

**PUBLIC WORKS TECHNICIAN
UTILITIES TECHNICIAN**

The City of Waterville is accepting applications for the positions of Public Works Technician and Utilities Technician. Applications may be obtained from the City website waterville.org or at the Waterville City Hall, 25 N. Second St., Waterville OH 43566; from 8 a.m. to 4:30 p.m. Position descriptions including requirements and qualifications are also available on the website. Current salary range \$19.88 to \$24.49 per hour for Utilities Technician and \$19.15 to \$23.55 per hour for Public Works Technician. Applicants who possess Ohio EPA Water or Sewer Licenses or have Arborist experience are preferred. Completed applications and other relevant information must be received by 4:00 PM on May 27, 2022 to be considered. Documentation of an Ohio Class B CDL must be included at the time an application is filed. Resumes may be included however; a completed application form must be submitted to be considered. The City of Waterville is an equal Opportunity Employer (EOE).

City of Waterville

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Public Works/Utilities Technician

specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

QUALIFICATIONS: An example of acceptable qualifications:

Competent training and certification from a technical or vocational school and two (2) years applied experience in a trade area related to the work activities of the Public Works Department; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. An individual who poses a direct threat to the health and safety of themselves or others in the workplace will be deemed not qualified for this position.

LICENSURE OR CERTIFICATION REQUIREMENTS/PREFERENCES:

Must possess a valid Ohio Class B Commercial Driver's License with tank endorsement without record of suspension or revocation in any state and be eligible for coverage by the City's vehicle insurance provider. Ohio Environmental Protection Agency Class I – Wastewater Collection License, Ohio Environmental Protection Agency Class I Water Distribution License, Ohio Commercial Pesticide Applicator's License and/or International Society of Arboriculture Certified Arborist Municipal Specialist® desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

- (1) Extensive knowledge of the procedures, methods, tools and equipment regarding the various tasks performed by the department.*
- (2) Ability to analyze problems and plan solutions.
- (3) Ability to maintain records on materials needed and used.
- (4) Ability to operate power tools and light to heavy equipment
- (5) Knowledge of the geography of the City of Waterville.*
- (6) Knowledge of department policies and procedures.*
- (7) Knowledge in the proper care of the variety of tools and equipment assigned to the department.
- (8) Use of acute judgment regarding the health and safety of the public, fellow employees and oneself.
- (9) Ability to communicate effectively in oral and written form.
- (10) Ability to use tact in dealing with the public.
- (11) Ability to drive City vehicles.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Various types of City vehicles, tools and equipment.



EMPLOYMENT APPLICATION

THE CITY OF WATERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER

Position Applied For _____ Date _____

APPLICANT INFORMATION

Name _____
Last First Middle

Address _____
Street Address Apartment/Unit #

City State ZIP Code E-Mail Address

Phone _____ Alt. Phone _____ Social Security # (Optional) _____

Are you at least 18 years of age? YES NO Are you a citizen of the United States or otherwise legally eligible to work in the U. S. ? YES NO
If are you under the age of 18, a work permit may be required

Have you previously applied to the City of Waterville? YES NO If yes, when? _____

Have you ever been employed by the State of Ohio or any county or municipality in Ohio? YES NO

If "YES," please list the location of previous municipal or state employment in Ohio

EMPLOYMENT PREFERENCE

PLEASE DESCRIBE, IN ONE OR TWO SENTENCES, THE TYPE AND NATURE OF EMPLOYMENT YOU ARE SEEKING.

Position Desired Full Time Part Time No Preference Type of Position Permanent Intermittent Temporary Seasonal No Preference

Desired Salary \$ _____ Date Available _____ Are you able to perform all job-related functions of the specific position for which you are applying? YES NO

Do you currently possess a valid Ohio Driver's License? YES NO Commercial Driver's License? YES NO

Are you willing and able to secure any license or certification required for this position? YES NO If necessary, can you supply your own transportation for work use? YES NO

MILITARY SERVICE

THIS SECTION IS OPTIONAL

COMPLETE ONLY IF YOU ARE CLAIMING A VETERAN'S PREFERENCE

Branch _____ From _____ To _____ Rank at Discharge _____

PREVIOUS EMPLOYMENT

LIST ALL EMPLOYMENT AND WORK EXPERIENCE DURING THE PAST 20 YEARS, IN DATE ORDER. BEGIN WITH YOUR CURRENT OR MOST RECENT EMPLOYMENT. OMISSION OF ANY EMPLOYMENT DURING THE PAST 20 YEARS MAY BE GROUNDS FOR DISQUALIFICATION. USE ADDITIONAL SHEETS, IF NECESSARY.

