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Mayor  
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# City of Norwalk SAFETY/SERVICE DEPARTMENT

DANIEL DIXON WENDT, MPA  
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**CITY HALL**  
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[www.norwalkoh.com](http://www.norwalkoh.com)

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## Position Opening

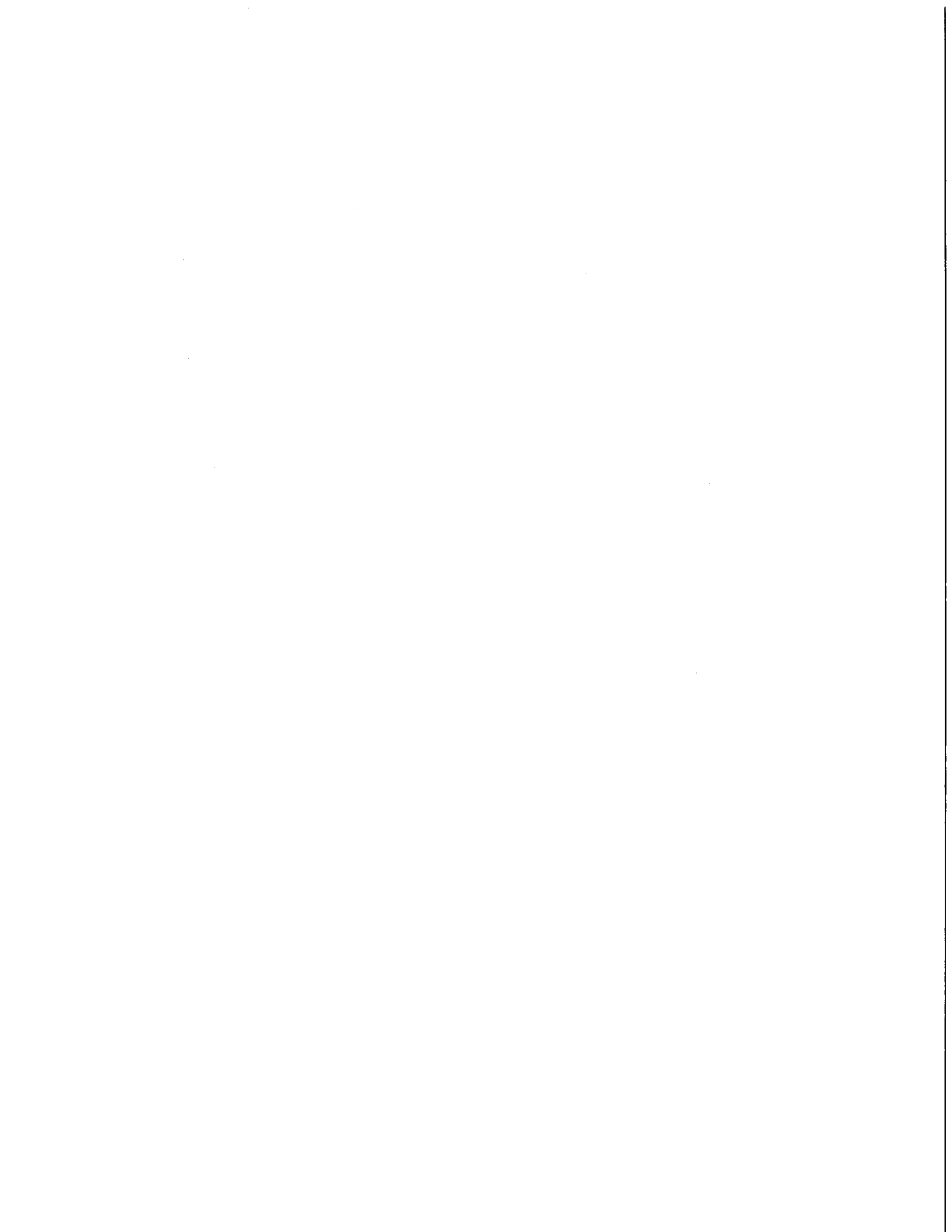
The City of Norwalk will accept applications beginning August 28, 2017 for the full-time position of Equipment Operator I at the General Services Dept. (fka Street Dept.)

Qualifications for the position are completion of secondary education or equivalent and two years equipment operation. Applicant must possess a valid State of Ohio CDL with appropriate endorsements and remain insurable under City's insurance policy.

Applicants are subject to background investigations and some applicants may be disqualified from employment in accordance with the City of Norwalk hiring policy regarding past criminal convictions.

An application and job description may be picked up at Norwalk City Hall, 38 Whittlesey Ave., Norwalk or downloaded from [www.norwalkoh.com](http://www.norwalkoh.com). The application deadline is 4:30 P.M. September 29, 2017. Applications must be returned to Norwalk City Hall.

