



The City of Wabash Street Department is accepting applications for a laborer position.

Successful candidate must:

- **Have a high school diploma or equivalent**
- **Have or obtain a valid class A CDL license**
- **Be able to work in all weather conditions**
 - **Be able to work flexible hours**
 - **Have a good driving record**
 - **Run various equipment**
 - **Be able to lift heavy objects**
- **Be able to bend and throw debris over head**
- **Have a positive attitude, follow direction, and be self-motivated**

Applications can be picked up at City Hall or on the City's website.

Application must be turned into City Hall (202 S. Wabash St.) **no later than 4 p.m. on October 6th, 2023.**

**POSITION DESCRIPTION
CITY OF WABASH, INDIANA**

| | | | |
|----------------------|--|---------------------|-------------------|
| POSITION: | Laborer | | |
| DEPARTMENT: | Street Department | | |
| WORK SCHEDULE | 7:00 a.m. to 3:00 p.m., MF summer / 8:00 a.m. to 4:00 p.m. Winter | | |
| JOB CATEGORY: | LTC (Labor, Trades and Crafts.) | | |
| DATE WRITTEN: | October 1992 | STATUS: | Full-time |
| DATE REVISED: | March 2022 | FLSA STATUS: | Non-Exempt |

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Laborer for the Street Department, responsible for the maintaining streets by disposing of leaves, brush, snow, and miscellaneous items, sweeping and cleaning streets, and performing street repairs with hot asphalt.

DUTIES:

Operates various types of trucks and related equipment, including loaders, tractors, back hoes, street sweepers, bucket truck, and dump trucks for the maintenance and repair of streets, alleys, sidewalks, drainage system, and City owned property.

Loads, hauls, and/or disposes of leaves, brush, dead animals, debris, and unwanted household items, such as large appliances.

Sweeps streets, repairs, clears storm drains, and removes snow and ice from City streets and sidewalks, as needed.

Repairs City streets and alleys as required, including road preparation for asphalt, filling holes, applying asphalt or stone, repairing and painting curbs and streets, repairs cracked or damaged sidewalks, and installs and repairs street signs as needed.

Trims or cuts down trees and mows grass to assist in maintaining the appearance of the City.

Daily inspects trucks and equipment to be operated by incumbent that day to ensure proper fluid levels, tire pressure, and mechanical functions, and arranging for repair with Department Supervisors, as needed.

Assists with Department maintenance as needed, including painting and cleaning garage, as directed.

On 24-hour call for emergency situations.

Performs duties related to those described above and all other duties as assigned by superiors.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Regular attendance is required.

Working knowledge of and an ability to make practical application of City and Department personnel/safety policies and procedures, and ability properly to operate a variety of power tools and heavy equipment, including ability to operate chain saw, mowers, shovels, cement mixer, power saws, jack hammers, tree trimmers, and other hand and power tools as required for work assignments.

Working knowledge of assigned Department trucks, and equipment, with ability to safely load and haul materials, clear roads in winter, and complete related preventative maintenance and safety measures.

Working knowledge of masonry and painting and the ability to do some carpentry work as needed.

Ability to physically perform assigned duties, including driving, close vision, hearing, standing/walking for long periods, moderate to heavy lifting, carrying and pushing/pulling objects, reaching, bending.

Ability to work alone and with others in a team environment with minimum supervision.

Ability to understand and follow written and oral instructions and read and interpret instruments, gauges and dials.

Ability to communicate effectively with co-workers, supervisors, other departments, agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to instruct effectively and direct specially assigned, temporary workers, such as government program workers and jail inmates.

Ability to serve regularly on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Possession of a valid Class "A" Commercial Driver's License with air brake and any other required endorsements and demonstrated safe driving record within 60 days of employee's date of hire.

II. RESPONSIBILITY:

Incumbent works according to a daily work schedule with priorities determined by supervisor and is directly responsible for the safe and effective operation of assigned vehicles and equipment, according to accepted safety guidelines. Incumbent refers to supervisor unusual or unprecedented situations, such as unusual or difficult assignments. Incumbent's work is reviewed in progress at critical phases and upon completion of specific duties to ensure proper work sequence and adherence to instructions. Errors in work are usually prevented through standard safety procedures and are detected through supervisory review. Care and skill are required in the operation of trucks and equipment to ensure personal safety and the safety of others.

III. PERSONAL WORK RELATIONSHIP:

Incumbent maintains frequent contact with co-workers, supervisors, the public and other departments and agencies including the Police Department, Fire Department, Wastewater and Stormwater Management Department, the public utility companies and/or other related government departments or businesses affected by particular maintenance duties of the Street department, for the purpose of exchanging information.

