

CITY OF CROOKSTON VETERANS' PREFERENCE APPLICATION

The information you provide on this form will be used to determine eligibility for veterans' preference points. If you choose to apply for veterans' preference points, you are required to supply the following information along with appropriate documentation.

VETERANS' PREFERENCE APPLICATION		
Last Name	First Name	MI
Position For Which You Applied:		
Street Address	City/State/Zip Code	Daytime Phone:
Do you wish to apply for Veterans' Preference? If you answered yes, complete the rest of this application. If you answered no, please sign at the bottom of the application and return it with your application materials.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a US Citizen or Resident Alien? Non-Disabled Veteran	Yes <input type="checkbox"/> No <input type="checkbox"/>	
(10 Points*)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Disabled Veteran (15 Points* or 5 Points** see below)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Percentage of disability: _____%		
Have you ever been promoted within the City of Crookston?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Spouse of Deceased Veteran (5 Points*) Spouse of Disabled	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Veteran (10 Points*)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
*(Used for open and competitive exam or hiring process.)		
** (Used by disabled veteran for internal promotional process until first promotion is received after securing city employment.)		

1) You MUST attach a copy of the DD214 or DD215. This copy must state the nature of discharge (i.e. honorable, general, medical, under honorable conditions, etc.).

2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision in writing that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Note: Disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled veteran preference per MN Statute 197.455.

3) A spouse of a deceased veteran applying for preference points must supply their marriage certificate, the veteran's DD214 OR DD215, a death certificate, verification of their marriage at the time of the veteran's death, and that the spouse has not remarried. Note: if you have remarried or were divorced from the veteran, you are ineligible to receive points.

4) All required documentation is required to be submitted within seven (7) days of the application deadline. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your DD214, contact the Veterans' Service Office at: <http://mn.veteransservice.org/documents/cvso.html> or the local or the local County Veteran's Service Officer.

AFFIDAVIT: I hereby claim Veterans' Preference for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby authorize the Veterans Administration to release information necessary to process this application to the City of Crookston.

SIGNATURE: _____ DATE: _____

SUBMIT THIS FORM AND REQUIRED DOCUMENTATION TO THE CITY ADMINISTRATOR
124 North Broadway, Crookston, MN 56716 Phone: 218-281-1232 Fax: 218-281-5609

POSITION IDENTIFICATION:

Title:	MAINTENANCE SERVICE III
Department:	Parks and Recreation
Status:	Full Time Non Exempt Employee
Salary Schedule:	Hourly AFSCME Union Local #1353
Salary:	\$24.52 – \$30.25

POSITION SUMMARY:

This position performs manual labor with some operation of light equipment. Employees who work under this classification may operate riding lawn mowers, manual push type lawn mowers, weed whackers, chain saws, hedge trimmers, post hole diggers, and other similar equipment and tools. Operation of assigned equipment, along with manual labor tasks, will be directed by the Parks & Recreation Director or the MS I/Park Foreman with tasks usually well defined. Assignments are usually received in the form of specific work orders. Work may be performed without direct supervision after instructions are received. There may be many tasks that will be accomplished with hand tools such as shoveling dirt and snow, sweeping ice rinks and sidewalks, building projects with wood, and other assignments. The Maintenance Service III position person may, from time-to-time, be required to operate equipment classified as Maintenance Service II operative equipment.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Must have or be capable of getting a Minnesota Class B Drivers License with airbrake
- B. endorsement. (Acquire one in a reasonable time when the proper City official requests it.)
- C. Acquire a good working knowledge of the City of Crookston park system and Crookston Sports Center.
Ability to do hand work and general laboring tasks, both indoors and outdoors.
- D. Ability to work outdoors for extended periods of time when necessary, sometimes due to emergencies.
- E. Ability to withstand exposure to variable weather conditions, either extreme heat or cold.
- F. Be able to trim shrubs and trees.
- G. Be able to plant trees, shrubs, grass, and to lay sod and maintain flower beds.
- H. Mow lawns by hand and/or on riding lawn mower.
- I. Use hand tools such as a tree pruner, chipper, rake, shovel, weed whacker, hedge trimmer, sod
- J. cutter, etc.
Willingness and ability to work safely and practice safety procedures.

II. OTHER DUTIES AND RESPONSIBILITIES

- A. Work with other departments when directed.
- B. Seasonal shift work may be required.
- C. Shovel snow and dirt by hand.
- D. Sweep sidewalks and parking lots with a broom or sweeper.
- E. Clean buildings and wash windows and glass above dasher boards in the arenas.
- F. Keep buildings neat and clean.
- G. Empty trash barrels and waste baskets
- H. Clear ice sheets for ice skating.
- I. Help make outdoor and indoor ice rinks (flooding with water).
- J. Ability to learn how to operate ice resurfacer and edger.