

**GENERAL PUBLIC WORKS EMPLOYEE
CITY OF ELLIS, KANSAS**

Department: Public Works
Reports To: Public Works Director

Position Type: Full-Time

This description was last updated: December 2013

**FLSA: Non-exempt
ADA: Applicable
OSHA: Blood borne 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 is a non-exempt position under FLSA. This position primarily performs manual work associated with refuse collection, recycling, maintenance of parks, cemetery, streets, and operating department equipment.

Examples of Work (Essential Functions)

- Assists with refuse collection and knowledge of refuse collection routes;
- Assists with sorting and preparing recyclable items at the recycle center;
- Operates and maintains departmental equipment including, but not limited to, mowers, weed eaters, trimmers, forklift, backhoe, vehicles, motor grader, asphalt rollers, crack sealers, air compressors and trenchers;
- Mows city properties, parks, cemetery, water wells, wastewater treatment plant and road right of ways and other areas as designated;
- Assists with ground and building maintenance of all city properties including cleaning, painting, and general repairs as needed.

Additional Examples of Work (Secondary Functions)

The position of General Public Works Employee IA 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 Department include:

- 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;
- Digs, covers, and backfill graves and maintains cemetery grounds;
- 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;
- 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;

Additional Examples of Work

- 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.

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. 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. Any 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 willing to learn how to operate dump trucks, loaders, backhoes, graders, tractors, lawn mowers, weed eaters 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 performing necessary repairs and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with daily supervision from the Public Works Director. This employee does not exercise any supervisory responsibilities over subordinate personnel.

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 blood borne pathogens, hazardous chemicals, heavy machinery, excessive noise, confined spaces work permit required, heights, and all types of weather conditions are expected. This employee may also be exposed to explosives, departmental vehicles, and cutting, chopping and shredding machinery.

Physical Requirements: Manual labor including lifting, bending, and stooping, 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 _____ EMAIL _____

May we contact you at work? ___ Yes ___ No
PART TIME APPLICANTS are you 16 or over? ___ Yes ___ No
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 ___ No GED: ___ Yes ___ No
College: _____ Location: _____
Major _____ Degree _____ Graduated: ___ Yes ___ No
Trade or Technical School _____ Completed: ___ Yes ___ No

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 If yes, phone number _____
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 If yes, phone number _____
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 If yes, phone number _____
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 thirty miles of Ellis.

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: _____