

## Director of Public Works

Thank you for your interest in employment with the Ellis Public Works Department. Enclosed you will find a standard City of Ellis employment application, job description and list of benefits.

You may return your resume along with your completed application to the City Clerk's office at 815 Jefferson or mail to: Public Works Department Head Search Committee, c/o David McDaniel, Mayor, City of Ellis, 815 Jefferson, Ellis, KS 67637. If your application is considered for further review and testing, you will be notified by mail, e-mail or telephone of applicable dates and times. If you should have any questions, please feel free to call.

Sincerely,



David McDaniel,  
Mayor



<b>DIRECTOR OF PUBLIC WORKS CITY OF ELLIS, KANSAS</b>		
Department: Public Works	Position Type: Full Time	
Reports to: Mayor	Retirement Plan: KPERS	
	This description last update January 2006	
		<b>FLSA: Non-exempt</b> <b>OSHA: Bloodborne Pathogens</b> <b>ADA: Applicable</b> <b>Working Conditions:</b> <b>Hazardous Chemicals</b> <b>Confined Spaces</b> <b>Adverse Weather</b> <b>Elevated Areas</b> <b>Excessive Noise</b>

*Position Summary:*

Performs a variety of professional, administrative and supervisory tasks. This employee directs and supervises the sanitation, cemetery, parks, water, wastewater and recycling activities. Planning, coordinating and directing the activities of the Public Works Department are the primary goals of this position. This employee should possess excellent communication, management, supervisory, organizational and public relations skills.

*Essential Functions:*

- Supervises, hires, promotes, dismisses, and evaluates subordinate personnel;
- Plans, directs and coordinates the activities of the Public Works Department;
- Enforces the policies and ordinances adopted by the governing body, including, but not limited to the review and approval of building permits, zoning regulations and nuisances;
- Perform Building Inspections;
- Insures compliance with state and federal regulations, including, but not limited to water and wastewater sampling, OSHA safety procedures;
- Confers with engineers on the development and implementation of improvement projects;
- Prepares bid specifications and orders supplies and materials;
- Investigates and responds to citizens' concerns;
- Prepares multi-year Capital Outlay Plan for approval.

*Marginal Functions:*

- Assists the City Clerk with the preparation of department reports and budgets;
- Assists other departments as necessary or assigned;
- Performs other duties as necessary or assigned.

*Position Requirements:*

Experience: Four to six years of similar or related experience is required. At least two years of supervisory experience is required. The employee is expected to have acquired the necessary skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. A technical degree or some college is preferred. Mandatory drug/alcohol testing per city policy is required. The Director of Public Works will be a certified building inspector and be willing to obtain other certifications deemed necessary by the governing body.

Skills: A thorough knowledge and understanding of federal, state and local laws, regulations and policies as they relate to this position. The ability to understand and anticipate problems, to enforce department safety policies and procedures, to supervise subordinate personnel, and to interpret written instructions, maps, manuals, blueprints, and schematics is required. This employee must be able to operate trucks, graders, backhoes, loaders, street sweepers, power tools and other related equipment. Requires a valid Kansas Commercial Driver's License (CDL) with air brake endorsement after 30 days of employment. This employee should also possess a strong mechanical and technical aptitude, and excellent public relations, supervisory, organizational oral and written communications skills.

Problem Solving: Independent problem solving is involved in this position. This employee encounters problems with project delays, equipment malfunctions, citizen complaints, water and sewer leaks, and personnel issues.

Decision Making: Independent decision-making is a major factor in this position. This employee makes decisions about performing necessary repairs and maintenance, resolving citizen complaints and personnel issues, prioritizing daily assignments, and performing duties in the safest and most efficient manner.

Supervision: This employee works independently with limited supervision from the Mayor and governing body, and exercises frequent supervision over subordinate personnel.

Financial Accountability: This employee is responsible for the department equipment and resources, and has the authority to purchase necessary equipment and supplies, and does participate in the annual budget process.

Personal Relations: Daily contact with the general public, subordinate personnel, co-workers and supervisory personnel. Occasional contact with the governing body is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to blood borne pathogens, hazardous chemicals, heavy machinery, excessive noise, confined spaces, heights, and all types of weather conditions is expected.

Physical Requirements: Manual labor including lifting and carrying heavy loads, bending, kneeling, and stooping, and the ability to operate department equipment is frequently required in this position.

<p>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.</p>
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**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.

Director of Public Works Department  
Personal References

Please supply 2 references in each category and return this with your application and release form.

Relatives References				
Name:	Address:	Phone #:	Relationship	Years Known

Co-Worker References (past or present)				
Name:	Address:	Phone #:	Relationship	Years Known

Friends References (not a co-worker)				
Name:	Address:	Phone #:	Relationship	Years Known

**CITY OF ELLIS, KANSAS  
EMPLOYMENT APPLICATION**

815 Jefferson Street  
Ellis, Ks 67637  
Phone 785.726.4812  
Fax 785.726.4159

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**The City of Ellis is an EQUAL OPPORTUNITY EMPLOYER**

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(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.

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### ***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.

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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.

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

If yes, why?

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**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: \_\_\_\_\_