CITY OF MORA
Human Resources Office

Job Announcement

Job Title:	Water/Wastewater Operator II
Starting Salary Range:	$24.71 - $26.60 per hour DOQ
Current Salary Range:	$24.71 - $30.86 per hour DOQ
Status:	Full-time, non-exempt
Bargaining Unit:	AFSCME - Utilities
Hours (may vary):	Monday – Friday, 7:00 AM – 3:30 PM, plus on-call rotation.
Application Date:	Open until filled, Applications received by Monday, May 14 will receive priority consideration.
Interview Date:	Tentatively scheduled for the week of May 24.
Start Date:	June 7, 2021

Comments:

We are seeking well-qualified staff to meet the needs of the water/wastewater department, and to preserve the image and public esteem of employment with the organization.

To apply for this position, please complete the application materials (available at city hall or online at www.ci.mora.mn.us) and return them to one of the addresses listed below.

If you have any questions or if you require special accommodations to participate in this process, please contact Mandi Yoder at (320) 225-4804 or m.yoder@cityofmora.com.

Please email or mail your completed application materials to:

Mandi Yoder: m.yoder@cityofmora.com

OR

City of Mora
Human Resources Office
101 Lake Street South
Mora, MN 55051

The City of Mora is an Equal Opportunity Employer

City of Mora / Mora Municipal Utilities

Position Description

WATER / WASTEWATER OPERATOR II

Department:	Water / Wastewater Department
Grade/Points Classification:	8.5/130
Reports to:	Public Works Director
FLSA Status:	Non-Exempt / Paid Hourly
Union or Non-union Position:	Union, AFSCME Utilities Unit

OBJECTIVE

To assist in operating and maintaining the water and wastewater treatment plants and operating systems.

SUPERVISION RECEIVED

The employee working in this position usually works under general supervision of the Public Works Director and receives some instruction with respect to details of most assignments from Water/Wastewater Operator I, but has the opportunity to develop their own work sequences within established procedures, methods, and policies. The employee is often physically removed from their supervisor and is subject to periodic supervisory checks.

SUPERVISION EXERCISED

Occasionally serves as a work leader over seasonal, volunteer, or other staff. The position is not responsible for completing staff performance evaluations. Responsibilities may include assigning tasks, monitoring progress, and work flow, checking the product for timeliness and correctness, and providing input into supervisor's actions.

ESSENTIAL FUNCTIONS

To perform this job successfully, an employee must report to work on a timely and regular basis and be able to perform each essential function satisfactorily. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned. A valid Class B CDL and tanker endorsement are required to perform the essential functions of this position.

1. Assists in operating and maintaining drinking water purification plant; maintains equipment including pumps, valves, and mechanical devices; performs tests; conducts chemical analyses of water to assess the effectiveness of the treatment process; maintains related treatment records.
2. Ensures that treated drinking water is distributed to where it will be used by the public, by industry, and for fire fighting. Installs, maintains, and repairs network of pipes under the city and underground equipment.
3. Completes regular rounds to ensure proper water operating conditions. Controls the volume and pressure of raw, intermediate, and treated water to the appropriate points within the water system by monitoring and operating pumps and valves in order to meet demand for finished water.
4. Adjusts feed rates of various chemicals as necessary to maintain prescribed dosage rates and meet all applicable standards for potable water treatment.
5. Ensures all phases of the water treatment process are in accordance with applicable standards. Maintains equipment and processes used in treating and delivering water to produce potable water in accordance with all applicable standards.

