



MEMORANDUM

TO: PROSPECTIVE APPLICANTS FOR EMPLOYMENT for

Parks Maintenance I

FROM: HUMAN RESOURCES DEPARTMENT
CITY OF WARRENSBURG, MO

SUBJECT: RESUMES & APPLICATIONS

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.

Applications will not be considered after the posted closing date. All applicants will be contacted in a timely manner.

CLOSING DATE OF November 30, 2016

Please return to Human Resources:
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: PARKS MAINTENANCE I Date:

Name: First Middle Last

Street Address:

City: State: Zip Code:

Daytime Phone # Evening Phone #

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

http://www.ucmo.edu/career/students/jobs/federalworkstudy.cfm

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:

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 in addition to 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: _____

May we contact this employer as a reference: Yes No

Employer: _____ **Dates Employed:** _____

Address: _____

Position: _____ **Salary:** _____

Supervisor: _____ **Telephone # ()** _____

Description of Duties: _____

Reason for Leaving: _____

May we contact this employer as a reference: Yes No

Applications will only remain current for a period of 30-45 days and will not be considered beyond that point. They can be resubmitted later if need be.

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:

LICENSES/CERTIFICATES HELD

License/Certificate: _____ Date Issued: _____

Licensing Authority: _____ License # _____

* * * *

License/Certificate: _____ Date Issued: _____

Licensing Authority: _____ License # _____

REFERENCES

| Name | Address | Telephone # |
|------|---------|-------------|
|------|---------|-------------|

| Name | Address | Telephone # |
|------|---------|-------------|
|------|---------|-------------|

| Name | Address | Telephone # |
|------|---------|-------------|
|------|---------|-------------|

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 also verifying criminal, work, driving and educational records. I also agree to provide the necessary information to conduct this background check.

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. I further understand that this is an application for employment and that no employment contract is being offered. I understand that if I am employed, such employment is at-will and the City may change wages, benefits and conditions at any time.

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 abilities 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.

The City only accepts employment applications with original signatures.

Date: _____

Signature: _____



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

Job Title: **PARKS MAINTENANCE I**

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 Human Resources.

- 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:** _____

City of Warrensburg
Position Description

JOB TITLE: Parks Maintenance I
DEPARTMENT: Parks and Recreation
DATE: November 2016
JOB STATUS: Non-exempt
IMMEDIATE SUPERVISOR: Parks Operations Superintendent

JOB DESCRIPTION SUMMARY

As an important member of the Parks and Recreation team, the parks maintenance I position will perform a wide variety of manual tasks including skilled, semi-skilled work and equipment operation in maintaining all grass, sports fields, public grounds, trails, playgrounds and park facilities. Works independently at a skilled level under the general supervision of the Parks Operations Superintendent.

Further through participation in the Parks and Recreation Department, this member will function as part of a team, striving for continuous improvements of their functional areas, along with the department, and the City as a whole.

Essential Functions

- | | |
|----------------------------------|---------------------|
| I. Maintenance Activities | 100% of Time |
|----------------------------------|---------------------|
- A. Maintains the mowing and spraying of all grass, maintains the sports fields, community center and all grounds on a permanent basis assuring for a clean and safe environment for positive public relations.
 - B. Maintains playground equipment including painting and repair work assuring that it meets CPSC safety standards.
 - C. Assist with trash route and restroom cleaning in all facilities and parks.
 - D. Maintains equipment, vehicles, and buildings assuring that they are in good conditions and safe for others to work in and around.
 - E. Assists with asphalt, painting, carpentry, plumbing, electrical, HVAC, concrete, welding and mechanical projects as needed assuring for completeness and for safety for self and others at all times.
 - F. Assists with snow removal as needed assuring for availability. Maintains a state of readiness when storms are forecasted.
 - G. Installs and maintains landscaping for all park facilities and community center.
 - H. Assists in the maintenance of buildings and park grounds of all City owned parks property including repairs, painting and other related work.
 - I. Assists removing hazardous trees and/or shrubs for safety and work accessibility.
 - J. Assists other departments as needed.
 - K. Uses all types of power equipment to perform necessary parks and community center projects, as needed assuring for safety.
 - L. Removes trash from containers in all of the park facilities and other locations.
 - M. Assists with set ups of equipment and any needed items for Parks and Recreation programs, leagues, special events, City functions and/or any departmental scheduled events.
 - N. Attends seminars and other programs, attends staff meetings assuring for professional development.

O. Assists with maintenance of indoor and outdoor aquatic facilities and equipment assuring safety.

II. City Wide Practices

100% of Time

- 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 follow 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.

MINIMUM QUALIFICATIONS

This position requires a High School Diploma or equivalent and a minimum of 3-5 years' experience in parks maintenance. The person must have an excellent work history, be available for on-call duty, after-hours and weekends, have a valid Missouri Motor vehicle operator's license and willingness to use own transportation in the course of performing required duties, or as required. The candidate is required to submit to drug/alcohol screening and full background investigation.

WORK ENVIRONMENT

- Above-Average accessibility of all work sites required for the position.
- Average exposure to cramped spaces.
- Above-Average exposure to chemicals and fumes.
- Above-Average exposure to heights.
- Above-Average exposure to work safety hazards.
- Above-Average amount of overtime/extended work hours required.
- Above-Average exposure to all types of weather.
- Above-Average to loud noises.
- Above-normal exposure to darkness.

PHYSICAL EFFORT

- Above-Normal physical mobility: movement from place to place on the job, considering distance and speed.
- Above-Normal physical agility: ability to maneuver body while in place.
- Above-Normal physical strength to handle routine office 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, and etc.
- Above-Normal endurance.

KNOWLEDGE REQUIREMENTS

- Completed high School diploma or equivalent.
- Experience and proficiency with grounds assessment, motor vehicle maintenance, small engine repair, painting, carpentry, plumbing, electrical, tractor, skid steer, and lawn mowers.
- Ability to obtain a Class B CDL.
- 3 years or more experience in grounds keeping or horticulture.
- Working knowledge of pesticides and chemical applications.
- Must have current and valid Missouri driver's license.

MENTAL EFFORT

- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average complexity of decision making.
- Average memory, considering the amount and type of information.
- 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.