council to report and advise.
9. Work with the Fire Department to coordinate joint efforts. It is strongly urged that the maintenance director be a member of the Fire Department.
10. Consult the Council before purchasing repair, replacement, or new items costing more than \$100.00.
11. Assist the city clerk with preparing a budget for the water, sewer, and street department.
12. Supervise any staff that comes into the City to do temporary or seasonal work. Also supervising any positions that may be created under the director. Staff will look towards the director for guidance and direction.

B. CITY PROPERTY

1. The City vehicle and equipment will be used for City business only. City equipment will not leave the City limits except for the City's business.
2. Requests for chairs and tables from the Community Center will be made through the City Office with the clerk.

C. WORK WEEK

1. Two thousand eighty (2080) hours per year constitute a normal work year, therefore, approximately one hundred and seventy three (173) hours per month shall constitute a normal month. When required to work overtime, time and a half in pay or time off will be granted. Any overtime hours must be approved by the City Council, unless in

the case of an emergency. If time off is granted, arrangements should be made at least one (1) week in advance so that someone can be on call. Overtime hours may be accumulated and will be reviewed by the Council monthly.

2. A probationary period of six (6) months will be served by any employee who currently holds the required water and sewer licenses. For an employee who does not hold the required license, the probationary period will continue until those licenses are secured.

D. CONTINUING EDUCATION

An employee hired must continue his/her training in the areas of water and sewer management to meet state and federal requirements. The Council will defray costs of schooling and may help with transportation and lodging.

E. PAY PERIOD

1. The Maintenance Director shall be paid twice a month. This is to be coordinated with the City Clerk.
2. A complete personnel policy is on file at the City Office.

F. TERMINATION NOTICE

At least four weeks written notice shall be given by City or employee before terminating a position. An employee of the City may otherwise be discharged without written notice if found to be negligent or dishonest in the performance of duties and responsibilities. Any employee found to be consuming alcoholic beverages during working hours, or operating a City vehicle while under the influence of intoxicating beverages will be discharged without notice. Any employee under the influence of non-prescribed drugs during working hours, or operating a City vehicle while under the influence of such drugs will be discharged without written notice.

G. APPEAL PROCEDURE

If an employee has a grievance or feels that he has been treated unfairly or terminated without just cause, a written request must be filed with the Clerk who will arrange a meeting between the City Council and the employee, to be scheduled no later than thirty (30) days after receipt of request.

TRADE SCHOOL OR CORRESPONDENCE SCHOOL			
--	--	--	--

FORMER EMPLOYERS-list most recent first

1. Name _____ Address _____
Phone _____ Starting Date _____ End Date _____
Weekly Starting Wage _____ Weekly Final Wage _____
Job Title _____ Supervisor Name & Title _____
Description of Work _____
Reason for Leaving _____
2. Name _____ Address _____
Phone _____ Starting Date _____ End Date _____
Weekly Starting Wage _____ Weekly Final Wage _____
Job Title _____ Supervisor Name & Title _____
Description of Work _____
Reason for Leaving _____
3. Name _____ Address _____
Phone _____ Starting Date _____ End Date _____
Weekly Starting Wage _____ Weekly Final Wage _____
Job Title _____ Supervisor Name & Title _____
Description of Work _____
Reason for Leaving _____

GENERAL

Machines Used _____

Special Training _____

Special Skills _____

Special Interests _____

Why would you do well in this position _____

REFERENCES-list three persons not related to you whom you have known for at least one year

Name	Address	Occupation	Phone
1.			
2.			
3.			

AUTHORIZATION

I certify that the information contained in this application (and accompanying resume, if applicable) is correct and I have not omitted any information. I understand that falsification or omission of information may disqualify me from further consideration for employment or result in immediate dismissal if discovered at a later date.

I authorize the schools, references and my prior employers listed above to provide my record, reason for leaving, and all other information they may have concerning me and I release all parties from any and all liability or claims for damage whatsoever that may result therefrom.

I agree to abide by and conform to the City's rules and regulations. I understand that my employment can be terminated with or without cause, at any time at the discretion of the city or myself.

Signature: _____ Date: _____

TENNESSEN WARNING

Minnesota law requires that you be informed of the purposes and intended uses of the information you provide to the City of Kennedy during the application process or during employment.

Any information about yourself that you provide to the City during the application process will be used to identify you as an applicant and to assess your qualifications for employment with the City. If you wish to be considered for employment, you are required to provide the information requested in the Application for Employment. If you refuse to supply information requested by the City, it may mean that your application will not be considered.

You are hereby advised that, under Minnesota law, the following information about you must be made available to any member of the public who requests it:

- veteran status
- relevant test scores
- rank on eligible list
- job history
- education and training
- work availability

Your name will not be made available to the public unless you are selected to be interviewed by the City.

All other information that you provide about yourself during the application process or during employment with the City is classified as private under state law. That is, the information may not be provided to members of the public except:

1. persons authorized to have access to the information under state or federal law;
2. persons authorized by court order to have access to the information; and,
3. persons to whom you consent in writing to have access to the information.

All individuals in the City who need to know information will have access.

Signature of Applicant: _____

Date: _____