6. Predicts demand for finished, potable water in all water systems served by the City. Maintains a sufficient volume and pressure of finished, potable water delivered to all the water systems served by the City, sufficient to meet demands.
7. Troubleshoots and corrects abnormal operating conditions.
8. Operates and maintains all equipment used in the treatment and supply of water by the City.
9. Reports transmission or distribution losses to the proper individuals or agencies for correction.
10. Assists in operating and maintaining the wastewater collection system and treatment plant to ensure wastes are removed making water suitable for return to the environment.
11. Operates and maintains wastewater pumping stations and inspects, maintains and repairs underground pipelines that carry wastewater to the treatment plant. Uses specialized equipment including high-pressure pipeline cleaning machinery and closed-circuit television pipeline inspection devices.
12. Monitors, operates, and maintains wastewater treatment plant equipment, performs tests and laboratory analyses of wastewater, and uses a variety of information to control the wastewater treatment process. Maintains equipment including pumps, valves, and mechanical drivers. Generates written reports and maintains records.
13. Checks lift stations daily to ensure the operation of all equipment on each station so the normal flow of wastewater is not interrupted.
14. Implements emergency procedures on each lift station in the event of the malfunction of either primary pumping equipment or any auxiliary equipment.
15. Troubleshoots for the cause of any malfunctions of each station.
16. Maintains and repairs all the different types of sewage pumps in use, single-phase and three-phase heavy-duty electric motors, and their electrical control panels, all types of sump pumps in use at each station, and all gate valves. Check valves and plug valves on each station.
17. Maintains and repairs all pump-to-motor couplings, drive shafts, and carrier bearings on all stations, all station wet wells, force mains, and suction lines, all the various wet well level sensing systems in use, automatic vacuum priming systems, and specialized systems (i.e., fresh water packing lubricant system, automatic force main drain back system, and wet well blow back systems).
18. Maintains lift station heating, (i.e., oil furnace, gas furnace, electric heaters, and dehumidifiers).
19. Performs biosolids tests/soil samples. Operates heavy equipment to apply biosolids (solid organic matter recovered from municipal wastewater treatment that can be beneficially used, especially as a fertilizer). Completes biosolids preparation paperwork.
20. Adheres to utility policies and safety procedures.
21. Complies with all permit requirement rules and regulations.
22. Performs monthly meter readings.
23. Meets with the public to resolve problems.
24. Performs general maintenance work to the buildings, equipment, and grounds. Sweeps and cleans, paints, keeps tools and equipment in safe and workable condition.
25. Prepares and documents information and results for required MDH and MPCA reporting.
26. Locates utilities for Gopher One.
27. Works on-call rotation schedule.
28. Provides training to apprentice positions in the department.
29. Attends required training sessions.
30. Using excellent customer service skills, establishes and maintains effective working relationships with other employees and all members of the general public.
31. Responds to department emergencies during regular work hours and while on-call.
32. Represents the City and department in a positive manner while on and off duty.

- Performs other related duties as assigned or apparent.

MINIMUM QUALIFICATIONS
High school diploma or GED, plus three (3) or more years related experience in the operation of a water distribution facility, wastewater treatment facility, or similar industrial facility. Some additional training in water/wastewater specialization, water supply and wastewater technology, water and wastewater engineering, or a related field preferred; or

An equivalent combination of education and experience sufficient to perform the essential functions of the position.

Incumbent is required to possess and maintain a Minnesota Class D Water license from the MN Department of Health and a Minnesota Class C Wastewater, and Type 4 Biosolids license from the MPCA.

Must have the ability to obtain a land application sludge disposal license or endorsement within six (6) months of hire.

Must have and maintain a valid Minnesota Class B Commercial Driver's License (CDL) and tanker endorsement. Must have a good driving record.

Must be available within a thirty (30) minute response time for immediate call-out in emergency situations.

All employees who are required to hold a Class B CDL are subject to random drug and alcohol testing as mandated by the Omnibus Transportation Employee Testing Act.

EQUIPMENT
Backhoe, tractors, dump truck, water truck, skidsteer, snow removal equipment, lowering devices, hand tools, edgers, jackhammer, packer, shoring equipment, torch, jetter-vactor truck, utility meter reader, SCADA equipment, lab equipment, mobile radios, lawn mowers, weed eaters, welder, chainsaw, grinders, copier, computer and related software, gloves, hard hat, safety goggles, ear plugs, masks, hearing protection, reflective vests, water boots, and other job-related equipment.

KNOWLEDGE, SKILLS, AND ABILITIES
The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:
- Department, building, and City policies, procedures, and practices.
- Equipment operations, mechanical repair, and maintenance.
- Methods, tools, equipment, chemicals, and materials used in the water and wastewater treatment industry.
- High and low voltage electricity.
- Mechanical systems and plumbing.
- Basic mathematics.
- Basic electronics.
- Safe work practices associated with chemicals, high and low voltage electricity, large, moving equipment, gasses and liquids under pressure, and other occupational hazards.
- Basic low pressure boiler operation, maintenance, and repair.
- Basic building HVAC equipment operation, maintenance, and repair.
- Basic supervisory practices.

