

VILLAGE OF RUSSELLS POINT, OHIO

APPLICATION FOR EMPLOYMENT FORM 3

Please submit one application per position to the address indicated on the job posting. Copies are acceptable. Applications lacking sufficient information will be rejected. Please be sure to fill out all pages of this form. Also please note that this completed form will become a public record when submitted to the government agency.

Job Title: _____ Deadline Date: _____

PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Home Address: _____

City: _____ State: _____ County: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Social Security No.: _____

The following information will be used only if it is directly related to the position for which you are applying:

1. Are you willing and able to secure an Ohio Driver's License if a license is required? Yes: _____ No: _____
2. If the position requires travel, can you supply your own transportation? Yes: _____ No: _____
3. Have you ever been employed with the Village of Russells Point before? Yes: _____ No: _____
 If so, when and in what position(s): _____
4. Are you related to anyone that is currently employed by the Village of Russells Point? Yes: _____ No: _____

LICENSES, REGISTRATIONS, AND CERTIFICATES

License/Certification Issued By	Field/Trade/Specialization	License/Certificate Number	Expires

SOCIAL SECURITY NUMBER NOTICE

Social Security Numbers (SSNs) are used to match individuals with their application file. Disclosure of your SSN is voluntary; however, a nine-digit number is necessary to process your application. Upon appointment and pursuant to certain laws and regulations, a request for a SSN is mandatory. Your SSN may be used for purposes including but not limited to the following: Identification of obligors under child support orders, detection of welfare fraud, processing background checks and tax information or general employee identification.

SUMMARY OF QUALIFICATIONS

In the area below, describe briefly the experience, education, and training and other factors that qualify you for the position for which you are applying. Refer to the minimum qualification and any position-specific qualifications posted for this position. Be sure to provide details of your background in the next section of this applications.

EDUCATION

High School Diploma? Yes: _____ No: _____

Name of High School: _____

Location (City, State, Zip): _____

GED Certificate Number: _____ GED Issued By: _____

POST HIGH SCHOOL EDUCATION

Include technical school, business school, professional school, college and university.

School Name and Location	Major Area(s) of Study	Type Degree or Certification

Please list below the specific course work areas at the high school level or beyond relevant to the position for which you are applying. Also indicate the number of courses you have successfully completed in each area. NOTE: A transcript may not be substituted for this section, although you may be required to submit a transcript.

Course Work Area	No. of Courses	Course Work Area	No. of Courses

TRAINING AND OTHER QUALIFICATIONS

(Do not include course work already described above)

Subject or Title of Training	Organization	Length of Training

List special equipment or machine you can operate: _____

List computer software in which you have skill, including word processing, spreadsheet, and database programs.

Please indicate the name of the specific software: _____

List special clerical skills, including typing and shorthand: _____
 _____ Typing Speed: _____

List any additional relevant skills you have: _____

Do you have any commitments (i.e., second job, school, etc.) which might interfere with, or adversely affect your employment should we select you for a position? Yes: _____ No: _____

If yes, please explain: _____

VILLAGE OF RUSSELLS POINT

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:

Position Title: Maintenance Team

Department: Maintenance

Employment Status: Part-Time

Class Title: Maintenance Team

FLSA State/Pay: Nonexempt

Reports To: Maintenance Team Leader

DOT (closest applicable number): 899.684-046

EEO Status: (08) Service/Maintenance

GENERAL DESCRIPTION:

Under general direction of the maintenance team leader, performs a variety of skilled, semi-skilled, unskilled, and manual labor tasks to maintain village facilities, streets, waterlines, etc.; reads water meters; operates heavy equipment, hand, and light power tools to perform construction, maintenance, and repair activities; performs repairs and adjustments on equipment operated.

QUALIFICATIONS:

 An example of acceptable qualifications:

Completion of secondary education (high school or GED), plus three (3) months experience in light mechanics, dump truck operation, excavator and skid loader operations; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid Ohio driver's license; must qualify for and maintain insurability under the village's vehicle insurance policy; must possess and maintain herbicide license if applying herbicides regulated by law; must possess and maintain a pesticide license if applying pesticides regulated by law.

EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive.

Motor vehicle, excavator, dump truck, excavator, skid loader, lawn mower, chipper, chain saw, snow plow, street sweeper, cut-off saws, hand tools, and other commonly used maintenance equipment; Sensus handheld meter reader; personal computer, software (e.g., utility software, e-mail GoDaddy, Google Chrome, Microsoft Word, etc.), and other commonly utilized office equipment; cell phone and/or pager; two-way radio.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space (e.g., manhole, excavations, etc.); works in the vicinity of dock boards (bridge plates); works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms (e.g., man lifts, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (from chainsaws, cut-off saw, trash pumps, generators, grinders, mowers, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from raw sewage; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of

moves files or records to storage rooms as requested; delivers, sets up, disassembles, and removes voting booths; etc.).

(2) Reads water meters using meter reader and records readings using utility software for billing purposes monthly in accurate and timely manner; rereads meters that may have been missed or have questionable reads as necessary; checks e-mail daily for locates sent by Ohio Utilities Protection Service (O.U.P.S.); obtains weekly and emergency EPA required water samples for various testing; checks for possible water leaks and pressure issues when requested by a customer or the water clerk; analyzes water content daily; inspects fire extinguishers monthly; completes routine forms and documentation in timely, accurate, and legible manner using Microsoft Word when necessary and submits to the team leader for review (e.g., work orders, receipts of expenditures, maintenance records, safety records, public complaints reports, other reports as needed, etc.); completes daily lab sheet consisting of chlorine readings at the water plant and from the distribution system, chart recordings,, chemical dosages, and current water usage; operates Google Chrome to research repair and maintenance methods and learn equipment maintenance and repair procedures; collects funds from scrapyard and submits to fiscal officer; purchases needed parts and supplies for maintenance and repair of village vehicles, equipment, streets, lands, sidewalks, drains, ditches, and facilities.

(3) Performs grounds keeping duties and oversees community service workers in performance of grounds keeping duties if the team leader is not available at job site (e.g., operates snowplow for snow removal and applies grit to all streets in winter months; shovels snow to remove snow and ice from village parking lots, drives, roads, sidewalks, etc.; disperses salt, grit, or other snow melting or traction materials as necessary; plants trees, operates chainsaw to trim and remove trees, operates mower and weed trimmer to cut grass, sprays weeds, removes trash and debris from grounds, etc. throughout the village including parks, playgrounds, and work orders from zoning office for delinquent properties; cleans and removes flood debris when necessary, etc.).

(4) Inspects water treatment facility in absence of the water superintendent to ensure proper operation of plant and to ensure desired water quality is maintained or achieved (e.g., takes and records readings; operates pumps, motors, metering, and chlorinating equipment; adjusts chemical feed flows to ensure adherence to prescribed formulas; etc.).

(5) Maintains personal and professional competence and awareness.

(6) Maintains required licensures and certification, if any.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Performs any and all other duties as assigned.