

Town of Weaverville

DEPARTMENT OF PUBLIC WORKS

Application for Skilled Labor

Street, Sanitation, Recreation and Water Maintenance

GENERAL RESPONSIBILITIES

The duties of the employee holding this position will be general maintenance activities of the Department of Public Works. These duties including Street Dept. maintenance activities (including street and right-of-way cleaning, mowing and routine maintenance, installing and maintaining drainage pipes and structures, sidewalk construction and repair, snow and ice removal); Sanitation Dept. collection activities (include collection of household waste, yard waste, brush and trimmings); Recreation Dept. park and grounds maintenance; and Water Dept. system maintenance activities (including installing water lines and taps and repairing water lines). Assignment of Skilled Labor positions to activities with the Street Department, Sanitation Department, Recreation Department or Water Department shall be at the discretion of the Director of Public Works.

QUALIFICATIONS

Education & Training: A High School Diploma or equivalent **is required**. If you do not have a High School Diploma or equivalent you will not be considered for employment in this position.

Special Knowledge Requirements:

- A. Valid N.C. Drivers License.
- B. Ability to read and understand standard Public Works Department work orders and the instructions which may accompany products normally used for building and grounds maintenance activities. Ability to complete written activities reports and requisitions.
- C. Ability to reason through problems, determine a solution, and act accordingly to complete a task without constant supervision.
- D. Knowledge of the use of gasoline driven equipment such as lawn mowers, weed-eaters, cut-off saws, brush chippers, jack hammers, etc., used in Public Works activities.

SALARY & JOB REQUIREMENTS

Position Assignment, Working Hours and Salary: This employee will work under the Director of Public Works and/or the Public Works Supervisor as designated by the Public Works Director, on an hourly basis. The starting salary range for this position is \$22,038 - \$25,339 depending upon qualifications and experience. The normal work hours for Public Works employees is eight (8) hours per day, five days per week. This position is non-exempt and is eligible for overtime pay.

It should be understood by the applicant that this job will require extra work after normal hours as may be required by emergency situations. Additionally, all Public Works employees are assigned to weekend and holiday stand-by according to a rotating schedule as set by the Public Works Director and may be required to work on a weekend or holiday when their services are needed due to Town sponsored special events.

Physical Requirements: Must be able to perform the basic life operational functions of reaching with hands and arms climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing,

11. Are you related by blood or marriage to any person now employed by the Town or any member of the Weaverville Town Council. Yes No

If "Yes", explain relationship: _____

12. Education

SCHOOL LEVEL	NAME AND ADDRESS OF SCHOOL	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE?
Grammar School	_____	5 6 7 8	_____

High School	_____	1 2 3 4	_____

Other	_____		
(Specify)	_____		

13. Military Service Record

Were you in the U. S. Armed Forces? Yes No

If "Yes", what Branch? _____

Discharge Date & Rank: _____

List any special military training which may help qualify you for this job: _____

Are you presently a member in the National Guard/Reserves? Yes No

For Questions 14 through 18 use additional sheets if required. Please read **all** questions before beginning.

14. List any specific experience or training you have in street and right-of-way maintenance (mowing) including the operation of power equipment and small machinery (lawn mowers, tillers, tractors etc.).

15. List any specific experience or training you have in the field of landscaping, park maintenance, planting trees and shrubs and other horticulture experience.

16. List any specific experience or training you have in the field of water line construction and water system maintenance. Include the name of any former employers where you performed this type work.

17. List any experience or training you have in the operation of equipment such as tractors, back-hoes, air compressors/jack hammers, brush chippers, leaf vacuums, etc. Include the name of any former employer where you regularly operated this type of equipment.

18. List any other experience or training which you feel helps qualify you for this position.

19. Are you willing to complete additional courses of study and additional training if required by your employer?

Yes No

20. EMPLOYMENT RECORD. List below last three employers, starting with present or most recent.

A. Name or Present of Last Employer: _____
Address _____
Title of position held: _____ Starting Date: _____
Leaving Date: _____ Supervisors Name: _____

Starting Weekly Salary: _____ Final Weekly Salary: _____

May we contact your supervisor? Yes No Phone _____

Description of work: _____

Reason for leaving: _____

B. Name of Previous Employer: _____

Address _____

Title of position held: _____ Starting Date: _____

Leaving Date: _____ Supervisors Name: _____

Starting Weekly Salary: _____ Final Weekly Salary: _____

May we contact your supervisor? Yes No Phone _____

Description of work: _____

Reason for leaving: _____

C. Name of Previous Employer: _____

Address _____

Title of position held: _____ Starting Date: _____

Leaving Date: _____ Supervisors Name: _____

Starting Weekly Salary: _____ Final Weekly Salary: _____

May we contact your supervisor? Yes No Phone _____

Description of work: _____

Reason for leaving: _____

21. REFERENCES: If you wish to list references, list persons who are not related to you who have knowledge of you qualifications for this position. Do not repeat names of supervisors you have listed under Employment Record in this application.

A. Name _____ Address _____
Title _____ Phone _____

B. Name _____ Address _____
Title _____ Phone _____

C. Name _____
Title _____

Address _____
Phone _____

CERTIFICATE OF APPLICANT

"I CERTIFY THAT I HAVE READ AND UNDERSTAND THE GENERAL RESPONSIBILITIES, QUALIFICATIONS, AND REQUIREMENTS OF THIS POSITION AND 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 HEREBY AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT I MUST SUBMIT TO A URINALYSIS DRUG SCREENING IN ACCORDANCE WITH THE TOWN PERSONNEL ORDINANCE BEFORE I WILL BE OFFERED EMPLOYMENT TO THIS POSITION."

DATE _____

SIGNATURE _____