Skill in:
- Reading, writing, and speaking English, clearly and persuasively in positive or negative situations, responding well to questions, and participating in meetings.
- Excellent interpersonal skills, including the ability to focus on solving conflict, not blaming; listening to others without interrupting, keeping emotions under control, and remaining open to others' ideas.
- Working as a team and contributing to building a positive team spirit.
- Troubleshooting, maintaining, and repairing mechanical, plumbing, electrical, and electronic systems.
- Accurately measuring and recording data using various means, including electronic devices and computers.
- Computer skills, specifically spreadsheet, and word processing applications.

Ability to:
- Develop and maintain effective working relationships with supervisors, staff, volunteers, and members of the public. Approach others in a tactful manner, maintain composure in stressful situations, treat others with respect, keep commitments, meet deadlines, work with integrity, and uphold organizational values.
- Respond promptly to public requests for service and assistance. Show respect and sensitivity for cultural differences.
- Use discretion and judgement to make decisions and to work independently; research and evaluate data, solve problems and make sound recommendations.
- Follow safety procedures, willingness to report potentially unsafe conditions, and use equipment and materials properly in addition to instructing others to do the same.
- Read and interpret written instructions and carry-out oral and written directives.
- Prioritize responsibilities, use good judgment, and make independent decisions.
- Continuously build upon own knowledge and skills and share expertise with others.
- Demonstrate accuracy and thoroughness and to look for ways to continuously improve and promote quality. Work in a timely manner and strive to increase productivity.
- Communicate effectively, both orally and in writing, and to resolve disagreements and concerns.
- Effectively manage workload in emergency and crisis situations due to unplanned events, power outages, and sudden mechanical failures.
- Identify and resolve mechanical and equipment problems in a timely manner, gather and analyze information skillfully, and develop alternative solutions as needed.
- Adapt to changes in the work environment, manage competing demands, delays, or unexpected events.
- Follow instructions, respond to management direction, take responsibility for own actions, and to commit to long hours of work when necessary.
- Read and interpret information from charts, maps, diagrams, gauges, meters, and computers.
- Work in/for other departments or divisions occasionally, in addition to assigned department. This requires the ability to understand and maintain basic knowledge of other department's operations.

WORK ENVIORNMENT AND PHYSICAL REQUIREMENTS
The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job.

The noise level in the work environment is usually moderate to loud. Employees in this classification are required to occasionally work in emergency situations, and are subject to being called to work at any time. Occasional travel outside the city is required. The work includes a significant amount of strenuous physical activity including lifting, digging, squatting,

and reaching. Employees in this job classification regularly utilize hazardous chemicals, including chlorine, and are exposed to hazardous situations including confined space entry, excavations, and traffic, and are also exposed to human and industrial wastes.

See the physical activity requirements sheet, attached.

ADA CONSIDERATIONS
The City of Mora is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a representative of the Human Resources department.

4/6/2021

CITY OF MORA – Physical Activity Requirements

Position: Water/Wastewater Operator II Number: 375
Department: Public Utilities

Motor/Mental Ability	VI	O	F	C	Environment & Hazards	VI	O	F	C	Physical Demands	VI	O	F	C
Reading			X		Work With Others			X		Sitting		X		
Writing			X		Work Alone		X			Standing				X
Mathematics			X		Shift Work	x				Walking				X
Reasoning				X	Extended Day		X			Running		x		
Problem Solving				X						Lifting			X	
Attentiveness/Concentration				X	Extreme Heat			X		Balancing (walking on uneven surfaces)			X	
					Extreme Cold			X		Carrying			X	
					Inclement Weather			X		Bending At Waist		X		
					Extreme Noise		X			Climbing		X		
Freedom to Act		X			Confined Areas			X		Repetitive Hand Motion		X		
Guidance Available			X		High Places	X				Twisting Upper Body			X	
Provide Work Direction		X			Works Indoors			X		Reaching			X	
Provide Supervision	X				Works Outdoors			X		Kneeling		X		
					Dust/Dirt			X		Driving (foot controls)			X	
					Mechanical Hazards		X			Crouching/Squatting/Stooping		X		
					Electrical Hazards	X				Crawling		X		
Interaction With Other Staff Within Department				X	Explosive Material Hazards	X				Use arm muscles over extended period			X	
Interaction With Other Staff Outside Department			X		Chemical Hazards			X		Use leg muscles over extended period			X	
Interaction With The Public			X		Fumes/Gases			X		Over shoulder height work		X		
					Infectious Materials		X			Stationary desk or bench work with neck bent forward		X		
					Hostile Situations	x				Use hand or finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, or equipment			X	

