



Rutherfordton

A MINTED ORIGINAL

Public Works Technician

Town of Rutherfordton

The Town of Rutherfordton is seeking a qualified individual for the position of Public Works Technician. The successful candidate must possess a valid NC driver's license with preference given to a CDL. The ideal candidate will be highly motivated, ethical, team oriented and passionate about public service. Work involves maintenance of sewers, streets, buildings, grounds, drainage, and other public facilities and requires a knowledge of construction trades. A full description of work is available at www.rutherfordton.net Starting salary range \$26,000-\$30,000 DOQ. The Town of Rutherfordton offers a comprehensive employment package including health care, retirement, 401K, opportunities for advancement education and training with associated pay for performance merit pay. Deadline for applications is Friday August, 4, 2107. Please return completed application to: Town Manager, Town of Rutherfordton, 129 North Main St., Rutherfordton, NC 28139. Position Open Until Filled, The Town of Rutherfordton is an Equal Opportunity Employer.

PUBLIC WORKS TECHNICIAN

General Statement of Duties

Performs a variety of responsible unskilled, semi-skilled, and sometimes skilled maintenance, repair, and construction work on streets, buildings, grounds, drainage, sewer collection system and other public facilities.

Distinguishing Features of the Class

An employee in this class performs a variety of unskilled and semi-skilled labor tasks in the construction, maintenance, and repair of sewer collection system, streets, buildings, grounds, and drainage, and other facilities. Other tasks include collecting and disposing of yard waste, snow removal, and various other related tasks. Work involves operating a variety of tools and light, and medium equipment to build, repair and replace sections of sewer line, asphalt repair, concrete repair and other infrastructure. Employees are subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Employees are also subject to working in or around sewer and man holes. Work around sewer subjects employees to the final OSHA standards on blood borne pathogens. Employees are also subject to on-call and call-back work. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

Duties and Responsibilities

Essential Duties and Tasks

Performs semi-skilled trades work in the construction, replacement and repair of sewer lines; operates sewer jet and construction equipment such as dump trucks, loaders, tampers, trenchers, air compression driven equipment, and other related light and medium equipment; performs preventive maintenance and minor repairs to equipment.

Participates in asphalt and concrete repair to streets, sidewalks, curb and gutter and other street facilities.

Participates in erection, maintenance and repair of street signs.

Participates in removal and chipping limbs; vacuuming and removal of leaves.

Repairs, builds and cleans storm sewers, catch basins, driveway pipes and aprons.

Participates in mowing, mulching, planting, irrigating, and other landscape maintenance tasks.

Cleans buildings, paints, replaces light bulbs, arranges furniture, and performs other unskilled building maintenance and repair tasks.

Provides traffic flagging and control and insures safe work zone when working around traffic.

Shovels or pushes snow with a dump truck.

Mows and cleans grounds and cleans buildings as necessary.

Substitutes as necessary on solid waste collection routes.

Additional Job Duties

Performs related tasks as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Working knowledge of tools, materials and equipment used in public works and utility construction and maintenance work.

Working knowledge of the occupational hazards and safety precautions of the work.

Working knowledge of municipal maintenance and construction practices including some

knowledge of asphalt, drainage, concrete and sewer line maintenance.
Some knowledge of traffic laws, ordinances and regulations pertaining to operations of motorized equipment.
Ability to understand oral and written instructions.
Ability to establish and maintain effective working relationships with citizens, supervisors, and other employees.
Ability to operate light to medium equipment with skill and safety.
Ability to prepare simple written records of work activities.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.
Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.
Must possess the visual acuity to operate mobile equipment such as the loader and dump truck in a safe manner.

Desirable Education and Experience

Graduation from high school and experience in semi-skilled maintenance or construction work; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license; may require possession of a commercial driver's license.
Ability to obtain Sewer Collection System Operator Certification within 12 months.



Rutherfordton NORTH CAROLINA

APPLICATION FOR EMPLOYMENT

QUALIFIED APPLICANTS ARE CONSIDERED FOR POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS, OR THE PRESENCE OF A NON-RELATED MEDICAL CONDITION OR HANDICAP.

ANSWER ALL QUESTIONS – PLEASE PRINT CLEARLY OR TYPE

POSITION APPLIED FOR: _____ DEPARTMENT: _____

FULL-TIME PART-TIME

DATE: _____

NAME: _____ SSN: _____ / _____ / _____
(Last) (First) (Middle) (Maiden, if applicable)

PRESENT MAILING ADDRESS: _____
(Street & Number or P.O. Box)

(City)

(State)

(Zip Code)

TELEPHONE: (____) ____ - ____ (____) ____ - ____ (____) ____ - ____
(Home) (Cell) (Other) please specify: _____

PLEASE BE SURE THAT YOU COMPLETE ALL SECTIONS OF THIS APPLICATION COMPLETELY AND ACCURATELY TO THE BEST OF YOUR ABILITY. YOUR APPLICATION WILL BE USED AS A PART OF THE EXAMINATION PROCESS AND, THEREFORE, SHOULD REPRESENT YOUR BEST EFFORT. FOR SOME POSITIONS YOU MAY BE ASKED TO SUBMIT A RESUME AND/OR COVER LETTER.