Current Employer _____ Phone _____
Address _____ Supervisor _____
Job Title _____ Starting Salary \$ _____ Current Salary \$ _____
Responsibilities _____
Starting Date _____ May we contact your supervisor for a reference ? YES NO

Previous Employer _____ Phone _____
Address _____ Supervisor _____
Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
Responsibilities _____
From _____ To _____ Reason for Leaving _____

Previous Employer _____ Phone _____
Address _____ Supervisor _____
Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
Responsibilities _____
From _____ To _____ Reason for Leaving _____

Previous Employer _____ Phone _____
Address _____ Supervisor _____
Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
Responsibilities _____
From _____ To _____ Reason for Leaving _____

Previous Employer _____ Phone _____
Address _____ Supervisor _____
Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
Responsibilities _____
From _____ To _____ Reason for Leaving _____

~ USE ADDITIONAL SHEETS, IF NECESSARY ~

EDUCATION

High School _____ City/State _____

Did you graduate ? YES NO

College _____ City/State _____

Did you graduate ? YES NO Degree _____

Technical School _____ City/State _____

Did you graduate ? YES NO Degree _____

Additional School _____ City/State _____

Did you graduate ? YES NO Degree _____

PLEASE DESCRIBE COURSES YOU COMPLETED OR TECHNICAL TRAINING YOU RECEIVED WHICH YOU BELIEVE WILL HELP YOU PERFORM THE JOB FOR WHICH YOU ARE APPLYING. INCLUDE SPECIAL MACHINERY OR EQUIPMENT YOU ARE QUALIFIED TO OPERATE, HOBBIES OR VOLUNTEER WORK PROJECTS WHICH TAUGHT YOU QUALIFYING SKILLS.

REFERENCES

PLEASE LIST THREE REFERENCES NOT RELATED TO YOU

Name _____ Address _____ Telephone _____

Name _____ Address _____ Telephone _____

Name _____ Address _____ Telephone _____

ADDITIONAL EXPLANATION / INFORMATION

USE THIS SPACE FOR ANY ADDITIONAL EXPLANATION OR INFORMATION PERTINENT TO YOUR APPLICATION FOR EMPLOYMENT

ACKNOWLEDGEMENT AND SIGNATURE

1. *I understand and accept that if selected for employment, my employment may be conditioned upon my passing any medical examination the City of Waterville deems necessary to determine whether I can physically perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol or substance abuse testing.*

Initials

2. *If employed I understand and accept that, depending upon the department to which I am applying for employment, I may be required to work evening shifts, nights shifts, weekends, and may be on-call to work mandatory overtime hours.*

Initials

3. *I understand and accept that if any information required in this application is found to be false or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by the City of Waterville, I may be subject to disciplinary action, including termination, if any information required by this application had been falsified or intentionally omitted.*

Initials

4. *I understand and accept that the various law enforcement and informational agencies that share information with the City of Waterville require that the City's employees do not possess a record of prior unlawful activities. Therefore I understand and accept that, depending on the department to which I am applying for employment, it may be necessary for the City of Waterville to investigate my background for evidence of prior criminal activity.*

Initials

I SOLEMNLY SWEAR THAT ALL INFORMATION FURNISHED IN THIS APPLICATION FOR EMPLOYMENT IS TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE CITY OF WATERVILLE TO FULLY INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION PROVIDED MAY RESULT IN WITHDRAWAL OF ANY OFFER OF EMPLOYMENT, OR TERMINATION FOLLOWING EMPLOYMENT. I RECOGNIZE THAT MY FUTURE EMPLOYMENT WITH THE CITY OF WATERVILLE WILL BE JEOPARDIZED IF I ENGAGE IN SUBSTANCE ABUSE, ILLEGAL DRUG USE, OR ALCOHOL ABUSE.

I hereby authorize the employers, schools and other references named in this application to provide information regarding me, and to release personnel, academic or other records concerning myself, to the City of Waterville.

Signature

Date