

Municipal Office:

(810)796-2291

(810)796-3618 Fax

www.villageofdryden.com

Village Clerk/Treasurer:

Holly A. Shroyer

**Department
of Public Works**

James Honnold, Supervisor

VILLAGE OF DRYDEN

5602 MAIN STREET

PO BOX 329

DRYDEN, MI 48428

Village Council President:

Alen Graham

Council President Pro-Tem.

Stanley Roszczewski

Council Trustees:

Michael Franz

Brandon Jones

David Weaver

DPW Maintenance Labor

FULL TIME MAINTENANCE GENERAL STATEMENT OF DUTIES

To perform a variety of public works and/or recreation, construction, maintenance, repair, custodial and labor activities involving parks and all Municipal buildings, and grounds; to operate trucks and other power-driven equipment, tools and to perform general labor. and related work as required.

SUPERVISION RECEIVED

Work is performed under the supervision of the DPW Supervisor.

TYPICAL EXAMPLES OF WORK An employee in this class may be called upon to do any or all the following: (These examples do not include all the tasks which the employee may be expected to perform.)

- Operate trucks in hauling asphalt, stone, sand, brick, leaves, tools, or other material.
- Operate chain saw, brush chippers, snowplow, loaders, tractors, and other equipment.
- Perform any of a variety of tasks involving physical strength and agility, such as breaking concrete and asphalt streets and sidewalks, digging holes and trenches, cleaning and sweeping streets, alleys, and gutters.
- Repair manholes, catch basins and other masonry structures.
- Load dirt and other material into trucks.
- Operate sewer cleaning machines.
- Operate pumps, air compressors, lawn mower, tree sprayer and other power-driven equipment and tools.
- Perform varied landscaping and grounds maintenance and related work.
- Cut, prune and spray trees and shrubs.

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- Perform snow removal activities.
- Assist in maintenance of water distribution system and Sewer Lagoons
- Place and remove barricades and flares.
- Make minor repairs and adjustments to equipment and facilities.
- Repair and patch streets and alleys.
- Mix and pour concrete.
- Install, repair, and replace, street and other signs.
- Remove paint from signs, prepare surfaces to be painted and operate paint sprayer.
- Perform minor maintenance and bench repair work.
- Repair, paint, clean and maintain facilities and equipment.
- Operate small tractor and other equipment and tools as required.
- Mow grass.
- Perform lubricating and minor service activities.
- Prepare and maintain records as required.
- Perform related work as required.

QUALIFICATIONS FOR EMPLOYMENT

- Knowledge of work methods and practices and procedures involved in public works and recreation construction, maintenance, and repair activities.
- Knowledge of the operation of trucks and other automotive and power-driven equipment and tools.
- Must be able to perform heavy manual labor under varying work conditions with no weight restrictions.
- Familiarity with streets and other locations in the Village.
- Ability to perform the essential functions of the job.

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- Mechanical aptitude.
- Knowledge of custodial, building and grounds maintenance activities.
- Knowledge of methods, materials and equipment used in building and grounds maintenance work.
- Ability to successfully perform a variety of maintenance and repair activities.
- Ability to understand and follow oral and written instructions.
- Ability to work successfully with the public and with other employees.
- An employee in this class, upon appointment, must have the following training and experience:
 - a. Graduation from an accredited high school.
 - b. Experience in performing a variety of labor, maintenance, and repair tasks.
 - c. Experience In performing building anti ground maintenance. repair and custodial activities.
 - d. Possession of a valid chauffeurs (CDL) license with Air Brakes and Group B. (This can be obtained withing 60 days)

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VILLAGE OF DRYDEN EMPLOYMENT APPLICATION

It is the policy of the Village of Dryden to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, creed, national origin, religion, sex, disability, or any other legally protected status, except where such factors constitute a bona fide occupational qualification. A person with a disability requiring accommodation for completing the application process should notify Human Resources as soon as possible. Michigan law requires that a person with a disability requiring accommodation for employment must notify the employer in writing within 182 days after the need is known.

NOTE: An offer of employment is contingent upon evaluation and approval of data received via background checks, drug test(s), and health screening (if required). Please answer all questions completely. Incomplete applications may not be considered.