Incumbent reports directly to Foreman and/or Street Commissioner.

IV. PHYSICAL EFFORT:

Incumbent performs duties on various terrains, with exposure to frequent jarring resulting from driving over rough surfaces or operating other equipment. Walking and frequent bending will be required and lifting may involve heavy equipment, supplies, or debris on a regular basis and may be prolonged for some duties.

V. WORK ENVIRONMENT:

Incumbent performs the majority of duties outdoors, with exposure to severe and inclement weather, dust, grease, fumes, dirt, slippery surfaces, toxic chemicals, heavy equipment and moving parts associated with equipment operation and road repair. Incumbent is frequently exposed to the hazards associated with working in heavy traffic conditions. Safety precautions must be followed at all times to avoid injury to self and others.

OTHER WORK REQUIREMENTS:

Incumbent must wear or use appropriate safety devices as directed by department policy or superiors including approved work shoes at all times and safety vest whenever working in traffic.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Laborer for the City of Wabash, Street Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

APPLICATION FOR EMPLOYMENT

CITY OF WABASH, INDIANA

An Equal Opportunity Employer

The City of Wabash, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability in employment or the provision of services.

Please type or print responses to ALL questions on the application form. *Any application not completed in its entirety will be disqualified.*

Position sought _____

Last name _____ First name _____

Middle initial _____ Former name(s) _____

Address _____ City/state/zip _____

Phone _____ Are you at least 18 years of age? Yes _____ No _____

Are you interested in: Full-time work? Yes _____ No _____

Part-time work? Yes _____ No _____

Temporary work? Yes _____ No _____

Date available to start work: _____

EMPLOYMENT HISTORY AND WORK EXPERIENCE

List all employment history and work experience during the previous five years, beginning with your current employer. *Failure to include all past employment may be grounds for disqualification.*

If currently unemployed, check here _____ and skip to **Previous employer** below.

• Current Employer _____

Address _____ City/state/zip _____

Phone (____) _____ Hire date _____ Job title _____

Beginning salary _____ per _____ Current salary _____ per _____

Supervisor _____

Title _____ Work phone _____

Briefly describe the work you do such as duties, responsibilities, equipment you operate, promotions:

Why do you want to leave? _____

May we contact your current employer? Yes: _____ No: _____ If no, please explain why: _____

• Previous employer _____ Phone (____) _____

Address _____ City/state/zip _____

Dates employed _____ Job title _____

Beginning salary _____ per _____ Current salary _____ per _____

Supervisor _____

Title _____ Work phone _____

Briefly describe the work you do such as duties, responsibilities, equipment you operate, promotions: _____

Reason for leaving _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why: _____

• Previous employer _____ Phone (____) _____

Address _____ City/state/zip _____

Dates employed _____ Job title _____

Beginning salary _____ per _____ Current salary _____ per _____

Supervisor _____

Title _____ Work phone _____

Briefly describe the work you do such as duties, responsibilities, equipment you operate, promotions: _____

Reason for leaving _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why: _____

• Previous employer _____ Phone (____) _____

Address _____ City/state/zip _____

Dates employed _____ Job title _____

Beginning salary _____ per _____ Current salary _____ per _____

Supervisor _____

Title _____ Work phone _____

Briefly describe the work you do such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why: _____

If you had additional employers within the last five years, attach additional pages as needed.

List and explain periods of unemployment in the past five years:

From _____ to _____ Reason _____
From _____ to _____ Reason _____

EDUCATION AND TRAINING

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

High School attended *Attach additional pages as needed*

Name _____

Address _____ City/state/zip _____

Diploma? Yes _____ No _____ GED? Yes _____ No _____

Activities, awards (you may exclude any that indicate race, color, religion, gender, age national origin, or disability)

College(s) or Trade School(s) attended *Attach additional pages as needed*

• Name _____

Address _____ City/state/zip _____

Degree(s) _____

Major/minor course(s) of study _____

• Name _____

Address _____ City/state/zip _____

Degree(s) _____

Major/minor course(s) of study _____

• Activities, awards (you may exclude any that indicate race, color, religion, gender, age national origin, or disability) _____

• Seminars/workshops, special awards, articles you have published, other information that may be relevant to the position you are seeking: _____

MILITARY HISTORY AND STATUS

If you have never served in the military on active duty, check here _____ and skip to the next section.

| <u>Military Branch</u> | <u>Dates of Service</u> | <u>Highest Rank Attained</u> | <u>Rank at Separation</u> |
|------------------------|-------------------------|------------------------------|---------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Type of Discharge: _____ Citations/awards received _____