THE TOWN OF RUTHERFORDTON IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

EDUCATION (GIVE COMPLETE EDUCATIONAL HISTORY BELOW)

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

Schools	Name and Location	Dates Attended	Graduate?	Major/Minor	Degree Type
High School		From: To:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
College University		From: To:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Graduate or Professional		From: To:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Other educational, vocational school, internships, etc.		From: To:	<input type="checkbox"/> YES <input type="checkbox"/> NO		

SKILLS

Check the following skills, experience, etc. which you have:

- Sign Language
- Braille Skills
- Typing (specify wpm) _____
- Reliable transportation to work
- Adding machine/calculator
- Shorthand/Speedwriting (specify wpm) _____
- Other (please specify): _____

Driver's License Information

Do you possess a valid driver's license? YES NO

If yes, please give the following:

License Number: _____ State Issued: _____ Class/Type: _____

Expiration Date: ____ / ____ / ____
(mo) (day) (year)

Note: Most positions require a valid driver's license.

If the position you are applying for requires specific courses, skills, registration, licenses, or certification, please list below, with dates, issuance and source of issuance. _____

Have you ever been convicted of an offense against the law other than a minor traffic violation? (Note: a conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relationship to the job for which you are applying). YES NO If yes, please explain: _____

CONTROLLED SUBSTANCE TESTING

Controlled substance testing is required prior to finalization of the selection process for employment, promotion, or transfer. Further information will be provided at the appropriate time in the selection process. A confirmed positive drug test will result in disqualification for employment, promotion, or transfer, and may be grounds for dismissal if already employed.

Scheduling information will be provided at the appropriate time.

In accordance with Americans with Disabilities Act, the Town of Rutherfordton will consider reasonable accommodation if requested.

OVERTIME POLICY AND AGREEMENT FOR NON-EXEMPT POSITIONS

Consistent with the provisions contained in the 1985 amendments to the FAIR LABOR STANDARDS ACT, it is the Town's policy to compensate non-exempt employees for overtime work with compensatory time off, when possible, in lieu of overtime pay.

If I am employed in a non-exempt position, I agree to accept, at the discretion of the Town, either compensatory time off or overtime pay, as appropriate compensation for overtime work that I may be required to perform as an employee of the Town of Rutherfordton.

FOR MALES AGE 18 THROUGH 25 ONLY

Males who are 18 through 25 are required to register with the Federal Government in accordance with the Military Selective Service Act. State law prohibits local governments from employing anyone who has not complied with this requirement.

Please indicate if you have registered for Selective Service: YES NO

EMPLOYMENT DATA

In the space below, give your employment history beginning with your present or most recent employer and list all positions held, including military, part-time, seasonal, summer, and significant volunteer work. Details on any period of unemployment must be included

Current or Last Employer:				Address:			
Job Title:				Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr):		Starting Salary: \$ _____ per	Ending Salary: \$ _____ per	Reason for Leaving:		May we Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Date Separated (mo/yr):				Duties:			
Full Time	Years	Months					
Part Time	Years	Months					
If Part Time, number of hours worked per week:							
Employer:				Address:			
Job Title:				Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr):		Starting Salary: \$ _____ per	Ending Salary: \$ _____ per	Reason for Leaving:		May we Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Date Separated (mo/yr):				Duties:			
Full Time	Years	Months					
Part Time	Years	Months					
If Part Time, number of hours worked per week:							
Employer:				Address:			
Job Title:				Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr):		Starting Salary: \$ _____ per	Ending Salary: \$ _____ per	Reason for Leaving:		May we Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Date Separated (mo/yr):				Duties:			
Full Time	Years	Months					
Part Time	Years	Months					
If Part Time, number of hours worked per week:							
Employer:				Address:			
Job Title:				Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr):		Starting Salary: \$ _____ per	Ending Salary: \$ _____ per	Reason for Leaving:		May we Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Date Separated (mo/yr):				Duties:			
Full Time	Years	Months					
Part Time	Years	Months					
If Part Time, number of hours worked per week:							
Employer:				Address:			
Job Title:				Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr):		Starting Salary: \$ _____ per	Ending Salary: \$ _____ per	Reason for Leaving:		May we Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Date Separated (mo/yr):				Duties:			
Full Time	Years	Months					
Part Time	Years	Months					
If Part Time, number of hours worked per week:							

IF ADDITIONAL SPACE IS NEEDED PLEASE PRINT AN ADDITIONAL DATA SHEET OR USE A SHEET OF PAPER. ALL CONTINUATION SHEETS AND ADDITIONAL SHEETS OF PAPER CONTAINING EMPLOYMENT HISTORY MUST BE SIGNED AND DATED BY THE APPLICANT.

