

GENERAL PUBLIC WORKS EMPLOYEE V Wastewater Maintenance CITY OF ELLIS, KANSAS	
Department: Public Works Reports To: Public Works Director Retirement Plan: KPERS	Position Type: Full-time This description was last updated March 2012
	FLSA: Non-exempt ADA: Applicable OSHA: Bloodborne Pathogens WORKING CONDITIONS: Hazardous Chemicals Confined Spaces Adverse Weather Elevated Areas Excessive Noise

Position Summary

Under the supervision of the Public Works Director, the General Public Works Employee V (Wastewater Maintenance) is a non-exempt position under FLSA. The primary duties of this job are to provide the community of Ellis with safe potable water. This position is required to respond to all utility emergencies, which could result in sickness, serious injury or death.

This position helps maintain water production and sewage disposal systems. This position also assists with manual work associated with streets, with refuse collection and with operating department equipment. This employee may be assigned to supervise others on specific projects and should possess a strong mechanical aptitude, be an effective communicator and have public relation skills.

Examples of Work (Essential Functions)

- Operates and maintains wastewater treatment plant;
- Performs task of sludge handling and disposal;
- Operates and maintains sewer collection system;
- Locates city utilities;
- Operates departmental equipment in a safe and proper manner;
- Completes work orders as assigned.
- Cleans sewer lines in emergencies

Examples of Work (Secondary functions)

The position of General Public Works Employee V requires cross-training inclusive of the various areas of labor in the Public Works Department. Examples of functions which may be required of the General Public Works Employee V include:

- Operates and maintains departmental equipment including but not limited to backhoes, vehicles, motor grader, asphalt rollers, crack sealers, sewer cleaners, tractors, forklift, air compressors and trenchers;
- Maintains city utilities;
- Performs gas and arc welding and cutting;
- Installs and reads water meters;
- Repairs and installs street signs;
- Repairs pot holes and seals cracks in city streets;
- Mows city properties, parks, cemetery, water wells, wastewater treatment plant and road right of ways;
- Digs, covers, and backfill graves and maintains cemetery grounds;

- Inspects and maintains water wells and wastewater treatment plants;
- Grades and repairs gravel roads;
- Installs new water services;
- Repairs water mains and service lines, sewer mains, and storm drains;
- Drives refuse trucks;
- Delivers refuse to landfill;
- Assists with recycling;
- Assists with trash collection and knowledge of trash collection routes;
- Ensures that the City is supplied with clean potable water on a day-to-day basis;
- Establishes and disconnects water service for City customers;
- Identifies water leaks and repairs them as necessary;
- Cleans sewer lines in emergencies;
- Maintains and cleans all facilities within parks;
- Maintains playground equipment;
- Keep parks free of debris and refuse;
- Completes reports as necessary.

Additional Examples of Work

- Assists with ground and building maintenance of all city properties;
- Maintains radio communication with other departments as necessary;
- Completes work orders as assigned;
- Trims trees from alleys, city properties, parks, cemetery, water wells, wastewater treatment plant, and road right of ways;
- Performs carpentry and plumbing duties;
- Provides snow and ice removal from city properties and streets during inclement weather;
- Performs other duties as deemed necessary or assigned.

Position Requirements

Experience: No prior experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within three to six months of employment.

Education: A high school diploma or GED is preferred. Mandatory drug/alcohol testing per city policy. This position also requires that employees obtain training in confined spaces, hazardous waste, basic first aid, excavation and trenching. Requires a valid Kansas CDL license with air brake endorsement after 30 days of employment.

Completion of Wastewater Level I & II within earliest possible date, must complete one-year internship prior to obtaining certification. Any other certifications deemed necessary by governing body/department head.

Technical Skills: A thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics are required. This employee must be able to operate dump trucks, loaders, backhoes, graders, tractors, lawn mower, sewer machines and other department equipment. The ability to understand and anticipate problems to follow department policies, and to interpret written instructions and manuals is required. This employee should possess a strong mechanical aptitude and effective public relations, oral and written communication skills. This position requires the ability to understand labels and material safety data sheets for chemicals that may be used.

Problem Solving: Some independent problem solving is involved in this position.

Decision-Making: Some independent decision making is involved in this position. This employee

makes decisions about using appropriate sprays or chemicals, performing necessary repairs and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with occasional supervision from the Public Works Director. This employee may be assigned to supervise others on specific projects.

Financial Accountability: This employee is responsible for safe operation of department equipment. This employee does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers and supervisory personnel is expected. Occasional contact with members of the city council may occur.

Working Conditions: Some adverse working conditions exist within this position. Exposures to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, confined spaces work permit required, heights and all types of weather conditions are expected. This employee is also exposed to explosives, departmental vehicles, and cutting, chopping and shredding machinery.

Physical Requirements: Manual labor including lifting and carrying heavy loads, extensive walking and the ability to operate departmental equipment is required daily in this position.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job

EMPLOYEE BENEFITS**STANDARD**

UNIFORMS Provided to Public Works and Police Department, costs 100% paid by City. Partial reimbursement of cost of approved types of boot annually for Public Works and Police Department.

WORKMAN'S COMP Costs 100% paid by City

FICA Includes Social Security and Medicare. Employee's mandatory contribution is 7.65% City's mandatory contribution is 7.65%

WORKMAN'S COMP Costs 100% paid by City

UNEMPLOYMENT INSURANCE Costs 100% paid by City

HEALTH INSURANCE Includes major medical, dental, vision, prescription card. Premiums 100% paid by City

LIFE INSURANCE \$25,000 term life. Premiums 100% paid by City

KPERS RETIREMENT Employee's mandatory contribution is 6%. City's contribution is determined by State of Kansas annually.

KPERS BASIC LIFE INSURANCE Term life (value = 150% of current salary). Premiums 100% paid by City.

