

# Public Works Laborer Application Packet February 2010

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**As described in the job description, this is a “safety sensitive” position and, as such, employees are subject to random drug and alcohol testing.**

\*\*\*\*\*No electronic applications will be accepted\*\*\*\*\*



# CITY OF NORTH COLLEGE HILL, OHIO

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**(PLEASE PRINT)**

### PERSONAL

Position(s) Applied For \_\_\_\_\_ Date \_\_\_\_\_

How Did You Learn About Us?

\_\_\_\_\_ Advertisement      \_\_\_\_\_ Walk-In      \_\_\_\_\_ Other \_\_\_\_\_

First Name	Middle Name	Last Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you ever filed an application with us before? \_\_\_\_\_ yes \_\_\_\_\_ no  
If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? \_\_\_\_\_ yes \_\_\_\_\_ no  
If Yes, give date \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ yes \_\_\_\_\_ no

May we contact your present employer? \_\_\_\_\_ yes \_\_\_\_\_ no

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? \_\_\_\_\_ yes \_\_\_\_\_ no  
(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? \_\_\_\_\_

Are you available to work?    \_\_\_ Full Time    \_\_\_ Part Time    \_\_\_ Shift Work    \_\_\_ Temporary

Are you currently on "lay-off" status and subject to recall? \_\_\_\_\_ yes \_\_\_\_\_ no

Can you travel if a job requires it? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you been convicted of a felony? \_\_\_\_\_ yes \_\_\_\_\_ no  
(Conviction will not necessarily disqualify an applicant for employment.)

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

(Please begin with most recent)

1.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			

2.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			

3.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			

4.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			

**EDUCATION**

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
<b>Elementary School</b>				
<b>High School</b>				
<b>Undergraduate School</b>				
<b>Graduate School</b>				
<b>Other (Specify)</b>				

**Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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Are there any other experiences, skills, or qualifications which you feel would especially qualify you for work with the City of North College Hill? \_\_\_\_\_

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List any licenses or professional certificates which you hold which are applicable to this position. \_\_\_\_\_

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Driver's License

State Issued By: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_

Number: \_\_\_\_\_  
 Class or Type: \_\_\_\_\_

**PERSONAL REFERENCES (Not Former Employers or Relatives)**

Name and Occupation	Address	Phone Number

APPLICANT'S STATEMENT

1. I hereby certify that all responses set forth during my employment application process are true and complete. My signature also authorizes the City of North College Hill or its authorized agents to conduct a thorough investigation of all statements, written and oral, made by me during the employment application process, including without limitation, information concerning my prior employment positions, activities, law enforcement record, and educational background. I hereby authorize all persons, companies or other entities connected with any such informational request, including without limitation, physicians, hospitals, prior employers, and law enforcement agencies to provide any and all information and/or medical records they may have regarding me or my employment. I release and agree to indemnify the City of North College Hill, its authorized agents, and its employees, and all other persons, companies, and other entities from any and all liability arising out of such investigation, including without limitation, any liability for furnishing information or for taking any action based on the information provided.

2. I understand and agree that any falsification, misrepresentation, incomplete response, or omission either on the employment application form or in my responses to questions asked during the interviewing or examination process may disqualify me from further consideration for employment, or if employed by the City of North College Hill, will subject me to immediate termination, whenever the falsification or omission is discovered. In this regard, where an item is left blank on the employment application, it is because there is no information within its scope.

3. I understand that a chemical test for the presence of illegal and controlled substances may be required before the commencement of and/or during my employment. In addition, I understand I may be required to take a physical examination before starting work if an offer of employment is made. I release and agree to indemnify the City of North College Hill, its authorized agents and its employees, and all other persons, companies, and other entities from any and all liability arising out of physical examination or chemical testing or for the taking of any action based on the results of any physical examination or chemical testing.

4. I certify that I am a citizen of the United State, or, if not, I can provide required documentation permitting me to work in the United States.

5. I also agree to submit to a polygraph examination, upon request by the City of North College Hill, as a pre-employment requirement and/or a condition of continuing employment should I be employed by the City of North College Hill.

