

**GENERAL PUBLIC WORKS EMPLOYEE
Recycle Center Maintenance Worker
CITY OF ELLIS, KANSAS**

Department: Public Works
Reports To: Public Works Director

Position Type: Provisional

This description was last updated: June 2018

**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 Recycle Center Maintenance Worker is a non-exempt position under FLSA. This position assists public in dropping off of recyclable items. This employee sorts and prepares items for process at the recycle center. This employee should possess a strong mechanical aptitude, and effective communication and public relation skills.

Examples of Work (Essential Functions)

- Assists with each of the following:
- Sorts and prepares recyclable items at the recycle center
- Maintains center in a neat, orderly and safe manner at all times
- Operates and maintains departmental equipment including but not limited to forklifts.

Additional Examples of Work

- 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. 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 able to fork lift and other department equipment. The ability to understand and anticipate problems to follow department polices, 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 differentiate between types of recycled products.

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

RECYCLE CENTER MAINTENANCE WORKER
Position Requirements

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 are expected as well as occasional contact with members of the city council.

Working Conditions: Some adverse working conditions exist within this position. Exposures to blood borne pathogens, hazardous chemicals, excessive noise, and all types of weather conditions are expected.

Physical Requirements: Manual labor including lifting, bending, and stooping, 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.

I have reviewed the above job description and acknowledge that I have accepted employment under this job description.

Signed _____

Print Name _____

Date _____

**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
------	--------------	------------

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: _____