

DEPARTMENT: Public Works**REPORTS TO: Cemetery/Parks Lead Operator**

POSITION SUMMARY

Employee performs manual labor, summer mowing/maintenance duties, and related duties as required. This is a seasonal position, which provides no benefits except employer and employee contributions to FICA, Medicare and IPERS.

ESSENTIAL JOB DUTIES

- Perform various manual labor and maintenance duties.
- Participates in cleaning, maintenance and repair of equipment and buildings.
- Operates pickup truck, tractor, lawn mower, string trimmer, hedge trimmer, other hand tools and equipment as required.
- Repairs and maintains equipment.
- Repairs, maintains and replaces cemetery/parks equipment.
- Perform other duties as required.
- Reports to the Cemetery/Parks Lead Operator, or in the absence of that employee, to the Assistant Cemetery/Parks Lead Operator.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate they can safely perform the essential job duties, with or without reasonable accommodation, using some other combination of skills and abilities:

- Knowledge of hand tools and equipment and their proper use.
- Knowledge of the operation of light equipment and trucks.
- Ability to safely exert required physical effort to perform work involving a range of physical tasks, including climbing, balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing or pulling amounts weighing up to 70 lb., and using hands and arms to reach or grasp tools or equipment.
- Ability to safely climb and work while on a ladder.
- Ability to follow oral and written instructions.
- Ability to operate equipment with manual or automatic transmissions.
- Ability to establish effective working relationships with assigned employees, co-workers, supervisor and public.
- Knowledge of related operating hazards and related safety precautions.
- Ability to safely work under conditions involving exposure to extreme temperatures, odors, toxic agents, noise, vibrations, dirt and dust for extended periods of time.

ENTRY REQUIREMENTS

- Ability to deal effectively with the public.
- Oral and written communication skills.
- Training and experience with knowledge, skills and abilities necessary to perform essential job duties.
- Possession or ability to obtain a valid Iowa Drivers License.
- Must be insurable under the City's insurance coverage.

WORK ENVIRONMENT

Work is performed inside public buildings or outside in adverse weather conditions, including extreme temperatures, humidity, snow, rain or ice. Work involves exposure to chemicals used in equipment and other agents; dust, dirt, fumes and noise.

Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description. All requirements are subject to possible modifications to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job related duties as requested by their supervisor. The City reserves the right to change or reassign job duties or combine positions at any time.

CITY OF HAMPTON
APPLICATION FOR EMPLOYMENT

The City of Hampton considers applicants for all positions without regard for age, race, color, religion, creed, sex, national origin, disability, veteran status, gender identity, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position Applied For: _____ Date: _____

Name of Applicant: _____

Address: _____ Telephone: _____

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied, as described in the job description provided by the City of Hampton for the position of application? Yes / No

- If you are under 18 years of age, can you provide required proof of work eligibility? Yes / No
- Have you ever applied for employment with the City of Hampton before? Yes / No
If Yes, when? _____ For what position? _____
- Are you currently employed? Yes / No If Yes, may we contact your employer? Yes / No
- Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of work eligibility will be required upon employment.) Yes / No
- On what date would you be available to work? _____
- Are you available to work: ____ Full Time ____ Part Time ____ Shift Work ____ Temporary (Explain)
- Are you currently on "lay-off" status and subject to recall? Yes / No
- Do you have a valid driver's license? Yes / No (If Yes, what state? _____) Valid CDL? Yes / No
- The term "convicted" includes a conviction following a trial, a guilty plea, a plea of nolo contendere or no contest, a deferred judgment or adjudication, and an adjudication of guilt or delinquency as a minor.

Have you ever been convicted of a felony or a misdemeanor? Yes / No
(Conviction will not necessarily disqualify an applicant from employment.)

If Yes, please explain: _____

For purposes of the following questions, the term "fired" means firing from employment, termination of employment, discharge from employment, or any involuntary separation from employment, and the term "quit" means a resignation from employment, a failure to return to work, or any voluntary separation from employment.

- Have you ever been fired? Yes / No
- Have you ever been asked to quit? Yes / No
- Have you ever quit after being told that you would be fired if you did not quit? Yes / No
- Have you ever quit after being advised that disciplinary action would be taken against you? Yes / No
- Have you ever quit after disciplinary action was taken against you? Yes / No

If you answered "yes" to any of the preceding questions, you must provide detailed information on a separate form.

