**Job Advertisement, LMC Model Form**

*Helpful background information on this model may be found in the* [*Hiring Chapter*](https://www.lmc.org/resources/hr-reference-manual-chapter-2-hiring/) *of the Human Resources Reference Manual.*

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

**Job Advertisement**

**Public Works Maintenance Worker**

*The position of Public Works Maintenance Worker has been used as an example for this model.*

City of \_\_\_\_\_\_\_

Public Works Maintenance Worker

The city of \_\_\_\_\_\_\_is seeking an outstanding candidate for a full-time maintenance worker for the Public Works Department. This position will perform semi-skilled and skilled work and operate light to medium equipment involved in the repair and maintenance of city streets, storm sewer system, and other city property.

**Required**: current Class B driver’s license, 1 year of street, water, and/or sewer maintenance or construction experience including light equipment operation, or equivalent.

**Notice:** Any job offer will be conditional upon a negative pre-employment DOT drug screen, a successful three-year drug and alcohol records check of previous CDL employers and clear query of Clearinghouse drug and alcohol records check, as well as [***list*** – such as pre-employment physical, successful criminal background and driving history check.]

**Desired**: additional street and/or utility maintenance, construction or framing experience including the use of light equipment; experience working in a municipal public works department; training or education in maintenance, machinery, mechanics or related field; and history of safe work practices and clean driving record.

**Starting salary range**: $\_\_\_\_\_\_\_to $ \_\_\_\_\_\_\_ /yr. DOQ w/full benefits package.

All candidates must complete a City of \_\_\_\_\_\_\_ employment application packet. Complete online at [www.ci.mosquitoheights.mn.us](http://www.ci.mosquitoheights.mn.us) or call \_\_\_\_\_\_\_ for an application packet.

Application deadline: \_\_\_\_\_\_\_by \_\_\_\_\_\_\_ P.M.

AA/EEO EMPLOYER

The city of <Name> is committed to building a diverse, welcoming and respectful workforce. We seek and welcome candidate applications from historically underrepresented groups, such as BIPOC (Black, Indigenous, People of Color) women, LGBTQ+, and those living with disabilities as well as veterans.

*This advertisement was prepared for illustrative purposes only. Your city would very likely want to abbreviate words and phrases in order to reduce costs associated with placing an employment advertisement in the newspapers, such as:*

*Mtce Worker*

*The city of \_\_\_\_\_\_\_is accepting applicationss for a Mtce Worker until \_\_\_\_\_\_\_ p.m. on \_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_. Call \_\_\_\_\_\_\_or visit* [*www.ci.mosquitoheightsmn.us*](http://www.ci.mosquitoheightsmn.us) *for required appl. AA/EEO.*