



## MEMORANDUM

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TO: PROSPECTIVE APPLICANTS FOR EMPLOYMENT for

# STREET MAINTENANCE WORKER I

FROM: PERSONNEL CLERK  
CITY OF WARRENSBURG, MO

SUBJECT: RESUMES & APPLICATIONS

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ALL applicants need to fill out the employment application in its entirety.

Should you have a resume, please attach it to the back of the packet.  
The job description is something you should keep for a reference.

***RETURN BY 5:00 P.M., JULY 30, 2010***

Please return to Personnel:  
City of Warrensburg  
102 S. Holden St.  
Warrensburg, MO 64093

Thank you for your interest  
in the City of Warrensburg.



CITY OF WARRENSBURG, MISSOURI

GENERAL APPLICATION FOR EMPLOYMENT

Position Applied for: STREET MAINTENANCE WORKER I Date:

Name: First Middle Last Soc. Sec. #

Street Address:

City: State: Zip Code:

Daytime Phone # ( ) Evening Phone # ( )

Driver's License # State:

E-mail address (optional)

Have you ever used another name? Yes No If yes, give name:

Type of employment desired: Full Time Temporary Part Time Permanent

Days available: Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Hours available: Available for overtime? Yes No

Salary desired:

Are you over the age of 18? Yes No

If you are under the age of 18, and it is required, can you furnish a work permit? Yes No

A previous applicant? Yes No

A previous employee? Yes No

Do you qualify for work study? Yes No

Legally able to work in the United States? Yes No

A licensed driver with a car available for work? Yes No

Do you have any relatives who work for the City? Yes No

If yes, names: Relationship

How did you learn about this job?

- Advertisement in: (Publication)
Employee: (Name)
Employment Agency: (Name)

One-Stop Center

Missouri Works

Other: \_\_\_\_\_ (Specify)

**Other than minor traffic violations, have you ever been convicted of or do you currently have any charges pending against you for any offense?  Yes  No**

**If yes, describe in detail: \_\_\_\_\_**

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**As used in this application, "convicted" includes any finding of guilty, plea of guilty, or plea of nolo contendere, regardless of whether or not imposition or execution of sentence is suspended. A traffic violation involving the use of alcohol or drugs is considered major, not minor.**

**NOTE:** Are you submitting a resume with this application?    Yes    No

***EMPLOYMENT HISTORY - (Most recent first)***

**Employer:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Telephone # (     )** \_\_\_\_\_

**Description of Duties:** \_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**May we contact this employer as a reference:**    Yes                       No

**Employer:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Telephone # (     )** \_\_\_\_\_

**Description of Duties:** \_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

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**Employer:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Telephone # (     )** \_\_\_\_\_

**Description of Duties:** \_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Telephone # (     )** \_\_\_\_\_

**Description of Duties:** \_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**EDUCATION**

**Highest level of education obtained:**

- Less than high school diploma or equivalent. Grade completed: \_\_\_\_\_
- High school
- GED
- Undergraduate
- Graduate
- Technical
- Other: \_\_\_\_\_(Specify)

\* \* \* \*

**High School Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_

\* \* \* \*

**College/ University Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Degree Obtained:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

(If enrolled in a College/University, please include a copy of a current class schedule)

\* \* \* \*

**Graduate/Professional School Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Degree Obtained:** \_\_\_\_\_

**Field(s) of Study:** \_\_\_\_\_

\* \* \* \*

**Technical/Business School Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Degree/Certificate Obtained:** \_\_\_\_\_

**Other School Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Degree/Certificate Obtained:** \_\_\_\_\_

**MILITARY SERVICE**

Have you served in the armed services of the United States or its allies?  Yes  No

If yes: **Branch of Service** \_\_\_\_\_

**Dates of Service** \_\_\_\_\_

**Rank at Discharge** \_\_\_\_\_

**Please attach a copy of your DD 214.**

**OTHER TRAINING/EXPERIENCE**

Please describe any additional training/experience/ skills you possess which would be an asset in performing the duties of this position:

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**LICENSES/CERTIFICATES HELD**

License/Certificate: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Licensing Authority: \_\_\_\_\_ License # \_\_\_\_\_

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License/Certificate: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Licensing Authority: \_\_\_\_\_ License # \_\_\_\_\_

\* \* \* \*

License/Certificate: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Licensing Authority: \_\_\_\_\_ License # \_\_\_\_\_

**REFERENCES**

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Name	Address	Telephone #
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Name	Address	Telephone #
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Name	Address	Telephone #
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References should be people who are unrelated to you who have knowledge of your character and/or work history which would assist the City in evaluating you as a potential employee.

**APPLICANT VERIFICATION**

I understand that the City of Warrensburg will be making inquiries to verify the information contained on this application, including contacting former employers and references and verifying criminal, work, and educational records.

I hereby certify that I have carefully reviewed this application and that the information given in this application, and any accompanying documentation, is true, accurate and complete to the best of my knowledge and ability. I realize that, if employed, any false or misleading information given in this application and accompanying documentation may be grounds for dismissal. Personnel can be terminated anytime without reason being specified.

