

CITY OF NORWALK

PHONES	Area Code 419
Mayor	663-6700
Director of Finance	663-6710
Safety/Service Director	663-6700
City Law Director	663-6723
Income Tax Department	663-6720
Utility Billing Office	663-6740
FAX	663-6788

38 WHITTLESEY AVENUE
P.O. BOX 30
NORWALK, OH 44857

INFORMATION ON LABORER APPLICATION AND TESTING

Norwalk Civil Service Commission is announcing open competitive examinations for the position of laborer in the service of the City of Norwalk, Ohio. This packet contains an application as well as information concerning the position and the test. Please read the information carefully.

The City of Norwalk will accept applications beginning April 9, 2016 for the full-time position of Laborer at the General Services Department (fka Street Dept.). An application, job description and testing information may be picked up at Norwalk City Hall, 38 Whittlesey Avenue, Norwalk, or downloaded from www.norwalkoh.com. The application deadline is May 9, 2016 at 4:30 p.m. Applications must be returned to Norwalk City Hall. An Application fee of \$20 is required and must accompany the returned application.

Qualifications for this position are completion of secondary education or equivalent. Six months unskilled and semi-skilled work. Applicant must possess and maintain a valid State of Ohio Commercial Driver's License, minimum class B, with appropriate endorsements, plus must remain insurable under the City's vehicle insurance policy.

The general aptitude exam will be administered at 6:00 p.m. on Thursday, May 12, 2016 at Ernsthausen Community Center, in the Community Room on the 2nd floor, 100 Republic Street, Norwalk. You will need to bring a photo ID. By returning the enclosed application with the fee, you are registered to take the general aptitude exam. A score of 70% or higher is a passing score. Applicants will be notified in writing of their general aptitude examination score.

Applicants who successfully pass the general aptitude exam will be interviewed. You will be contacted by telephone to schedule your interview if you successfully pass the exam.

A candidate who passes the written examination, is an Ohio resident, and provides the DD-214 form with honorable discharge will receive an additional 20% of their score. A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the member's initial entry-level military training shall receive an additional 15% of their passing score. These additional credits will be given only if the candidate scores a 70% or higher on the written examination.

The City of Norwalk appreciates your interest in our General Services Department. If you have questions, please contact Lisa J. Hivnor at (419) 663-6700.

The City of Norwalk is an Equal Opportunity Employer.

CITY OF NORWALK
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title: LABORER
Classification Specification: 30201 Laborer

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

QUALIFICATIONS

1. completion of secondary education or equivalent
2. six (6) months unskilled and semi-skilled work

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess and maintain a valid State of Ohio Commercial Driver's License (CDL), minimum Class B, with the appropriate endorsements. Must qualify for and remain insurable under the City of Norwalk'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. develop and maintain working relationships with associates, contractors and the general public
4. prepare and maintain accurate documentation

Skill in:

1. operation of light motorized equipment
2. operation of hand and power tools and equipment
3. operation of standard mechanic's tools and equipment

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

1. Performs various unskilled, semi-skilled and skilled laborer tasks; shovels dirt, stone and gathers brush and debris; help repair line breaks; cleans catch basins; shovels snow; repairs and erects street signs; picks up leaves; paints road markings.
2. Operates/utilizes various hand and power tools and equipment to assist with job assignments; drives truck, front end loader and other light equipment as assigned; operates truck with snow plow attachment to plow snow and salt city streets and property.
3. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES

1. Performs preventative maintenance on equipment.
2. Completes work records as required.
3. Performs other duties as assigned.

Position Title: LABORER

EQUIPMENT OPERATED

1. light motorized equipment
2. hand and power tools
3. trucks

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.



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? _____

Yes

No

If yes, give date _____

Do any of your friends or relatives, other than spouse, work here? _____

Yes

No

If yes, state name, relationship, and department _____

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

WE ARE 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				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				
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				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				

Comments: Include explanation of any gaps in employment.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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

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.

ADDITIONAL INFORMATION

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

SPECIALIZED SKILLS

List skills/equipment operated

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: _____

Print Form