TITLE OF POSITION APPLIED FOR:

DATE:

PERSONAL INFORMATION:

Last Name: _____

First Name: _____

Initial: _____

Cell Phone#: _____

Street Address: _____

City, State, & Zip Code: _____

E-mail Address: _____

Are you at least 18 years of age? Yes No

Have you ever been known by another name? Yes No

If yes, what name? _____

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Do you possess a valid driver's license? Yes No

Do you possess a valid commercial driver's license? Yes No If yes, what type? _____

Has your license ever been revoked or suspended? Yes No

If yes, please explain: _____

CRIMINAL HISTORY:

Have you ever been convicted of a crime (including misdemeanors)? Yes No

Date of conviction: _____

Offense: County / City / State of conviction: _____

Are there any felony charges pending against you? Yes No

MILITARY HISTORY:

Have you served in the U.S. Military Service? Yes No

Starting Date: _____

Discharge Date: Branch of Service:

Rank or Rating:

Type of Discharge:

EDUCATION HIGH SCHOOL:

Name: _____ Address: _____

Graduation Status: Yes No Attending

If you have not received a high school diploma, have you passed a high school equivalency or GED test? Yes No

If yes, list location of test:

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POST-SECONDARY:

Please list the information of all post-secondary institutions you have attended below:

COLLEGE, UNIVERSITY, OR SCHOOL:

Name: _____

Address: _____

Presently Attending? Yes No

Major(s)/Field(s) of Study: _____

Degree Conferred & Year: _____ GPA _____

Describe any education / training you have had which is not covered above, such as correspondence courses, service schools, in-service training - please give dates:

SPECIAL SKILLS & QUALIFICATIONS:

List any computer software programs which you can use skillfully:

Experience using 10-key adding machine? Yes No

List any current licenses:

EMPLOYMENT HISTORY:

You may attach a resume to further explain your qualifications.

1. EMPLOYER INFORMATION:

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Starting Date: _____

Ending Date: _____

Full-time Part-time Temporary

Employer's Name: _____

Employer's Phone Number: _____

Employer's Address: _____

Title of Your Present / Most Recent Position: _____

Name and Title of Supervisor: _____

2. EMPLOYER INFORMATION:

Starting Date: _____

Ending Date: _____

Full-time Part-time Temporary

Employer's Name: _____

Employer's Phone Number: _____

Employer's Address: _____

Title of Your Present / Most Recent Position: _____

Name and Title of Supervisor: _____

3. EMPLOYER INFORMATION:

Starting Date: _____

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Ending Date: _____

Full-time Part-time Temporary

Employer's Name: _____

Employer's Phone Number: _____

Employer's Address: _____

Title of Your Present / Most Recent Position: _____

Name and Title of Supervisor: _____

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AUTHORIZATION AND CERTIFICATION

Please carefully read the following statements and initial each one where indicated. Your initials and signature verify that you have read, understood, and agreed to abide by the statements below.

_____ I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief, and I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

_____ I authorize my current and all previous employers to cooperate with the Village of Dryden and to release, on a confidential basis, any information they may have concerning me including any information contained in my personnel record or otherwise known by them to the Village of Dryden in connection with my application for employment. I specifically release from liability any current or former employer, its agents, representatives, employees, officers or directors for giving such information to the Village of Dryden.

_____ I understand that I will be required to successfully pass a drug test to gain employment or continue Village of Dryden. I consent freely and voluntarily to participate in required drug test(s), at a location selected by the Village of Dryden. I also consent to the release of the test(s) results to the Village of Dryden. I hereby release and hold harmless the Village of Dryden, its officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug test(s) and decisions concerning employment based upon the results of this test(s). In addition, I understand that the Village of Dryden maintains a drug-free and a smoke-free workplace.

_____ I understand that if certain positions have particular security requirements or if the Village of Dryden determines there is a Bona Fide Occupational Qualification inherent in the position which requires certain information, a police background check seeking that information may be conducted prior to making a decision regarding employment. I authorize the Village of Dryden, its officers, agents, and employees to conduct such a check if I am applying for one of these positions, and I release and hold harmless the Village of Dryden, its officers, agents, and employees from any liability, related to the performance or result of this check.

_____ Unless otherwise provided by City ordinance, if accepted for employment I agree that my status as an employee depends upon successful performance during a 90 day probationary period and that I am an "at-will" employee.

_____ I agree that any action or suit against the City, its agents or employees, arising out of my employment or termination of employment, including but not limited to claims arising under State and Federal law, (but not Federal civil rights statutes containing a separate limitations period), must be brought within 180 days of the event giving rise to the claim(s) or be forever barred.

_____ The Immigration Reform and Control Act of 1986 states that employers must require all persons hired to submit documents to the employer showing their identity and their right to be lawfully employed in the United States. It also requires that the employee complete and sign a government form to this effect. I understand that if hired by the Village of Dryden, I will timely furnish documents for inspection that verify my identity and that I am legally permitted to work in the United States. Furthermore, I understand that my employment will be terminated if I fail to timely provide the necessary documents.

Applicant's Signature

Date

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