I further certify that I have read the job description attached hereto and that I am able to perform the essential functions of the position, with or without an accommodation. I further consent to the full implementation of the City of Warrensburg, Missouri's, drug and alcohol testing policies as per the manual should I be placed for employment.

I understand that pre-employment drug testing is required before my employment with the City is final. I hereby consent to pre-employment drug testing.

I hereby authorize the City of Warrensburg, Missouri, to conduct inquiries into my character, reputation, and ability and release those supplying such information from all liability. I further hereby authorize the City of Warrensburg, Missouri, to obtain a copy of my driving record and to perform a criminal records background check.

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

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



**CITY OF WARRENSBURG, MISSOURI**  
**APPLICANT'S SELF-ASSESSMENT OF JOB QUALIFICATIONS**

**Job Title:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Instructions to Applicants**

Attached is a description of the job for which you are applying. This job description does not list every job task or requirement, but it attempts to outline the tasks that a candidate must be able to perform to do the job, and the requirements that a qualified candidate should meet.

Please read this job description carefully. For each task, consider whether you can properly and safely carry out the task, and for each requirement consider whether you believe you can meet the requirement. If you have a disability, but can meet a requirement or do a task if we make a reasonable accommodation for the disability, answer "yes" when asked if you can do the job.

If you have questions about what the job requires, please contact the Personnel Clerk.

- YES. I can meet all the job requirements and perform all the tasks of the job (with or without reasonable accommodation), with only the following exception(s):**
  
- NO. I cannot meet all the requirements of the job and perform all the essential functions, even with reasonable accommodation of any disabilities I may have. Do you have any current openings that do not require:**

\_\_\_\_\_  
\_\_\_\_\_

**Attestation**

**I have read the job description carefully. By signing here, I certify that, if I have said that I can do the job, I can perform all the essential functions of the job safely and properly, except as noted.**

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

## POSITION DESCRIPTION

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**JOB TITLE:** Street Maintenance Worker I

Name:

**DEPARTMENT:** Street Department

**DATE:** 09-2007

**IMMEDIATE SUPERVISOR:** Operations Manager - Streets

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### ESSENTIAL FUNCTIONS

I. Operations Coverage and Activities

100 % of Time

- A. Assists and operates a wide variety of tools including welders, cutters and power tools to complete maintenance of equipment and facilities as necessary assuring for safety.
- B. Operates trucks, loaders, brush hog, and other related equipment to maintain streets, right-of-ways and drainage ways.
- C. Assists in operating snow plows and sanders to clear snow and ice from City streets and parking lots.
- D. Assists in maintenance of equipment, vehicles and tools used by the Department.
- E. Assists the WPC Department with repairs to sewers and manholes.
- F. Assists with chip seal, repairs or asphalt and concrete, pot holes, and crack fill operations.
- G. Assists in maintenance of right-of-ways in alleys and streets by mowing, cutting, and chipping brush, tree limbs and other obstructions.
- H. Assists in grading barrow ditches and drainages, repairing or installing culverts and drainage structures or other work to ensure proper drainage of storm water.
- I. Assists in the maintenance of buildings and grounds of City owned property including repairs, painting and other related work.
- J. Assists other departments as needed.
- K. Assists in the maintenance of traffic control devices, pavement markings and signs.
- L. Removes trash from containers in the downtown area and other City locations.
- M. Assists with decoration for the holidays.
- N. Assists with painting, welding, electrical, concrete, plumbing and building maintenance projects assuring for thoroughness and for safety.
- O. Assists with construction and renovation projects
- P. Assists with pavement markings and sign maintenance.

II. City Wide Practices

- A. Performs effectively as a member of a team in carrying out the City of Warrensburg's stated vision, mission and values assuring for professionalism.
- B. Works to maintain the City of Warrensburg's mission statement for safety which includes maintaining a safe environment for not only the employee, but also co-workers and any public. Reports unsafe work equipment, workstations, practices and procedures, and follows the City's safety policies.
- C. Maintains awareness and works towards a spirit of cooperation and communication with co-workers and all departments within the City of Warrensburg assuring for professionalism and courtesy.
- D. Attendance is an essential function of this position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

### **WORK ENVIRONMENT**

- ◆ Average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above-Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Average exposure to darkness
- ◆ Average exposure to cramped spaces.
- ◆ Exposure to hot materials.
- ◆ Average exposure to cramped spaces
- ◆ Exposure to hot materials.

### **PHYSICAL EFFORT**

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle work related materials and tools.
- ◆ Above -Normal physical strength to handle 100 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above Average endurance.

### **KNOWLEDGE REQUIREMENTS**

- ◆ Completed High school diploma or equivalent.
- ◆ Must possess a valid drivers license.
- ◆ Ability to obtain CDL (Commercial Drivers License) within 6 months of hire
- ◆ Ability to obtain and maintain a State of Missouri B License with air brakes.
- ◆ Ability to operate a motor grader, sweeper, backhoe, skidsteer, dump truck, asphalt oil truck, tractor, mower, bobcat, loader, and roller.

### **MENTAL EFFORT**

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Average complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Average analytical thinking.
- ◆ Average conceptual thinking.

### **COMMUNICATION**

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average interpersonal communication.

### **SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.