

EMPLOYMENT AD

The City of Frontenac has an opening for a (1) Public Works Laborer. This is a full-time, FLSA non-exempt position with full benefits including healthcare. Starting salary range is \$13.00-\$16.96/hr. Required qualifications are a High School diploma or GED. Skills in equipment operation, mechanics, water/wastewater operations are desired. Applicants can pick up an application at the City Hall from 8:00am to 4:30 pm, Monday – Friday or visit www.Indeed.com. Applications will be accepted at City Hall, 315 E. McKay, Frontenac, KS 66763 or online until the position is filled. EOE



Position Guide For
**Public
Works
Laborer I**

*Position guides are intended to present the general character, level of competency, and scope of responsibility of all employees in this job class. The position description is **not** intended to list all job functions or reflect all duties performed within the job. The guide may be subject to change by the employer as the needs of the employer and/or requirements of the job change.*

DEPARTMENT: Public Works

CLASSIFICATION RANGE: \$13-\$15/hr.

FLSA STATUS: Non-Exempt

SUPERVISION:

Supervised By: Director of Public Works; Foreman;

Supervises: N/A

STATEMENT OF PRIMARY DUTIES:

A Public Works Laborer I is responsible for the operation of a variety of construction and maintenance equipment and for performing manual labor activities as needed and/or required by the Public Works Department. Although road maintenance is the most common type of work performed, laborers in this position class also work in park maintenance, as sign crews, sewage crews, and in other related areas.

KEY RESPONSIBILITIES:

- Repairs water and sewer line leaks, operates vacuum jetting truck to clean out manholes and plugged sewers; installs valves, sets meters; services, installs, and repairs hydrants, taps water and sewer mains for new connections and cut ins for new water mainline construction; maintains and repairs water and sewer lines, lift and pump stations and other City-owned buildings and property. Restores work area to original condition.
- Assists fellow employees as needed in performing a variety of meter reading duties.
- Sweeping and cleanup of debris and materials from the roads will be required as well as snow and ice removal, including manual shoveling of snow.
- Operates, services, and maintains a variety of heavy equipment and small equipment and tools used to repair water and sewer facilities.
- Accurately completes work orders according to time and materials specifications, daily work reports, recording time, labor, materials, and equipment.
- Assists in inspecting side sewers, new connections and other field checks.
- Employee may be required to check the water and wastewater systems on alternating weekends and be on emergency call twenty-four hours a day for repairs.
- Checks for hazardous conditions and sets up barricades, warning signs, and other public safety devices and controls traffic by flagging.
- Responsible for following all State, Federal, and City safety regulations.
- After satisfactory training, works “on-call/standby” rotation when required.
- Performs minor building maintenance and repairs such as carpentry, painting, and plumbing.
- Performs other related duties and/or special projects as required or assigned.

EXPERIENCE AND EDUCATION GUIDELINES *Any combination of experience and education that would likely provide the required knowledge, skills and abilities is acceptable. A typical way to obtain the knowledge, skills and abilities would be:*

- **Experience:** Previous experience in a Public Works or equivalent environment. Experience with water or waste water equipment is preferred.
- **Education:** High School Diploma or GED
- **License or Certificate:** Possession of a valid driver's license.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to safely and skillfully operate City equipment in the performance of duties.
- Ability to follow oral and written instructions.
- Work in confined spaces
- Learn and understand standards and regulations used in the installation of water and sewer systems;
- Communicate and apply applicable interpersonal skills in interactions with coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to receive work direction.
- Awareness of all safety standards when performing duties.
- Ability to perform manual physical labor.

TOOLS AND EQUIPMENT USED

The position requires operation of city equipment, such as pick-up trucks, backhoe, street sweeper, dump trucks, salt spreaders, snow plows, etc. as required. The operation of power tools and equipment, such as mowers, chain saws, air compressor, etc. when required is also necessary. The candidate will be required to inspect and repair equipment as required by department procedures as well as be able to make repairs to roads, curbs and sidewalks as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, this position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, smelling and repetitive motions for an entire day. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily outdoors where there is exposure to varying weather conditions, automobile traffic, hazards from operating various power tools and equipment, loud noises and noxious fumes. The work involves exposure to various risks working around equipment and near roadway traffic, which requires employees to use protective clothing, self-contained breathing apparatus, and other safety equipment, and follow established safety procedures. Work requires travel to various work sites throughout the District. Incumbents are subject to 24-hour

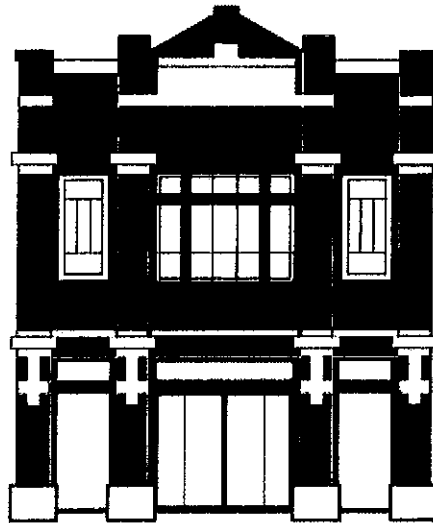
on-call/standby as assigned to resolve customer problems and/or perform emergency maintenance and repair after normal working hours on nights, weekends, and holidays.

