



## APPLICATION FOR EMPLOYMENT

DATE: \_\_\_\_\_

### PERSONAL INFORMATION:

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

PRESENT ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE NUMBER 1: \_\_\_\_\_ PHONE NUMBER 2: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ARE YOU EIGHTEEN (18) YEARS OF AGE OR OLDER: YES ☐ NO ☐

ARE YOU EITHER A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES: YES ☐ NO ☐

HAVE YOU EVER BEEN CONVICTED OF A CRIME, OR PLED GUILTY OR NOLO CONTENDERE TO ANY CRIME? YES ☐ NO ☐

IF YES, PLEASE COMPLETE:

CONVICTION TYPE: FELONY ☐ MISDEMEANOR ☐

OFFENSE: \_\_\_\_\_

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

(THIS IS NOT A DISQUALIFIER FROM EMPLOYMENT BUT CAN BE USED TO THE EXTENT RELEVANT TO THE JOB BEING PURSUED.)

DO YOU HAVE A VALID DRIVERS LICENSE: YES ☐ NO ☐

LICENSE NUMBER: \_\_\_\_\_ STATE \_\_\_\_\_

CLASS LICENSE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

HAS YOUR LICENSE EVER BEEN SUSPENDED OR REVOKED: YES ☐ NO ☐

HAVE YOU EVER BEEN CONVICTED, PLED GUILTY OR NOLO CONTENDERE TO A CHARGE OF DWI OR DUI: YES ☐ NO ☐

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

ARE THERE ANY DWI OR DUI CHARGES CURRENTLY PENDING AGAINST YOU? YES ☐ NO ☐

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

**EMPLOYMENT DESIRED:**

POSITION: \_\_\_\_\_ SALARY DESIRED: \_\_\_\_\_

ARE YOU CURRENTLY EMPLOYED: YES ☐ NO ☐IF YES, MAY WE INQUIRE OF YOUR CURRENT EMPLOYER? YES ☐ NO ☐

REFERRED BY: \_\_\_\_\_

**EDUCATION HISTORY:**HAVE YOU RECEIVED A GED OR HIGH SCHOOL DIPLOMA: YES ☐ NO ☐

HIGH SCHOOL ATTENDED: \_\_\_\_\_

COLLEGE ATTENDED: \_\_\_\_\_

TRADE, BUSINESS OR CORRESPONDENCE SCHOOL ATTENDED: \_\_\_\_\_

I ACKNOWLEDGE, SHOULD I RECEIVE A JOB OFFER, I WILL BE REQUIRED TO SUBMIT PROOF OF EDUCATION HISTORY (IF REQUIRED BY THE JOB)

\_\_\_\_\_  
INITIALS**EMPLOYMENT HISTORY:**

PLEASE DESCRIBE YOUR WORK HISTORY FOR THE LAST FIVE (5) YEARS INCLUDING MILITARY IF APPLICABLE. LIST THE NAMES OF YOUR PRESENT OR PREVIOUS EMPLOYERS IN CHRONOLOGICAL ORDER WITH PRESENT OR MOST CURRENT EMPLOYER LISTED FIRST. FAILURE TO PROVIDE COMPLETE INFORMATION REGARDING EACH JOB HELD MAY RESULT IN YOUR DISQUALIFICATION. A RESUME MAY BE ATTACHED ONLY AS ADDITIONAL INFORMATION AND WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS SECTION.

<u>DATE</u>	<u>NAME OF EMPLOYER</u>	<u>SALARY</u>	<u>POSITION</u>
FROM: _____	_____	_____	_____
TO: _____	_____	_____	_____
FROM: _____	_____	_____	_____
TO: _____	_____	_____	_____
FROM: _____	_____	_____	_____
TO: _____	_____	_____	_____
FROM: _____	_____	_____	_____
TO: _____	_____	_____	_____
FROM: _____	_____	_____	_____
TO: _____	_____	_____	_____

PLEASE EXPLAIN ANY GAPS IN YOUR EMPLOYMENT HISTORY. BE SURE TO ACCOUNT FOR ALL PERIODS OF TIME INCLUDING MILITARY SERVICE AND ANY PERIODS OF UNEMPLOYMENT.

HAVE YOU EVER BEEN TERMINATED OR ASKED TO RESIGN FROM ANY JOB: YES ☐ NO ☐

IF YES, PLEASE EXPLAIN THE CIRCUMSTANCES: \_\_\_\_\_

LIST ANY PROFESSIONAL DESIGNATIONS, CERTIFICATIONS, COURSES, OR SPECIAL SKILLS THAT MAY BE APPLICABLE TO THE JOB FOR WHICH YOU ARE APPLYING:

PLEASE DESCRIBE ANY OTHER EXPERIENCE (TO INCLUDE MILITARY) THAT YOU HAVE WHICH WOULD BE RELEVANT TO THE JOB FOR WHICH YOU ARE APPLYING:

**REFERENCES:**

NAME	ADDRESS	PHONE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE PRESENT AND PREVIOUS EMPLOYERS AND REFERENCES LISTED ON APPLICATION TO PROVIDE THE CITY ANY PERTINENT INFORMATION.