For purposes of the following questions, the term "disciplinary action" means any action adverse taken by the employer against the employee for reasons relating to conduct or performance and the term includes, but is not

limited to, counseling, verbal warnings, written warnings, verbal reprimands, written reprimands, paid suspensions, unpaid suspensions, days of reflection, and involuntary separation from employment.

- Have any of your previous employers ever taken any disciplinary action against you? Yes / No
- Have you ever been ordered, directed, or required to pay money to your employer as a part of disciplinary action that was taken against you? Yes / No
- Have you ever been ordered, directed, or required to return property to your employer as a part of disciplinary action that was taken against you? Yes / No

If you answered “yes” to any of the preceding questions, you must provide detailed information on a separate form.

For purposes of the following questions, the term “gambling” includes, but is not limited to, any game of chance or betting of money or property whether the game is played or bet is placed in person or by any electronic means.

- Have you ever been banned or barred, voluntarily or involuntarily, from a casino, racetrack, betting parlor, or gambling establishment of any kind? Yes / No
- Have you ever borrowed money or obtained an advance on a credit/debit account for gambling? Yes / No
- Have you ever lost \$1000.00 or more in a single day of gambling? Yes / No
- Have you ever sold or transferred any property to pay a gambling debt? Yes / No
- How many times a week do you gamble: _____
- Have you ever identified yourself as a compulsive gambler? Yes / No
- Have you ever been identified as a compulsive gambler? Yes / No

For the purposes of the following questions, the term “theft” means taking , possessing, or controlling property belonging to an entity (such as a company, partnership, or sole proprietorship) or belonging to another person without the right or authorization to do so.

“Theft” includes, but is not limited to: thefts of cash (currency and coin), thefts of checks, thefts of funds (by wire transfer or otherwise), misuse or unauthorized use of credit/debit cards, thefts of property, misuse or unauthorized use of accounts or allowances (clothing, mileage, meals, etc.), thefts of time (timekeeping abuse, improper use of leaves of absence, employer time spent on non-employer related matters, etc.), and thefts of service (use of the employer’s property to perform unauthorized work).

I, Have you ever committed an act of theft that did involve your place of employment? Yes / No
If your answer was “yes”, you must answer the following questions:

- > Was the act reported to or identified by the employer? Yes / No
- > Did the employer take any disciplinary action against you? Yes / No
- > Did the employer report this action to law enforcement? Yes / No
- > Did you pay any money or transfer any property to the employer as a result of your act? Yes / No

II. Have you ever committed an act of theft that did not involve your place of employment? Yes / No
If your answer was “yes”, you must answer the following questions:

- Was that act reported to or identified by the victim? Yes / No
- Did the victim report this action to law enforcement? Yes / No
- Did you pay any money or transfer any property to the victim as a result of your act? Yes / No

EDUCATION

High School Attended: _____ City/State _____

Highest Grade Completed: _____ Diploma or GED acquired? Yes / No

Undergraduate College: _____ City/State _____

Course of Study: _____ Degree: _____

Graduate Study College: _____ City/State _____

Course of Study: _____ Degree: _____

Other (Specify): _____

SKILLS & QUALIFICATIONS

List any foreign language(s) you're able to speak, read or write fluently: _____

Describe any specialized training, apprenticeship, skills, job-related military training and extra-curricular activities you have:

List any specialized skills you have in operating general office equipment, including computer software experience:

List any additional information you feel may be helpful in considering your application:

REFERENCES

Name _____ Phone _____

Address _____ Relationship _____

Name _____ Phone _____

Address _____ Relationship _____

Name _____ Phone _____

Address _____ Relationship _____

EMPLOYMENT HISTORY

Be sure to include explanation of all gaps in time of employment.

Employer _____ Job Title _____

Address _____ Phone _____

Dates Employed _____ to _____ Reason for Leaving _____

Employer _____ Job Title _____

Address _____ Phone _____

Dates Employed _____ to _____ Reason for Leaving _____

Employer _____ Job Title _____

Address _____ Phone _____

Dates Employed _____ to _____ Reason for Leaving _____

APPLICANT MAY INCLUDE ADDITIONAL INFORMATION WITH THIS APPLICATION

If you provide false, inaccurate, or incomplete information in this application form or in any interview or if you fail to disclose information requested in this application form or in any interview, you will not be eligible for employment, or, if you are hired, you will be subject to termination.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or, if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the Employer discovers the violation of its policy regarding application form dishonesty.

I certify that answers given herein are true and complete to the best of my knowledge.

Signature of Applicant _____ **Date** _____