PERSONAL DATA

Are you a citizen of the United States? YES NO If no, give the country of which you are a citizen and your alien registration number.

Do you have any relatives currently employed by the Town of Rutherfordton? YES NO If so, who, in what position, and in what department are they employed? What is the relationship?

Please indicate the appropriate box below how you found out about this vacant position:

- Town Job Opportunities List
- Town Website
- Town Employees
- Social Media
- Employment Security Commission
- Friend
- Newspaper (please specify which paper)

Other (please specify)

REFERENCES

Please list three persons who are not related to you and who have a definite knowledge of your work. Do not repeat the names of supervisors listed in the Employment Data Section of this application.

Name: _____

Contact #: _____

Relationship: _____

Name: _____

Contact #: _____

Relationship: _____

Name: _____

Contact #: _____

Relationship: _____

EMERGENCY CONTACT INFORMATION

Name: _____

Contact #: (____) ____ - ____ (____) ____ - ____
(Home) (Cell)

Relationship: _____

DECLARATION OF APPLICANT

I CERTIFY THAT ALL THE STATEMENTS IN THIS APPLICATION AND ANY ATTACHED DOCUMENTS ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS MADE IN THIS APPLICATION AND RELEASE OF ANY PERTINENT INFORMATION TO THE TOWN OF RUTHERFORDTON HIRING OFFICIALS. I UNDERSTAND THAT FALSE INFORMATION MAY BE GROUNDS FOR REJECTION OF MY APPLICATION AND/OR DISMISSAL IF I AM EMPLOYED.

Signature of Applicant (unsigned applications will not be processed)

Date

BEFORE COMPLETING THIS APPLICATION PLEASE CHECK TO SEE THAT YOU HAVE:

1. LISTED YOUR SOCIAL SECURITY NUMBER CORRECTLY
2. LISTED YOUR ZIP CODE CORRECTLY
3. COMPLETED THE SECTION FOR EQUAL OPPORTUNITY INFORMATION
4. GIVEN COMPLETE INFORMATION ON YOUR EDUCATION AND WORK HISTORY
5. SIGNED YOUR APPLICATION

THANK YOU FOR YOUR INTEREST IN PUBLIC SERVICE WITH THE TOWN OF RUTHERDFORDTON. OUR TEAM OF HIGHLY SKILLED WORKERS STRIVES TO PROVIDE HIGH QUALITY SERVICE TO THE CITIZENS OF THIS CITY EVERYDAY. ALTHOUGH EVERYONE WHO APPLIES CANNOT BE HIRED, YOUR APPLICATION WILL BE GIVEN THOROUGH CONSIDERATION.

Rutherfordton

A MINTED ORIGINAL

APPLICANT IDENTIFICATION SHEET

EQUAL OPPORTUNITY INFORMATION

The Town of Rutherfordton prohibits discrimination based on race, sex, color, creed, national origin, age, or handicap. The information requested below will in no way affect you as an applicant. Its sole use will be to see how well recruitment efforts are in reaching all segments of the population.

NAME: _____
 (Last) (First) (M.I.)

SOCIAL SECURITY #: ____ / ____ / ____

ARE YOU A VETERAN?

YES NO

If yes, which branch of service? _____

Active Duty: From: _____ To: _____

Rank upon separation/discharge: _____

Date of Discharge: _____

Do you have a service related disability?

YES NO

If yes, please specify: _____

DATE OF BIRTH:

SEX: Male Female

____ / ____ / ____
 (mo) (day) (year)

ETHNIC GROUP:

- White (Caucasian, non-Hispanic)
- African American (non-Hispanic)
- Hispanic (Mexican, Puerto Rican, Cuban Central, or South American, other Spanish origin regardless of race)
- Asian (including Pacific Islander)
- American Indian (including Alaskan native)

HANDICAP: (a handicap is any impairment which limits a major life function.) This information is optional. Failure to provide this information will not subject you to any adverse treatment. It will be maintained separately and confidentially.

Please check all that apply:

- Visual Impairments/blindness
- Hearing Impairments/deafness
- Cardiovascular disorder
- Emotional/mental disorder
- Nervous System/Neurological disorder (epilepsy)
- Speech impairment

- Respiratory Impairment
- Loss or impairment of upper and/or lower limbs
- Disabling diseases (arthritis, diabetes, etc.)
- Alcoholism
- Other (please specify):

If you have indicated that you have one or more of the above mentioned handicaps, please indicate what type of accommodation/device you would need to assist you in the performance of the duties of the position for which you have applied:

Please indicate where such accommodations/devices may be obtained:

POSITION APPLIED FOR: _____ DATE: _____

WHERE DID YOU LEARN OF THIS JOB OPENING? _____