

**CITY OF NORWALK**  
**SAFETY/SERVICE DEPARTMENT**

**CITY HALL**  
PO Box 30  
38 Whittlesey Avenue  
Norwalk, Ohio 44857  
(419) 663-6700  
FAX (419) 663-6788

Mayor Rob Duncan  
CITY OF NORWALK  
[www.norwalkoh.com](http://www.norwalkoh.com)

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September 23, 2016

Please run the following ad under the "Help Wanted" Section of the Classifieds for three days. September 26<sup>th</sup>, 27<sup>th</sup>, and 28<sup>th</sup>, 2016, for acct no. 1235814. Also online the job boards for 30 days.

Position Opening

The City of Norwalk is currently accepting applications for a full-time position for laborer at the Sanitation Department.

Applicants must have completed eighth grade school, plus six (6) months unskilled or semi-skilled work experience or equivalent. Must possess and maintain a valid State of Ohio CDL (commercial Driver's License) and appropriate endorsements.

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.

Applicants who are an Ohio resident, and provide a copy of their DD-214 form with honorable discharge will receive an additional 20%.

An application and job description may be picked up at Norwalk City Hall, 38 Whittlesey Avenue, Norwalk, or downloaded from [www.norwalkoh.com](http://www.norwalkoh.com). The application deadline is October 26, 2016 at 4:30 p.m. Applications must be returned to Norwalk City Hall.

The City of Norwalk is an equal opportunity employer.

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

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**Position Title:** LABORER  
**Classification Specification:** 40101 Sanitation Laborer/Driver

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<b>Office/Division:</b>	Sanitation	<b>Employment Status:</b>	Full-Time
<b>Reports To:</b>	Superintendent of Sanitation	<b>Civil Service Status:</b>	Classified
	Asst. Super. of Sanitation	<b>FLSA Status:</b>	Non-Exempt

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### QUALIFICATIONS

1. completion of eighth school grade, plus six (6) months unskilled or semi-skilled work experience, or equivalent.

### LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess and maintain a valid State of Ohio Commercial Driver's license (CDL) and appropriate endorsements.

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

#### Ability to:

1. follow instructions
2. develop and maintain working relationships with associates and the general public
3. perform heavy labor for extended periods of time under possible adverse conditions
4. prepare accurate documentation

#### Skill in:

1. operate/utilize hand and power tools

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

1. Operates refuse and recycle trucks in order to pick up refuse and recyclables; transports to proper location for unloading.
2. Picks up refuse and recyclables and loads onto trucks.
3. Performs preventative and service maintenance on trucks.
4. Completes work records.
5. Performs general maintenance and cleaning of garage.
6. Demonstrates regular and predictable attendance.
7. Maintains required licensure and/or certification.

### OTHER DUTIES AND RESPONSIBILITIES

1. Performs other duties as assigned.

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**Position Title:        LABORER**

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**EQUIPMENT OPERATED**

1.    refuse trucks
2.    recycle trucks
3.    hand and power tools

**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.    The handling of materials and supplies.
8.    Hand and portable powered tools.
9.    Portable jacks.
10.   Air contaminants.
11.   Blood and other potentially infectious materials.
12.   Hazardous chemicals.
13.   exposure to adverse weather conditions
14.   exposure to traffic, dust, dirt, and odors
15.   exposure to hazardous driving conditions

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.

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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: \_\_\_\_\_