I AUTHORIZE THE CITY TO PROVIDE FUTURE EMPLOYERS ANY PERTINENT INFORMATION CONCERNING THE EMPLOYMENT WITH THE CITY, IF HIRED.

I AUTHORIZE A PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.

I AUTHORIZE AN EXTENSIVE BACKGROUND CHECK WHICH MAY INCLUDE CONTACTING PAST EMPLOYERS, SCHOOLS ATTENDED, CRIMINAL HISTORY, MOTOR VEHICLE RECORD AND CREDIT CHECK.

I 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 AND WITHOUT CAUSE.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

HIRED: YES ☐ NO ☐ POSITION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

SALARY/WAGE: \_\_\_\_\_ BEGINNING DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ CITY MANAGER \_\_\_\_\_ MAYOR \_\_\_\_\_

# WATER MAINTENANCE TECH

REPORTS TO: City Clerk/Manager

## **Purpose of Job**

Responsible for the cultivation and care of the landscaping and grounds of the City of Waleska and maintenance of buildings. Plants flowers, mows, pulls weeds, repairs, and maintains outside of buildings. Completes various work orders for water customers.

## **Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Maintain landscaping and grounds of all City properties.
- Maintain building maintenance.
- Maintain sidewalks, roadways and right-of-way's.
- Landscape by planting flowers, grass, shrubs, and bushes.
- Apply pesticide to needed areas.
- Maintain equipment used in maintenance of grounds and buildings.
- Pre-treat sidewalks and City streets with salt for ice/snow conditions.
- Perform routine maintenance duties such as plumbing, electrical, lights etc.....
- Cut down tree limbs that are posing a danger.
- Trim shrubs and pull weeds.
- Rake, mulch, and prune the grounds as needed.
- Water plants and grass as needed and apply fertilizer.
- Complete work orders for basic cut on/off activities for water customers.
- Communicate with Administrative Office regarding all activities performed for water system.
- Inform City Manager of supplies and equipment needed to fulfill job responsibilities; not limited to the above.
- Maintain/clean City vehicle and keep a monthly maintenance log.
- Locates
- Surveys water main locations and depths
- Investigates complaints of possible leaks and contacts city hall if needed
- Flushed water mains
- Replaces water meters, test meters for accuracy, and repairs malfunctioning meters and connections
- Coordinated repairs with homeowners, builders, and developers
- Consults with customers concerning leaks and advises customers on cutting off water and regulating pressure
- Installs required street signs
- Prepares the setup and cleanup of City events and festivals as needed
- Routine Monitoring of the city's SCADA system for water status and tank levels.
- On call 24/7. Comp time is available.
- City provides truck, gas, and phone
- Performs all duties assigned.

## **Knowledge, Skills and Abilities**

- Must be able to operate landscape equipment and tools.
- Must be able to operate vehicle pulling a trailer.
- Must be able to communicate with the public.
- Must be able to use written communications.
- Must have knowledge of water system service area.
- Must have knowledge of the locations of meters, tanks, pump stations and fire hydrants.

**UNDER ANY CIRCUMSTANCES THERE SHOULD BE NO DRINKING AND DRIVING.  
UNDER ANY CIRCUMSTANCES THERE SHOULD BE NO KIDS ALLOWED IN TRUCK.**

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma (or equivalent) with one or two years of related experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess a valid driver's license.

## **Minimum Qualifications or Standards Required to Perform Essential Job Functions**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of landscaping equipment including but not limited to, mowers, weed eaters, blowers, edger, and saws. Must be able to use body members to work, move, or carry objects or materials. Must be able to occasionally lift heavy boxes or items. Physical demand requirements are at levels of those for medium to heavy work.

**INTERPERSONAL COMMUNICATION:** Requires the ability to speak to people to convey or exchange information. Includes receiving assignments and/or directions from supervisor.

**LANGUAGE ABILITY:** Requires the ability to read a variety of work orders/reports, directions, instructions, and methods of procedures. Requires ability to communicate with people with voice control.

**INTELLIGENCE:** Requires the ability to learn and understand basic principles and techniques; to acquire and expound on knowledge of duties related to responsibilities; and to make independent judgment in the absence of management.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, and to follow oral and written instructions. Must be able to communicate effectively and efficiently.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas, to add and subtract totals, to multiply and divide, and to utilize and determine percentages and decimals.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimum stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (Talking-expressing or exchanging ideas by means of spoken words). (Hearing-perceiving nature of sounds by ear); Must be able to communicate via telephone.

**Work Environment**

The job duties are mainly performed outdoors. The employee may be expected to work in unfavorable conditions, except in unsafe conditions unless it is a case of an emergency.

**Supervisory and Management Responsibility**

None.

**Work Hours and Benefits**

Regular attendance is a necessary job function required for this position.

This position is a full time/permanent position and will be eligible for full benefits.

Work hours will normally be forty (40) hours per week; other than pre-planned events and emergency situations which would warrant overtime.