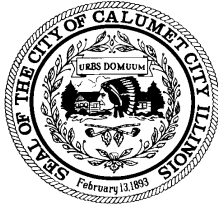


DEPARTMENT OF PERSONNEL

MICHELLE MARKIEWICZ QUALKINBUSH
Mayor
GEORGE VALLIS
Director



204 Pulaski Road
Phone: 708-891-8100
708-891-8223
Fax 708-891-0472

Calumet City, Illinois 60409

May 2, 2012

**Position Opening
Public Works/ Water Sewer Maintenance Helper**

The City of Calumet City has an opening in the Public Works Department for Public Works/ Water Sewer Maintenance Helper.

Anyone interested in applying for this position must meet the following requirements:

1. Knowledge equivalent of a high school diploma with major course work in a vocational program;
2. Must possess a valid Illinois Commercial Drivers license, be insurable;
3. Must be a resident of Calumet City prior to the completion of the probationary period
4. Equivalent combination of training and/or experience which would afford the applicant the referenced knowledge, skills, and abilities;
5. Knowledge of tools, equipment, methods, and materials used in a variety of public works and utilities construction, maintenance, and repair activities;
6. Knowledge of traffic regulations and the practices followed in the care and safe operation of light to medium equipment;
7. Knowledge of the precautions necessary to work safely with and around mechanized equipment;
8. Knowledge of the principles of the operation of motorized equipment sufficient to detect defective operation;
9. Skill in the operation of public works and utilities equipment under all types of weather conditions;
10. Ability to perform manual labor for extended time periods;
11. Ability to understand and carry out oral instructions;
12. Ability to lay out physical work and to follow through with assigned tasks, often under adverse weather conditions;
13. Ability to establish and maintain good working relationship with employees and public;
14. Ability to learn more complex laboring or trades work;

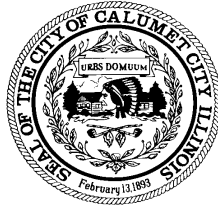
Complete details are included in the Application Packets. Application Packets are ONLY available online at www.calumetcity.org. Application Deadline is Friday, May18, 2012. **Applications must be accompanied with a resume, and MAILED** to:

Attention Personnel Department
P.O. Box 1519
Calumet City, Illinois 60409

Information and Application Packets are ONLY available at www.calumetcity.org

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Calumet City, Illinois 60409

TITLE: Public Works/ Water Sewer Maintenance Helper

DEPARTMENT/DIVISION: Public Works/Water Sewer Maintenance Department

GENERAL DEFINITION:

This is an unskilled and semi-skilled labor position involving street, alley and water/sewer maintenance including light equipment operation work in the cleaning, maintenance and repair of public works utilities of the City of Calumet City.

The work involves performance of manual tasks requiring some skills or special knowledge acquired through experience. The work also includes operation of light equipment and trucks as a regular part of assigned duties. These employees are expected to participate in all phases of semi-skilled and unskilled manual laboring work. This work may involve safety hazards and strenuous physical activity. The work also requires considerable attention to safety procedures to prevent accidents. The work is performed under supervision and is reviewed through inspection of work in progress, and upon completion for results obtained.

ESSENTIAL FUNCTIONS AND DUTIES:

(The items listed below are not intended to be a complete listing of all essential functions and duties of this position.)

1. Participate in the construction, maintenance, and repair of City facilities and grounds;
2. Repair road surfaces; apply and rake patching materials;
3. Maintain or assist in the repair of curbs, gutters, culverts, catch basins, storm sewers, and retaining walls;
5. Load and unload materials by hand or with the use of heavy equipment such as a front-end loader;
6. Perform road maintenance work; grade alleys to predetermined grades; clean and repair storm sewers;
7. Help repair water and sewer line or main breaks; assist Water Plant Operators in the repair and preventative maintenance of pumps, blowers, valves, and instruments;
8. Participate in the installation of water meters;
9. May turn meter service on and off and read meters;
10. Help perform litter and trash pick up;
11. Clear tree limbs and other debris from streets and alleys after storms;
12. Operate equipment for snow and ice removal including spreading salt;
13. Drive trucks for pick up, hauling, delivery of materials and supplies;
14. May operate street sweeper;
15. May substitute for a regular operator of heavy equipment;
16. Operate tractors, sewer cleaning equipment, auxiliary equipment, chain saws and other power tools, stationary pumps, and blowers;
17. Maintain an awareness of proper safety procedures and guidelines and apply these in performing daily activities and tasks;
18. Do any and all other functions that may be required by the appropriate superintendent or other appropriate supervisors.