Work is performed using equipment such as a sewer vactor truck, dump truck, air compressor, hole hog, backhoe, and pickup truck, and a variety of power and hand tools such as wrenches, shovels, drills, saws, and specialized equipment such as video inspection camera, air monitoring meters and confined space entry gear.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview, background and reference check; drug screening exam; job related tests may be required.

City of Frontenac



Application For Employment

**City of Frontenac, Kansas
313 E. McKay St.
P.O. Box 1012 Frontenac, KS 66763
Phone: 620-231-9210
Fax: 620-231-1421**

**City of Frontenac, Kansas
EMPLOYMENT APPLICATION**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. The City of Frontenac is committed to the policy of equal employment opportunity in recruiting, hiring, career advancement, and all other personnel practices.

(Please Print Clearly)

NAME _____ Social Security _____
(Last) (First) (Middle)

ADDRESS _____
(Street) City (State) (Zip)

HOME PHONE _____ MESSAGE PHONE _____ WORK PHONE _____ EMAIL _____

MAY WE CONTACT YOU AT WORK? YES NO

PART TIME APPLICANTS are you 14 or over? Yes No 16 or over? Yes No

FULL TIME APPLICANTS are you 18 or over? Yes No

POLICE APPLICANTS are you 21 or over? Yes No

ARE YOU LEGALLY ABLE TO WORK IN THE UNITED STATES? Yes No

POSITION(S) OF INTEREST #1 _____ #3 _____
#2 _____ #4 _____

WHAT ARE YOUR SALARY EXPECTATIONS? _____

CERTIFICATES AND LICENSES: _____

DRIVER'S LICENSE # _____ STATE _____ EXPIRATION DATE _____

LIST ANY RELATIVES CURRENTLY EMPLOYED BY THE CITY OF FRONTENAC:

| Name | Relationship | Department |
|------|--------------|------------|
|------|--------------|------------|

EDUCATION/TRAINING

Name and Location of High School _____ Graduated: YES NO GED: YES NO

Name and Location of College _____ MAJOR _____ DEGREE _____

Semester Hours completed _____ Concentration _____

Name and Location of Trade or Technical School _____ COMPLETED? YES NO

SPECIAL SKILLS AND QUALIFICATIONS

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP SKILLS, AND EXTRA CURRICULAR ACTIVITIES:

SUMMARIZE SPECIAL JOB-RELATED SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT, MILITARY, OR OTHER EXPERIENCE: _____

EMPLOYMENT HISTORY

(List the last three jobs you have had. List your last or present job first)

NAME OF EMPLOYER _____ LAST JOB TITLE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____ PHONE _____

DATES EMPLOYED FROM _____ TO _____ NAME & TITLE OF SUPERVISOR _____

MAY WE CONTACT? YES NO EMPLOYMENT WAS FULL-TIME PART-TIME HOURLY RATE/SALARY _____ FINAL: _____

LIST JOB DUTIES _____

REASON FOR LEAVING _____

NAME OF EMPLOYER _____ LAST JOB TITLE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____ PHONE _____

DATES EMPLOYED FROM _____ TO _____ NAME & TITLE OF SUPERVISOR _____

MAY WE CONTACT? YES NO EMPLOYMENT WAS FULL-TIME PART-TIME HOURLY RATE/SALARY _____ FINAL: _____

LIST JOB DUTIES _____

REASON FOR LEAVING _____

NAME OF EMPLOYER _____ LAST JOB TITLE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____ PHONE _____

DATES EMPLOYED FROM _____ TO _____ NAME & TITLE OF SUPERVISOR _____

MAY WE CONTACT? YES NO EMPLOYMENT WAS FULL-TIME PART-TIME HOURLY RATE/SALARY _____ FINAL: _____

LIST JOB DUTIES _____

REASON FOR LEAVING _____

PAST INCIDENTS

Have you plead guilty, no contest to, or been convicted of 1) a felony, or 2) a lesser crime which involved theft, dishonesty or violence in the past seven (7) years? YES NO

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? YES NO

If YES, list the state which suspended or revoked 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? YES NO

If YES, why?

HOURS AVAILABLE TO WORK

_____ Sunday _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday

What shift are you available for?

_____ Morning _____ Afternoon _____ Evening

Please read carefully and sign

AUTHORIZATION

I hereby authorize the **City of Frontenac** 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 Frontenac**, as described in the, "*Personal Conduct Policies.*"

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

ACKNOWLEDGMENT OF AT WILL EMPLOYMENT

I acknowledge that both my employment and my compensation CAN BE TERMINATED AND/OR CHANGED AT WILL, without prior notice and at the sole option of the **City of Frontenac**. I understand that no representative of the **City of Frontenac** 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