The City of Norwalk is an equal opportunity employer.





# APPLICATION FOR EMPLOYMENT CITY OF NORWALK, OHIO

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status, or any other legally protected status.

*(Please Print)*

Position Applied For: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Last Name

First Name

Middle Name

Address

Street

City & State

Zip Code

Telephone Number(s) \_\_\_\_\_

Best time to contact you at home is: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes

No

Have you ever filed an application with us before?  
If yes, give date

Yes

No

Do any of your friends or relatives, other than spouse, work here?  
If yes, state name, relationship, and department

Yes

No

Are you currently employed?

Yes

No

May we contact your present employer?

Yes

No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment.

Yes

No

*All applicants for employment with the City of Norwalk are hereby NOTIFIED that they may be disqualified from certain positions within the City by reason of particular criminal histories.*

*If you have questions or concerns about such disqualification, please consult the position description for the particular position or the Clerk of the Norwalk Civil Service Commission*

THE CITY OF NORWALK IS AN EQUAL OPPORTUNITY EMPLOYER

## EDUCATION

School	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

## WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
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Supervisor		Starting	Final	
Reason for Leaving				

Comments: Include explanation of any gaps in employment.

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Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

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**ADDITIONAL INFORMATION**

Other Qualifications Summarize special job-related skills and qualifications acquired from employment or other experience.

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**SPECIALIZED SKILLS**

List skills/equipment operated

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**PERSONAL/PROFESSIONAL REFERENCES** *Do not include family members.*

Name	Phone Number	Best Time to Call	Occupation
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize the City of Norwalk to inquire into and obtain records concerning my past and current employment, personal references, education, credit, criminal or civil actions and any leads developed regarding suitability for employment. This release is executed with the full knowledge and understanding that this information is for the use by the City of Norwalk as part of an official background or criminal investigation and that any information obtained may be released to third parties as may be necessary in fulfilling employment or legal responsibilities.

I hold this consent as exonerating from all liability, both criminal and civil, the City of Norwalk and anyone contact by the City of Norwalk to provide the above described records from any and all liability for damages of any kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization or any attempt to comply with it.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(optional) SSN: \_\_\_\_\_

I certify that on \_\_\_\_\_ I witnessed the above signature.

Witness: \_\_\_\_\_



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**Position Title:        EQUIPMENT OPERATOR 1**

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3. Completes work records as required.
4. Performs other duties as assigned.

**EQUIPMENT OPERATED**

1. light motorized equipment
2. heavy motorized equipment\*
3. sewer cleaning truck
4. back hoe
5. front-end loader
6. dump truck
7. snow plow

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS**

1. noisy operations or activities
2. compressed gases (including acetylene)
3. flammable and combustible liquids
4. dip tanks containing flammable or combustible liquids
5. personal protective equipment (gloves, chaps, back support)
6. confined spaces
7. handling of materials and supplies
8. hand and portable powered tools
9. portable jacks
10. air contaminants
11. hazardous chemicals
12. trenching and shoring activities
13. construction type equipment
14. construction activity
15. exposure to adverse weather conditions
16. exposure to traffic, dust, dirt, and odors
17. exposure to hazardous driving conditions
18. exposure to potentially dangerous situations

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

**CITY OF NORWALK**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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**Position Title:** EQUIPMENT OPERATOR 1  
**Classification Specification:** 30202 Equipment Operator

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<b>Office/Division:</b>	General Services	<b>Employment Status:</b>	Full-Time
<b>Reports To:</b>	Assistant Superintendents Equipment Operator 2	<b>Civil Service Status:</b>	Classified
		<b>FLSA Status:</b>	Non-exempt

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### QUALIFICATIONS

1. completion of secondary education or equivalent
2. two (2) years equipment operation

### LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess and maintain a valid State of Ohio Commercial Driver's license (CDL) and appropriate endorsements plus must remain insurable under the City's vehicle insurance policy.

### MINIMUM ACCEPTABLE CHARACTERISTICS (\* Indicates developed after employment)

#### Knowledge of:

1. safety practices and procedures
2. traffic laws governing motorized equipment operation

#### Ability to:

1. follow detailed instructions
2. perform heavy labor for extended periods of time under adverse weather conditions
3. operate/utilize hand and power tools
4. develop and maintain working relationships with associates, contractors and the general public
5. prepare and maintain accurate documentation

#### Skill in:

1. operation of simple motorized equipment
2. operation of hand and power tools

### ESSENTIAL FUNCTIONS OF THE POSITION For purposes of 42 USC 12101:

1. Operates backhoe in order to assist with the repair and installation of water and sewer lines and sewer lines and street maintenance projects.
2. Operates light motorized equipment in order to assist with the maintenance and repair of City streets, water and sewer lines, and other city property.
3. Performs various unskilled, semi-skilled and skilled laborer tasks, shovels dirt, stone and other materials, digs ditches, cleans sewers and catch basins, repairs sewer and water lines, repairs traffic signs.
4. Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES

1. Operates other motorized equipment in order to fill in for a co-worker or otherwise assist with the efficient operation of the department.
2. Performs preventative maintenance on equipment as required.