Demand Codes:
Blank = Not Applicable or Not Present, does not occur
VI = Very Infrequent, 0-2 times per week, but does occur
O = Occasional, up to 33% of the time at work
F = Frequent, up to 67% of the time at work
C = Constant, up to 100% of the time at work

Weights **Lifted** in Pounds	VI	O	F	C	Weights **Carried** in Pounds	VI	O	F	C
Manual					Manual				
0-10			X		0-10			X	
11-25			X		11-25			X	
26-50			X		26-50			X	
51-75			X		51-75			X	
76-100		X			76-100		X		
101-150	x				101-150	X			
151+	X				151+	X			
Mechanical (Lifts/Wheels)					Mechanical (Lifts/Wheels)				
0-10			X		0-10			X	
11-25			X		11-25			X	
26-50			X		26-50			X	
51-75			X		51-75			X	
76-100		X			76-100		X		
101-150	X				101-150	X			
151+	x				151+	X			

Demand Codes:
Blank = Not Applicable or Not Present, does not occur
VI = Very Infrequent, 0-2 times per week, but does occur
O = Occasional, up to 33% of the time at work
F = Frequent, up to 67% of the time at work
C = Constant, up to 100% of the time at work

Comments: _____

_____

_____

_____

Approved By: /s/ Lindy Crawford _____ Date: April, 2021

This physical activity form is not meant to include every task expected to be completed in any position, but rather it is representative of typical physical activity encountered in normal operations of the employee.

CITY OF MORA

APPLICATION FOR EMPLOYMENT

City Hall
101 Lake Street South
Mora, MN 55051-1588
Tel (320) 679-1511
Fax (320) 679-3862

We welcome you as an applicant for employment! The City of Mora is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, public assistance status, veteran status, disability, or sexual orientation. Individuals are evaluated and selected solely on the basis of merit.

Complete all applicable areas. DO NOT MARK YOUR APPLICATION "SEE RESUME." You are encouraged to submit additional materials in support of your application. An incomplete application may reduce your opportunity for employment with the City of Mora. Applications must be received by the date mentioned in the announcement to receive priority consideration. Applications received after that date may not be considered.

How did you find out about this position? _____

(Please Type or Print in Ink)

TITLE OF SPECIFIC POSITION FOR WHICH YOU ARE APPLYING **DATE**

_____ _____
Title *Dept.*

PERSONAL INFORMATION

Name: _____
Last *First* *Middle*

Address: _____
Street *City* *State* *Zip*

Phone Number: _____ _____ E-Mail: _____
Home *Work*

Are you eighteen (18) years of age or older?: ☐ yes ☐ no If no, your date of birth: _____

Are you or have ever been employed by the City of Mora?: ☐ yes ☐ no

If yes, position: _____ Dates of employment: _____

EMPLOYMENT DESIRED

Type of employment desired: ☐ full-time ☐ part-time ☐ seasonal/temporary

Salary desired: _____ Date available: _____

Are you employed now?: ☐ yes ☐ no If yes, may we contact your present employer?: ☐ yes ☐ no

If no, explain: _____

EDUCATIONAL INFORMATION

Circle the highest grade completed:

Elementary	High School	College	Post Graduate
1 2 3 4 5 6 7 8 9	10 11 12 GED	13 14 15 16	MA MS JD Ph.D.

Did you graduate from high school?: ☐ yes ☐ no Name of high school: _____

Name and location of college, university and/or technical schools	# of years attended	Major/minor or study area	Degree received

The City of Mora is an Equal Opportunity Provider/Employer. For TDD, call 711.

EMPLOYMENT HISTORY

Please give accurate and complete employment information. List your present or most recent experience first. Attach additional sheets if necessary using the same format. List only employment for last three years or last three jobs, whichever is greater. **DO NOT MARK YOUR APPLICATION "SEE RESUME" OR YOUR APPLICATION MAY NOT BE CONSIDERED!**

Present Employer

Employer: _____ Phone: _____ Dates of Employment:

Address: _____ From: _____ To: _____

Your title: _____ Hours per week: _____

Supervisor: _____ Supervisor's title: _____ Current wage: _____

Number and types of positions you supervised: _____ Reason for leaving: _____

_____ _____

Principal responsibilities: % of time:

1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____
5. _____ _____
6. _____ _____

First Previous Employer

Employer: _____ Phone: _____ Dates of Employment:

