



Service Department Temporary Labor w/CDL

Mayor Pamela Bobst

Reports To: Lead Supervisor or Crew Leader Salary: \$18.50 per hour
Shift: 7:00 A.M. – 3:30 P.M. Monday through Friday FLSA Status: Exempt
Seasonal Position 40 hours a week through April 1st.

Position Overview: The General Laborer performs general labor in the provision of public services throughout various departments as needed on a day to day basis including maintenance and repair of the City's streets, parks, sanitary and storm sewer systems, public facilities/properties and various duties in refuse collection. The General Laborer also performs miscellaneous duties as needed or assigned. This position operates and utilizes City vehicles and equipment including, but not limited to, various hand and power tools, jack hammers, air compressors, dump trucks/ snow plows/ salt spreader trucks/semi-trucks, sewer snake and refuse scooters. The General Laborer performs work in a variety of settings involving occasional exposure to inclement weather, confined spaces, excessive temperatures and humidity, dust, dirt and fumes. **Additional qualifications specific to the particular opening will be identified in each job posting.**

Duties:

Sewer Department

- Operates and maintains equipment and vehicles including but not limited to plumbing and sewer equipment*
- Loads truck with various equipment and tools; transports employees, equipment and materials to job site*
 - Inspects equipment and tools to ensure equipment is in safe and proper condition; repairs or replaces equipment as needed
- Inspects, cleans, tests, repairs and maintains storm and sanitary sewer lines by performing tasks including but not limited to:*
 - Identifies location of various sewer system components including water and sewer lines, sewer laterals and connections
 - Digs holes to locate system components
 - Inspects, adjusts and repairs manholes
 - Removes, repairs and/or replaces system components including manholes, pipes, connections
 - Cleans and removes obstructions in pipes; snakes and jets lines as needed
 - Builds catch basins
 - Operates various equipment including sewer jet, sewer snake, air compressor, jackhammer, power and plumbing tools
- Operates snow plows, salt trucks and other equipment as needed to remove snow, spread salt and ensure streets and roads are safe*
- Assists in traffic control as needed*

Streets Department

- Operates and maintains equipment and vehicles including but not limited to salt spreaders, snowplows, jackhammers*

- Performs various tasks involved in street and sidewalk repair*
 - Repairs holes in streets and sidewalks; mixes, pours, levels and finishes concrete; pours/rolls asphalt as needed to fill holes in streets/roads
 - Assists in traffic control as needed and ensures flashers are working properly; repairs as needed
- Performs various tasks involved in street maintenance*
 - Cleans and maintains street cleaning equipment
 - Cleans, sweeps and removes debris and snow from streets, curbs, walkways, catch basins and accident sites
 - Operates snow plows, salt trucks and other equipment as needed to remove snow, spread salt and ensure streets and roads are safe

Refuse Department

- Operates and maintains equipment and vehicles including but not limited to refuse trucks, semi-trucks and scooters*
- Collects and disposes of refuse from City residences, businesses, public properties and facilities*
- Operates snow plows, salt trucks and other equipment as needed to remove snow, spread salt and ensure streets and roads are safe*

Parks Department

- Operates and maintains various tools and equipment including but not limited to dump trucks, mowers, landscaping tools, boom truck, chain saws and chippers*
- Performs various grounds maintenance and landscaping duties including but not limited to:*
 - Plants and cuts grass
 - Plants, fertilizes, prunes and removes trees and plants as needed
 - Digs holes
 - Transports various landscaping materials including trees, soil, plants, equipment
 - Collects rubbish from beaches, parks and City properties
- Locks and unlocks various City park and public properties and facilities*
- Operates snow plows, salt trucks and other equipment as needed to remove snow, spread salt and ensure streets and roads are safe*

Miscellaneous Duties:

- Performs other duties of all department personnel as needed during times of need to ensure effective operation of the department*
- Communicates with citizens to answer questions and provide information about City services and department operations*
- Performs various tasks involved in animal control*
 - Retrieves dead animals from various locations and dispose of properly
- Maintains safe and clean work environment*
- Cleans work areas and accident sites as needed*
- Follows safety procedures and guidelines; wears safety equipment and clothing as needed*
- Answers telephone, responds to requests for information and assistance from citizens*
 - Maintains facilities in safe and clean manner
 - Provides guidance and training to employees in operation of equipment and license computer
 - Maintains adequate levels of supplies and products to sell

** Denotes essential function of the job*

Minimum Qualifications:

- A valid Driver's License required.
- Commercial Driver's License Class B with air brakes required, Class A preferred. High school diploma or GED is required, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job.
- Must be able to lift and carry up to 50 lbs.

