

—The City of

TROY



I L L I N O I S

Everything Within Reach

EMPLOYMENT APPLICATION

Please complete the entire application.

Employer Information

Employer: City of Troy
Address: 116 E. Market St.
City State ZIP: Troy, Illinois 62294
Telephone: 618-667-9924

It is the policy of City of Troy to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

Applicant Information

Applicant Full Name: _____

Home Address: _____

City: _____ State: _____ ZIP: _____

Number of years at this address: _____

Daytime phone: _____ Evening phone: _____

Mobile phone: _____

Driver's License (State/Number): _____

Emergency Contact

Who should be contacted if you are involved in an emergency?

Contact Name: _____

Relationship to you: _____

Daytime phone: _____ Evening phone: _____

Job Position Applied :Full Time-Public Works Water

Salary Desired: \$ _____ per

Previous Employment:

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Mth/Yr): _____ / _____ to Mth/Yr _____ / _____

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Mth/Yr): _____ / _____ Mth/Yr _____ / _____

Applicant's Education and Training

College/University Name and Address: _____

Did you receive a degree? _____ Yes _____ No

If yes, degree(s) received: _____

School/GED Name and Address: _____

Other Training (graduate, technical, vocational):

Please indicate any current professional licenses or certifications that you hold:

Awards, Honors, Special Achievements:

Military Service:

_____ Yes _____ No

Branch: _____

Specialized Training: _____

References

List any two non-relatives who would be willing to provide a reference for you.

Name:

Address:

City/State/ZIP:

Telephone:

Relationship:

References

Name: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Relationship: _____

Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize City of Troy to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

1 HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND 1 UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE

DATE

JOB TITLE: Public Works Crew: Water Distribution & Collection/Street**DEPARTMENT: Public Works****REPORTS TO: Public Works Crew Leader****STATUS: Full Time****FLSA STATUS: Non-Exempt/Hourly****Prepared Date: 8/8/2012****JOB SUMMARY:**

Perform water distribution and sewer collection service line installation, repairs and maintenance tasks; and/ or, perform City Street, alley, curb, storm sewer, ditch and culvert repairs and maintenance tasks. Service and maintain vehicles and equipment; operate heavy to light equipment and tools; collect water samples.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Perform construction tasks in areas of water collection & distribution, and/or, street maintenance areas.

Clean sewer/storm sewer lines by flushing system; dye test sewers/storm sewers; jet cleans sewers/storm sewers with high pressure truck; replace broken sewer/storm sewer lines; raise manholes/catch basins to level flush with street; seal manholes.

Remove old concrete and replace with new concrete structures. Construct forms and replace according to measurements.

Operate heavy to light equipment and tools including: dump truck, snowplow, backhoe, sewer jet truck, jackhammer, compressor, tampers, cutoff saws, tile cutters, pumps, trencher, tapping tools and hand tools.

Service and maintain vehicles and equipment.

Assist reading meters in the Troy water system and enter data into Interrogator computerized data collector on a monthly basis; replace broken commercial water meters.

Assist in spraying herbicides for weeds; apply mosquito larvae chemicals.

Perform other duties and functions as required or assigned.

QUALIFICATIONS:

Knowledge of or the ability to learn water distribution and sewer collection operations and standards, and street and alley operation and standards. Ability to operate communications equipment. Must be able to use light to heavy equipment such as: backhoe, dump truck, front loader, snowplow, directional boring rig locating device, jet vactor truck, directional boring rig, skid loader and trencher. Must be able to use water line location device; metal detector locating device pito-device for measuring water flows from fire hydrants, cameras for sewer line inspections, gas detector device for entry of confined spaces, air compressor, jack hammer, leak detector device, laser for laying sewer lines. Must be able to use a trench shield, shoring jacks, hand jack hammer, rock drill and hydraulic pipe cutter, dewatering pumps and tapping tools; miscellaneous hand tools. Ability to perform job duties and responsibilities during emergency stressful situations and under extreme weather conditions.

EDUCATION and /or EXPERIENCE:

High School diploma or equivalent; 21 years of age; and two years work experience.

LANGUAGE, CUSTOMER SERVICE & ORGANIZATIONAL SKILLS:

Effective communication and interpersonal skills. Possess effective time management skills.

CERTIFICATES, LICENSES, REGISTRATIONS & TRAINING:

Valid Illinois State CDL Driver's License with air brake and tanker endorsement. Obtain and maintain annual mosquito larvae application license. Complete confined space entry, trenching and shoring training; J.U.L.I.E. training.

PHYSICAL REQUIREMENTS:

Ability to operate light to heavy equipment and tools including: dump truck, snowplow, backhoe, sewer jet truck, jackhammer, compressor, tampers, cutoff saws, tile cutters, pumps, trencher, tapping tools, and hand tools. Position required prolonged walking, standing, crawling, kneeling, climbing, and stooping. Ability to lift 50 lbs. Ability to perform job duties and responsibilities during emergency/non-emergency situations and under extreme weather conditions.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.