PROFESSIONAL OR SPECIALIZED TRAINING

Specialized training _____

Professional/special license(s) or certificate(s):

| <u>State</u> | <u>Issued By</u> | <u>Date Issued</u> | <u>Expiration</u> | <u>Type</u> | <u>License #</u> |
|--------------|------------------|--------------------|-------------------|-------------|------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Have you had any license suspended, revoked or terminated? Yes _____ No _____ If yes, explain: _____

PROFESSIONAL AFFILIATIONS

List current or previous affiliations/organizations and related offices/positions.

| <u>Organization name</u> | <u>Address</u> | <u>Phone</u> | <u>Offices/Positions</u> |
|--------------------------|----------------|--------------|--------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

• Use the following space to describe other training, education, skills, abilities, hobbies, volunteer work or other information that may be helpful in evaluating your application. (You may exclude any which indicate race, color, religion, gender, age, national origin or disability.)

PERSONAL INFORMATION

Do you have any commitments that might interfere with or adversely affect your employment with us, such as a second job or school? Yes ___ No ___ If yes, please explain:

• Have you ever been convicted of a felony? Yes ___ No ___ If yes, please explain: _____

• List three references that are not related to you and are not former employers or supervisors:

Name _____ Phone _____

Address _____ City/State/Zip _____

Number of years known _____

Name _____ Phone _____

Address _____ City/State/Zip _____

Number of years known _____

Name _____ Phone _____

Address _____ City/State/Zip _____

Number of years known _____

APPLICANT CERTIFICATION

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

• I understand and accept that, if I am hired, I may be hired conditional on passing any medical and/or psychological examinations that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing.

Initials: _____

• I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from my current and former employers.

Initials: _____

• I understand and accept that if any information required in this application is found to be falsified, or intentionally excluded, that my application may be disqualified from further consideration. I further understand and accept that, if the employer employs me, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: _____

• I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Applicant's signature

Date

Voluntary Affirmative Action Survey

• TO BE COMPLETED BY APPLICANT – TO BE FILED SEPARATELY FROM APPLICATION •

CITY OF WABASH, INDIANA *An Equal Opportunity Employer*

The City of Wabash, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability in employment or the provision of services.

► COMPLETION OF INFORMATION BELOW IS VOLUNTARY ◀

Please be advised that your survey is considered confidential information and it is not a part of your official application for employment. Inclusion or exclusion of any data will not affect any employment decision.

In an effort to comply with government requirements regarding record keeping, reporting and other legal obligations, we ask that you complete this applicant data survey. *Thank you for your cooperation.*

• Personal Information

Date ____/____/____

Applicant last name _____ First _____ Middle _____

Address _____ City/state/zip _____

Position(s) applied for _____

• Referral Source

- Advertisement Employee Relative Walk-in School
 Government employment agency Private employment agency
 Other _____

Name of source (if applicable) _____

• Government Requested Information

Check One: Male Female

Check one of the following race/ethnic groups:

- Black White Native American/Alaskan Native Asian/Pacific Islander
 Hispanic (Mexican –American, Puerto Rican & Other Spanish Origin)

Check the following that are applicable:

- Veteran Vietnam Era Veteran Disabled Veteran Disabled individual

AUTHORIZATION AND RELEASE

In applying for employment, I want the City of Wabash to be fully informed of my work history. I therefore, authorize the City of Wabash to investigate my background and to obtain any and all information that may concern me. I release all persons including the City of Wabash, schools, companies, corporations, credit bureaus and law enforcement agencies from any liability on account of furnishing such information.

I fully understand that if employed, any misrepresentation of facts on my application is sufficient reason for my termination. In addition to my authorization and release of information and entities set forth above, I also authorize the City of Wabash to discuss the results of any pre-employment investigation with persons who conduct the interviews in any investigation, as well as with those individuals responsible for hiring.

I understand that nothing contained in my application or in the granting of or conducting of an interview is intended to create an employment contract or binding contractual relationship between the City of Wabash and myself, either for employment or for the providing of any benefit.

No promises regarding employment or duration of employment have been made to me and I understand that no such promises or guarantees are binding upon the City of Wabash unless made in writing by the Mayor, Board of Works, or designee.

If an employment relationship is established, I understand that I have the right to terminate my employment at any time, with or without notice, and the City of Wabash may terminate my employment at any time pursuant to the express provisions of the Personnel Policies Handbook if applicable to me. If any employment relationship is established in consideration of such an employment relationship, I agree not to use or reveal any confidential information of the City of Wabash.

The City of Wabash and its elected officials, administrators, manager, employees and agents are all released by me for any legal responsibility or liability for the release of such information and records as authorized above or any other liability that may arise from the release of such information.

I have read the above statement carefully and, if employed, I agree to abide by all of the terms set forth above.

Applicant's signature

Date