Position will be posted until filled. Applications may be obtained at http://s804876413.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

The City of Rocky River is an Equal Opportunity Employer

Date Posted: 8/18/2021



City of Rocky River, Ohio

21012 Hilliard Boulevard Rocky River, Ohio 44116

Website: www.rrcity.com

Phone: 440-331-0600

Email: humanresources@rrcity.com

APPLICATION FOR EMPLOYMENT

The City of Rocky River considers applicants for all positions without regard to race, color, religion, sex, age, national origin, disability, military or citizenship status, genetic information, or any other legally protected status.

TO BE CONSIDERED FOR EMPLOYMENT: 1) Complete the application entirely and answer every question fully; 2) Do not use "refer to resume"; and 3) Sign and date the application.

PERSONAL INFORMATION

Last Name		First Name		Middle Initial	Phone – Day
Address		City	State	Zip	Phone – Evening
Other Last Names Used		Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Proof of citizenship or immigration status will be required upon employment.</i>			E-Mail
					Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you previously filed an application with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date	Do you have any relatives employed here? Name:
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Have you ever been employed with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date	Referred by:
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POSITION INTEREST

Position Applied For	Date Available	Salary Requirement
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Overtime <input type="checkbox"/> Seasonal (From: _____ To: _____)		Dates Available

EMPLOYMENT HISTORY

Most recent employer first, for at least 10 years and include job-related military service assignments if applicable. Use back of page if necessary.

Name of Employer	Immediate Supervisor	Start Date	End Date
Employer Address		Employer Phone Number	
Starting Position	Current/Ending Position	Starting Salary/Wage	
		Ending Salary/Wage	
Work Performed		Reason for Leaving	
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of Employer	Immediate Supervisor	Start Date	End Date
Employer Address		Employer Phone Number	
Starting Position	Ending Position	Starting Salary/Wage	
		Ending Salary/Wage	
Work Performed		Reason for Leaving	
Name of Employer	Immediate Supervisor	Start Date	End Date
Employer Address		Employer Phone Number	
Starting Position	Ending Position	Starting Salary/Wage	
		Ending Salary/Wage	
Work Performed		Reason for Leaving	

EDUCATION/TECHNICAL SKILLS & LICENSES

	Name of School, City & State	Course of Study	Yrs. Completed	Diploma/Degree or Major
High School				
Business/Technical Or Undergraduate				
Graduate School/ Other				

Professional Certifications	Do you have a valid Ohio driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No License No.: _____ Do you have a valid commercial driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No Endorsements: _____
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Describe specialized training, apprenticeships, skills, and extra-curricular activities related to the job for which you are applying:

REFERENCES

Please list the names, addresses and telephone numbers of at least 3 references, **but neither relatives nor former employers.**

Name	Address	Telephone Number

APPLICANT AUTHORIZATION AND UNDERSTANDING

READ CAREFULLY BEFORE SIGNING

I hereby authorize an investigation of my references, work record, education and other matters related to my suitability for employment, such as criminal convictions or driving record, and further authorize my present employer or any former employer and the references I have listed, to disclose to the City or its agents any and all documents and other information related to my work records, except those which would indicate race, color, religion, sex, age, national origin, disability, military or citizenship status, or genetic information without giving me prior notice of such disclosure. I hereby release the City, its agents, my former employers, and all others for any and all claims, demands, or liabilities arising out of time, circumstances, and seriousness or in any way related to such investigation or disclosure. It is understood information or records regarding criminal convictions may be considered as they relate to qualifications for the job position for which you applied. Initial here _____

I understand and agree that any offer of employment with the City of Rocky River may be contingent upon my completing a physical examination and drug test, the results of which must be satisfactory to the City of Rocky River. Initial here _____

I understand that this application is considered current for 6 months. If I wish to be considered for employment after this period, I must fill out and submit a new application. I am aware that this application is a "Public Record" and will be handled in accordance with Ohio Public Records Law ORC 149.43. Initial here _____

I understand that the City of Rocky River is not obligated to hire me. If hired, I agree to conform to the City's policies and procedures. I acknowledge that, if hired, my employment will be at-will and therefore can be terminated with or without cause, and with or without notice, at any time, at the option of the City or myself. Terms of employment may be affected by provisions contained in the Employee Handbook or pertinent union contracts if applicable. Nothing in this application, or in any conversation or statement, is intended to create any contract of employment and I understand that no representative of the City has the authority to enter into an agreement for employment for a specific period of time, or to make any agreement contrary to the foregoing. I also understand that the City, at its sole discretion, may alter, amend, or eliminate its existing employment policies, procedures, practices, compensation systems and other privileges and benefits of employment at any time, with or without notice(except where notice is required by law). Initial here _____

I certify that all statements made in this application or during the hiring process are true and correct to the best of my knowledge. I understand and agree that any misrepresentation or omission of facts in my application may be justification for refusal to hire, or termination of employment. I have read and understand the above information. Initial here _____

I agree that any claim or lawsuit relating to my service with the City of Rocky River must be filed no more than one year after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary. Initial here _____

Applicant's Signature _____ Date _____