6. I understand and agree that nothing contained in the City of North College Hill employment application or in the granting of an interview or anything set forth in any oral or written statement, communication, or policy now or in the future constitutes or is intended to constitute or to create a contract between me and the City of North College Hill for either employment or for the providing of benefits. No promises regarding employment have been made to me and I understand and agree that no such promise or guarantee is binding on the City of North College Hill unless they are expressed promises, made in writing, and signed by the City Safety/Service Director or designee.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

\*\*\*\*\*

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview \_\_\_\_\_ Yes \_\_\_\_\_ No

Remarks \_\_\_\_\_

\_\_\_\_\_  
Interviewer

\_\_\_\_\_  
Date

Employed \_\_\_\_\_ Yes \_\_\_\_\_ No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Department \_\_\_\_\_

Approved \_\_\_\_\_ Hired By \_\_\_\_\_  
Name (Civil Service Comm.) Name and Title Date

NOTES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# The City of North College Hill Public Works Department

## Position Description

**Title:** Laborer

**Immediate Supervisor:** Public Works Director

**FLSA Status:**  Exempt  Non-Exempt **Civil Service Status:** Classified

### General Purpose of Position:

Under the supervision of the Public Works Director, performs a wide variety of unskilled and semi-skilled tasks to maintain public facilities and streets. During the winter months this position may require overtime work removing snow and ice from streets and sidewalks.

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### Essential Functions:

### Reason\*:

**Street Maintenance:** Repair asphalt surfaces, install or replace street signs, storm sewers, fire hydrants, paint traffic lines on pavement, clean and repair catch basins.

(1)

**Parks and Public Facilities:** Mow grass, operate weed eater, make repairs to fences and backstops, make general repairs to buildings and swimming pool, make general repairs to playground equipment.

(1)

**Building and Structure Maintenance:** Routine maintenance and cleaning of city facilities, make routine repairs on public buildings, plant flowers, trees and shrubs on municipal grounds, paint city buildings.

(1)

**Equipment Operation:** Operate a wide variety of equipment used in the above work including: pick up truck, dump truck, backhoe, line painting machine, bucket truck, street sweeper, riding mowers, pumps, air compressor, asphalt patch machine, crack sealing machine, powered hand tools and equipment. Performs routine maintenance and repair work and cleaning of job related vehicles, machinery, tools, and equipment.

(1)

**Safety:** Follow established safety procedures, report unsafe conditions to supervisor, assist with department housekeeping including proper storage of tools and equipment.

(2)

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\*Reasons for inclusion as essential functions are: (1) It is the purpose for which the job exists, (2) limited number of workers to distribute work to, (3) specialized functions for which employee specifically hired.

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**Other Duties:** May be required to assist other departments as needed. Performs other related duties as needed.

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**Minimum Requirements:** High School diploma or G.E.D. equivalent. Knowledge of operation and maintenance of job related vehicles, machinery, tools, and equipment. Must have excellent written and oral communication skills, and ability to work courteously with other employees and the general public.

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**Special Qualifications:** Must be able to obtain an Ohio Commercial Drivers License within the probationary period, must be available to work during other than normal working hours. This is a “safety sensitive” position and as such is subject to random drug testing.

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**Physical Requirements Not Obvious from Essential Functions:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must have the ability to operate a motor vehicle and other equipment, including in adverse weather conditions and for extended periods of time. Employee must be in excellent physical condition in order to perform a wide variety of heavy labor activities for extended periods of time in all types of weather conditions, must be able to use hands, handle and feel objects, tools, and controls; reach with hands and arms; capable of climbing ladders and stairs; and occasionally lift up to eighty pounds.

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**Pay Grade Assignment:** \_\_\_\_\_

**Signature(s):** \_\_\_\_\_

\_\_\_\_\_

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**Preparer** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Reviewer** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Public Works Dept. – Laborer**

The City of North College Hill, Ohio is accepting applications for general laborer in the Public Works Department until 12:00 noon, February 26, 2010. Applications can be obtained at the City of North College Hill Administration Building; 1704 West Galbraith Rd. or online at [www.northcollegehill.org](http://www.northcollegehill.org). Applicants must have a High School diploma or a G.E.D. equivalent, and must possess or obtain a CDL within 90 days of employment. Applicant must be able to pass a pre-employment physical exam. **No online applications will be accepted**

# Commercial Drivers License Certification

Employee must have a Commercial Driver's License (CDL) or obtain said license within the first 90 days of employment.

- I have held a CDL since \_\_\_\_\_, and the expiration of my CDL is \_\_\_\_\_.
  
- I do not have a CDL and understand the requirement to obtain a CDL within the probationary period.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## Operation of Various Vehicles and Equipment

Please list the experience you have in operating various vehicles and equipment. List the company where you obtained the experience and how many years you operated such vehicles and equipment.

Complete each that applies:

Backhoe: \_\_\_\_\_

\_\_\_\_\_

Dump Truck: \_\_\_\_\_

\_\_\_\_\_

Bucket Truck: \_\_\_\_\_

\_\_\_\_\_

Street Sweeper: \_\_\_\_\_

\_\_\_\_\_

Please indicate below if you have any experience in the operation of any of the following: Line painting machine, riding mowers, air compressor, pumps, jack hammer, asphalt patch equipment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other vehicles, equipment, or machinery you have experience in operating not listed above:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