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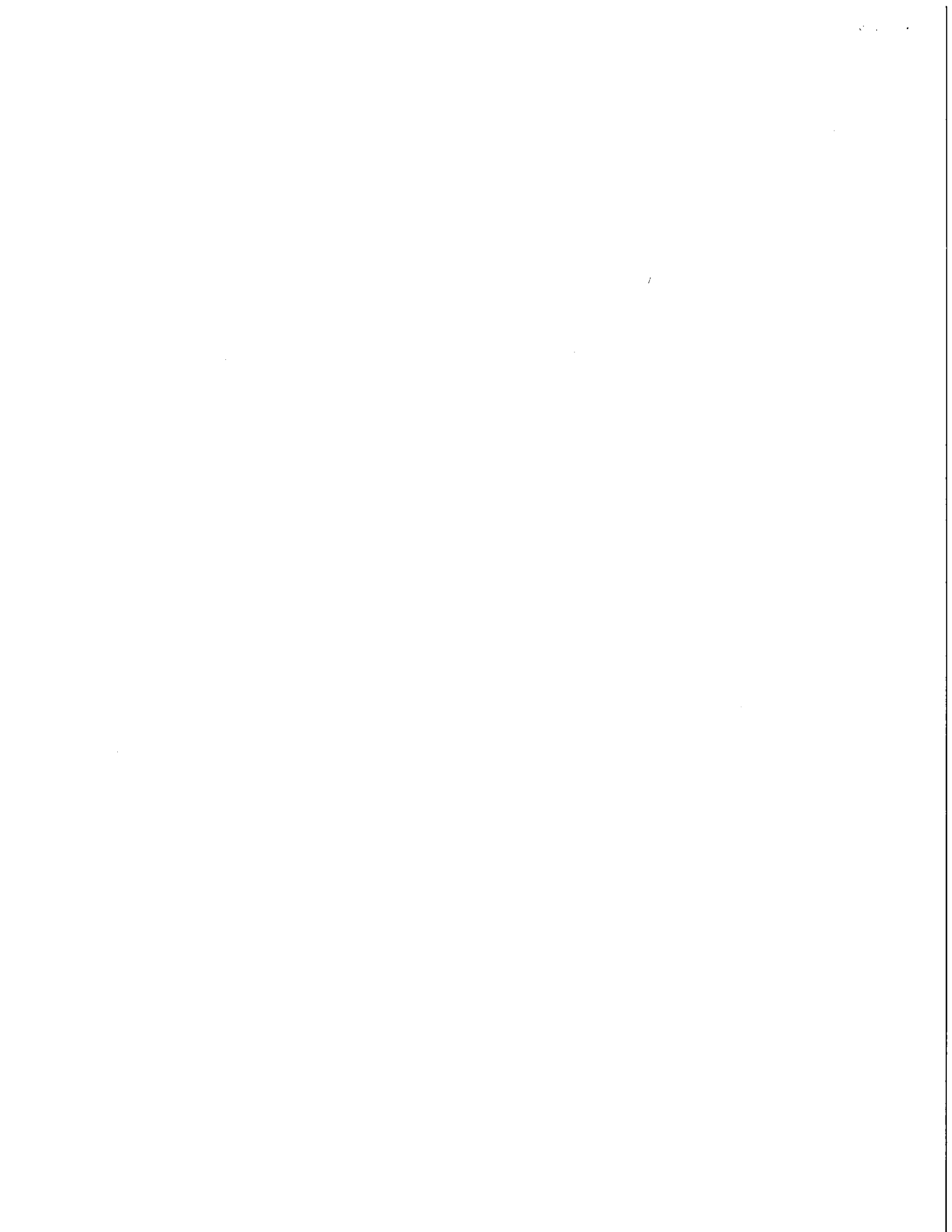
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7.   snow plow

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS**

1.   noisy operations or activities
2.   compressed gases (including acetylene)
3.   flammable and combustible liquids
4.   dip tanks containing flammable or combustible liquids
5.   personal protective equipment (gloves, chaps, back support)
6.   confined spaces
7.   handling of materials and supplies
8.   hand and portable powered tools
9.   portable jacks
10.  air contaminants
11.  hazardous chemicals
12.  trenching and shoring activities
13.  construction type equipment
14.  construction activity
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