MINIMUM QUALIFICATIONS:

1. Knowledge equivalent of a high school diploma with major course work in a vocational program;
2. Must possess a valid Illinois Commercial Drivers license, be insurable;
3. Must be a resident of Calumet City prior to the completion of the probationary period
4. Equivalent combination of training and/or experience which would afford the applicant the referenced knowledge, skills, and abilities;
5. Knowledge of tools, equipment, methods, and materials used in a variety of public works and utilities construction, maintenance, and repair activities;
6. Knowledge of traffic regulations and the practices followed in the care and safe operation of light to medium equipment;
7. Knowledge of the precautions necessary to work safely with and around mechanized equipment;
8. Knowledge of the principles of the operation of motorized equipment sufficient to detect defective operation;
9. Skill in the operation of public works and utilities equipment under all types of weather conditions;
10. Ability to perform manual labor for extended time periods;
11. Ability to understand and carry out oral instructions;
12. Ability to lay out physical work and to follow through with assigned tasks, often under adverse weather conditions;
13. Ability to establish and maintain good working relationship with employees and public;
14. Ability to learn more complex laboring or trades work;

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

1. Most of the work is performed outdoors, during all seasons, and in inclement weather;
2. Some work is performed in confined areas, on slick and wet surfaces;
3. Exposed to vibrations, loud continuous noise, offensive smells, dust, dirt, and water;
4. Exposed to injury from moving equipment, insect bites, poisonous plants, flying objects, slippery surfaces, hazardous materials, and traffic;
5. Must have strength to pull, lift, and push 50 pound objects on a frequent basis, and up to 100 pounds (such as a bag of cement) on an infrequent basis;
6. Must have flexibility to bend, twist, and reach;
7. Must have mobility to climb, crawl, and walk;
8. Must have dexterity to operate machinery and tools on uneven surfaces, etc.;
9. Must have stamina to exert self throughout the day in all weather conditions;
10. Must be able to work on twenty-four "on-call" schedule during peak periods or emergencies such as, removing snow and ice, salting streets, and other storm related emergencies;
11. Must be willing to periodically perform standby and callback duties, and be available for call outs during off duty hours;
12. Must have skill in foot/hand/eye coordination;
13. High degree of concentration required when operating tools and equipment necessary to fulfill essential job duties;
14. Hearing and speech required to communicate clearly and distinctly in English, face-to-face with citizens and fellow workers;
15. Vision required to read and review written correspondence, reports, statistical and technical information, maps, etc.;
16. Employees who must perform standby and callback duties are required to have made arrangements to arrive at work no later than twenty (20) minutes from the time called back.

SUPERVISION:

The employee will perform under the close supervision of more experienced Public Works/ Water Sewer Maintenance Helper, and report to the Street and Alley Superintendent, Sewer Water Maintenance Supervisor.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. These employees may be required to perform job-related responsibilities and tasks other than those stated in these specifications.

The City of Calumet City is an Equal Opportunity Employer.

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

DATE: _____

NAME

LAST FIRST MIDDLE

PRESENT ADDRESS

STREET CITY STATE ZIP CODE

PERMANENT ADDRESS

STREET CITY STATE ZIP CODE

DRIVERS LICENSE NUMBER _____ SOCIAL SECURITY NUMBER _____

PHONE NUMBER: _____ ARE YOU 18 YEARS OF AGE OR OLDER? _____

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? _____ DATE OF BIRTH _____
YES / NO

LAST

EMPLOYMENT DESIRED

POSITION: _____ DATE YOU CAN START? _____

ARE YOU EMPLOYED NOW? _____ SALARY DESIRED? _____
 IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

EVER APPLIED TO THIS COMPANY BEFORE? _____ WHERE? _____ WHEN? _____

REFERRED BY: _____

FIRST

EDUCATION	NAME	ADDRESS	PHONE NUMBER	# OF YEARS ATTENDED	DEGREE TYPE	DID YOU GRADUATE
GRAMMAR SCHOOL						
HIGH SCHOOL						
COLLEGE						
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL						

MIDDLE

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

SPECIAL SKILLS _____

ACTIVITIES: (CIVIC, ATHLETIC, ETC.) _____

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS _____

U.S. MILITARY OR NAVAL SERVICE? _____ RANK _____ PRESENT MEMBERSHIP NATIONAL GUARD OR RESERVES _____

*THIS FORM HAS BEEN REVISED TO COMPLY WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT AND THE FINAL REGULATIONS AND INTERPRETIVE GUIDANCE PROMULGATED BY THE EEOC ON JULY 26, 1991.

PRIOR EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE: MONTH AND YEAR	NAME OF EMPLOYER	ADDRESS	PHONE NUMBER	SALARY	POSITION	REASON FOR LEAVING
FROM:						
TO:						
FROM:						
TO:						
FROM:						
TO:						
FROM:						
TO:						

WHICH OF THESE JOBS DID YOU LIKE THE BEST? _____

WHAT DID YOU LIKE MOST ABOUT THIS JOB? _____

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

	NAME	ADDRESS	PHONE NUMBER	YEARS ACQUAINTED
1				
2				
3				

THE FOLLOWING STATEMENT APPLIES IN: MARYLAND & MASSACHUSETTS. (FILL IN NAME OF STATE) IT IS UNLAWFUL IN THE STATE OF _____ TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT

AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY. _____

SIGNATURE OF APPLICANT

IN CASE OF EMERGENCY NOTIFY _____

NAME

ADDRESS

PHONE NUMBER

* I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT. I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

DATE: _____

SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____

DATE: _____

REMARKS: _____

NEATNESS

ABILITY

HIRED: YES

NO

POSITION: _____

DEPT.: _____

SALARY/WAGE: _____

DATE REPORTING TO WORK: _____

APPROVED: 1

2

3

EMPLOYMENT MANAGER

DEPT. HEAD

GENERAL MANAGER