Address: _____ From: _____ To: _____

Your title: _____ Hours per week: _____

Supervisor: _____ Supervisor's title: _____ Last wage: _____

Number and types of positions you supervised: _____ Reason for leaving: _____

_____ _____

Principal responsibilities: % of time:

1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____
5. _____ _____
6. _____ _____

Second Previous Employer

Employer: _____ Phone: _____ Dates of Employment:

Address: _____ From: _____ To: _____

Your title: _____ Hours per week: _____

Supervisor: _____ Supervisor's title: _____ Last wage: _____

Number and types of positions you supervised: _____ Reason for leaving: _____

_____ _____

Principal responsibilities: % of time:

1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____
5. _____ _____
6. _____ _____

JOB RELEVANT VOLUNTEER OR UNPAID WORK EXPERIENCE

Kind of activity (Do not specify organization)	Work performed	Hrs/Mnth	From	To
1.				
2.				
3.				

DESCRIBE ANY ADDITIONAL EXPERIENCE OR TRAINING THAT QUALIFIES YOU FOR THIS POSITION

LIMITATIONS

Do you have any physical or health limitations which may affect your work performance: ☐ yes ☐ no If yes, please explain:

LICENSES AND CERTIFICATIONS

Current licenses/certificates held (indicate license number and expiration date):

Do you have a valid Minnesota driver's license?: ☐ yes ☐ no Class: _____ Do you have a commercial drivers license(CDL)?: ☐ yes ☐ no

TO BE COMPLETED BY APPLICANTS FOR MANAGERIAL AND CLERICAL POSITIONS ONLY

Typing ability: ☐ yes ☐ no words per minute: _____

List specific computer hardware and software with which you have...

	Type	Length of Time (months)
Training:		
Experience:		

TO BE COMPLETED BY APPLICANTS FOR LABOR, MAINTENANCE OR SKILLED TRADES ONLY

Apprenticeship(s): served or trades learned:

List specific equipment with which you have experience:

COMPLETE THIS SECTION ONLY IF YOU SERVED IN THE U.S. ARMED FORCES

Branch of Service: _____ Length of Active Duty: _____ Rank at Discharge:

Type of Discharge:

Describe duties and any special training:

If you wish to claim Veteran's Preference please complete and return the Veteran's Preference Application.

REFERENCES

List three (3) people who you know well, preferably from a work environment. Do not refer to an acquaintance or relative.

	Name	Address	Home Phone	Work Phone	Occupation
1.					
2.					
3.					

IMPORTANT FACTS CONCERNING INFORMATION PROVIDED ON YOUR APPLICATION

Minnesota law affects you as an applicant for employment with the City of Mora. The following data is public information and accessible to anyone: veteran's status, relevant test scores, rank on eligibility list, education and training, job history and work availability. All other personally identifiable information is considered private, including, but not limited to your name, home address, and telephone number. As an applicant, your name is considered private unless you are selected to be interviewed.

The information requested on the application is necessary, either to identify you or to assist in determining your suitability for the position for which you are applying. You may legally refuse, but refusal to supply the requested information will mean that your application for employment may not be considered.

If you are selected for employment with the City of Mora, the following information will be public: name; actual gross salary; salary range; contract fees: actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement in addition to salary; position title; position description; education and training background; previous work experience; date of first and last employment; the status of any complaints or charges against the employee whether or not the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action and supporting documentation; work location; work telephone number; badge number; honors and awards received; payroll time sheets or other comparable data entry that are only used to account for an employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employees reason for use of sick or other medical leave or other non-public data; city and county of residence. Any thing not previously listed which is placed in your application folder or your personnel file (such as medical records, letters of recommendation, resumes, etc.) is made private information by law.

I understand that any falsified information or significant omissions on either the application or during my interview may disqualify me from further consideration for employment and may be justification for dismissal. I authorize investigation of all statements contained in this application or made during the interview for employment as may be necessary in arriving at an employment decision. I release such employers and individuals from all liability for damages whatsoever that may arise from furnishing this information. I further understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.

_____ _____

Applicant's Signature *Date*

FIRE AND POLICE APPLICANTS ONLY

In consideration of being permitted to apply for the position herein, I voluntarily assume all risks in connection with my participating in any tests the City of Mora deems necessary to determine my fitness and eligibility and I release and forever discharge the City of Mora, its officials, officers, and employees from any and all claims for any damage or injury that I might sustain.