PAID LEAVE TIME

VACATION Earned according to a schedule prescribed by the City Council.

HOLIDAYS Currently eleven paid holidays, including employee's birthday.

MEDICAL Full-time employees earn paid medical leave for each full month of service.

PERSONAL Each calendar year full-time employees may use a portion of their earned Medical Leave for personal matters.

FUNERAL One to three days of funeral leave may be granted to full-time employees, based on the relationship to the employee.

CATASTROPHIC SICK LEAVE BANK Member employees who meet the catastrophic illness/injury eligibility requirements have access to a pool of voluntarily donated sick leave accrued by City employees.

BONUSES

LONGEVITY After two years of service, annual longevity pay given on employee's anniversary date according to a schedule prescribed by the City Council.

CHRISTMAS BONUS Annual Christmas Bonus *may* be awarded in December of each year as approved by the City Council.

SERVICE AWARD Given to employees based on their years of service as of October 1 of each year according to a schedule prescribed by the City Council

OPTIONAL

KPERS OPT LIFE INSURANCE Premiums 100% paid by employee.

DEFERRED COMP Tax deferral through salary contributions **KPERS 457** deferred comp plan.
Tax deferral through pre-tax payments of **AFLAC** premiums for various insurance and income supplement products.

CITY OF ELLIS, KANSAS EMPLOYMENT APPLICATION

815 Jefferson Street
Ellis, Ks 67637
Phone 785.726.4812
Fax 785.726.4159

The City of Ellis is an EQUAL OPPORTUNITY EMPLOYER

(Please PRINT clearly)

NAME _____

ADDRESS _____

HOME PHONE _____ CELL PHONE _____ WORK PHONE _____

May we contact you at work? Yes No

PART TIME APPLICANTS are you 15 or over? Yes No

16 or over?	Yes	No
1	1	1
2	1	1
3	1	1
4	1	1
5	1	1
6	1	1
7	1	1
8	1	1
9	1	1
10	1	1
11	1	1
12	1	1
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100	1	1

FULL TIME APPLICANTS are you 18 or over? Yes No

POLICE APPLICANTS are you 21 or over? Yes No

POSITION(S) APPLIED FOR _____

WOULD YOU ACCEPT FULL TIME OR PART TIME WORK? _____

ON WHAT DATE WOULD YOU BE ELIGIBLE FOR WORK? _____

DRIVERS LICENSE NO. _____ STATE _____ EXPIRATION DATE _____

DO YOU HOLD COMMERCIAL DRIVERS LICENSE (CDL)? _____

ARE YOU ELIGIBLE TO OBTAIN A CDL LICENSE? _____

List any relatives currently employed by the City of Ellis

Name	Relationship	Department
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Education & Training

High School: _____ Location: _____

Graduated: Yes or No GED: Yes or No

College: _____ Location: _____

Major_____Degree_____ Graduated: Y N

Trade or Technical School _____ Completed: Y N

Special Training & Skills

Please list additional training or skills or other information you feel may be helpful to us in considering your application.

Employment History

List the last three jobs you have held, beginning with the most recent.

Employer:		
Address:		
Phone:		
Job Title:		
Supervisor:		
Dates Employed:	from (mm/yy)	to (mm/yy)
May we contact?	Yes	No
Employment was?	Full Time	Part-time
List of job duties:		
Reason for leaving:		

Employer		
Address		
Phone		
Job Title		
Supervisor		
Dates Employed	from (mm/yy)	to (mm/yy)
May we contact?	Yes	No
Employment was?	Full Time	Part-time
List of job duties		
Reason for leaving		

Employer:
Address:
Phone:
Job Title:
Supervisor:
Dates Employed from (mm/yy) to (mm/yy)
May we contact? Yes No
Employment was? Full Time Part-time
List of job duties:
Reason for leaving:

Past Incidents

Have you pleaded guilty, no contest to, or have been convicted of 1) a felony, or 2) a lesser crime which involved theft, dishonesty or violence in the past seven (7) years?
 If yes, describe the nature of the offense(s) and the county and state where convicted.

Have you had your driver’s license suspended or revoked within the past five (5) years?
 If yes, list the state which suspended or revoke the license and the reason(s) for each suspension or revocation.

Have you been disciplined or fired by a previous employer in the past five (5) years?
 If yes, why?

PERSONAL REFERENCES (Not Former Employers or Relatives)

NAME	ADDRESS	CITY/STATE	TELEPHONE

Please read carefully and sign below.

AUTHORIZATION

I hereby authorize the City of Ellis to investigate all statements made in this application, review my driving and criminal records, and to contact my previous employers. I understand that any false statements made herein may eliminate my application from employment consideration, or if discovered after hire, may result in my discharge from employment.

If hired, I will conform to the policies, rules and regulations of the City of Ellis, including, the residency requirements, for full time employees who must live within the 388 school district.

For certain positions I agree to submit to a complete physical examination including drug testing if requested by the City. I also agree to sign the "*Authorization to Release Information*" form if so requested by the city.

And

ACKNOWLEDGEMENT OF AT WILL EMPLOYMENT

I acknowledge that both my employment and my compensation can be terminated and/or changed at will, without prior notice at the sole option of the City of Ellis. I understand that no representative of the City of Ellis has any authority to enter into any agreement hiring me for a specified period of time or to make any agreement contrary to this acknowledgment.

Applicant's Signature

Date

FOR OFFICE USE ONLY:

Interview	Date	Comments	

Testing			
Tests	Date	Score/Rating	Comments

Reference Checks	
Employer 1:	
Employer 2:	
Employer 3:	
Employer 4:	

Applicant number:_____ Employee Number:_____ Hire Date:_____

Position:_____ Starting Hourly Wage:_____

Notes:_____