_____ _____

Applicant's Signature *Date*

THIS SPACE FOR OFFICE USE ONLY

CITY OF MORA
Human Resources Office

Supplemental Application Form

Job Title: Water/Wastewater Operator II

1. Do you have a high school diploma or equivalent? ☐**Yes** ☐**No**

2. Employees working in this job classification are required to hold and maintain a Class B Commercial Driver's License (CDL) and tanker endorsement.
   Do you currently possess a valid MN driver's license? ☐**Yes** ☐**No**
   Do you have a valid Class B CDL? ☐**Yes** ☐**No**
   Do you have tanker endorsement? ☐**Yes** ☐**No**

3. How many years of experience do you have with the operation of a water distribution facility, wastewater treatment facility, or similar industrial facility? Check one
   ☐9 or more yrs. ☐6 - 8 yrs. ☐3 - 5 yrs. ☐1 -2 yrs. ☐Less than 1 yr.

4. Describe your training and experience with municipal water and wastewater systems.

5. Do you possess a Class D Water license from the MDH? ☐**Yes** ☐**No**

6. Do you possess a Class C Wastewater license from the MPCA? ☐**Yes** ☐**No**

7. Do you possess a Type 4 Biosolids license from the MPCA? ☐**Yes** ☐**No**

8. Do you possess a land application sludge disposal license or endorsement? ☐**Yes** ☐**No**
   If no, do you have the ability to obtain within six (6) months of hire? ☐**Yes** ☐**No**

9. Employees in this job classification are required to respond within a 30 minute notice to their assigned work station. (The public works facility is at 461 Maple Ave. W in Mora.) Newly hired employees will be expected to comply with this response time requirement as a condition of employment.
   Do you currently reside within a 30 minute drive of the facility? ☐**Yes** ☐**No**
   If no, are you willing to comply with this requirement within six (6) months of hire? ☐**Yes** ☐**No**

10. Are you available to work over-time and commit to long hours of work when necessary? ☐**Yes** ☐**No**

11. Employees in this job classification are required to participate in an on-call/call-out rotating schedule. Are you available for immediate call-out at any hour for emergencies? ☐**Yes** ☐**No**

12. Do you have experience with operating heavy equipment? ☐**Yes** ☐**No**

    List the types of equipment: _____

13. Describe your experience with monitoring, operating and performing tests and laboratory analyses at a water distribution facility, wastewater treatment facility, or similar industrial facility and its related equipment.

14. Describe your computer experience including software, internet-based applications, email, and SCADA equipment:

15. After reading the job description, are you able to perform the essential functions and meet the physical demands associated with this position with or without reasonable accommodations? ☐**Yes** ☐**No**

16. Why do you want to work for the City of Mora/Mora Municipal Utilities?

The City of Mora is an Equal Opportunity Employer

CITY OF MORA
Human Resources Office

Veteran's Preference Application

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans. Points are awarded subject to provisions of Minnesota Statutes 43A.11. To be eligible for veteran's preference points you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or a resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; and
2. Not be currently receiving or eligible to receive monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's preference points without it. You must supply a copy of your DD-214. Disabled veterans must also supply form FL-802 or an equivalent letter from a Service Retirement Board. Spouses applying for veteran's preference points must supply their marriage certificate, the veteran's DD-214 and FL-802 or death certificate.

ARE YOU APPLYING FOR VETERAN'S PREFERENCE POINTS? ❑ **YES** ❑ **NO**

VETERAN'S PREFERENCE POINTS APPLICATION			
Veteran ❑ Self ❑ Spouse	If Spouse, Veteran's Name		
Branch of Service		Period of Active Duty From _____ to _____	
Rank at Discharge	Type of Discharge	Date Final Discharge	Service No.
Are you receiving or eligible for a military pension? ❑ Yes ❑ No		Do you have a compensable service-related disability? ❑ Yes ❑ No	
Preference Requested	❑ Veteran ❑ Disabled Veteran ❑ Widow of deceased veteran who was disabled at death	❑ Spouse Disabled of Veteran ❑ Widow of Deceased Veteran	

Your application cannot be considered without supporting documentation. Your supporting documentation must be received no later than five (5) calendar days after the application deadline for the position in order to guarantee that points are awarded in a timely manner. If you supply your supporting documentation by separate mail, your name, date and position applied for should be written on each document.

Supporting documentation ❑ is attached ❑ will be submitted separately

Applicant's Signature_____ Date:_____

Position Applied For: _____