

CITY OF TROY EMPLOYMENT OPPORTUNITY

PUBLIC WORKS CREW MEMBER POSITION

\$26.86/hourly

The City of Troy seeks qualified applicants for the Public Works Department. General duties include Water Distribution, meter reading, Sewer Collection, Streets, Storm Sewers, grounds, building, equipment and vehicle maintenance. A full job description and requirements are included with the application.

This is a full-time, non-exempt position with Health and life insurance, IMRF pension, paid vacation and other benefits.

Applications can be picked up at The City of Troy/Administration office. Located at 116 E. Market Street, Troy, IL or by going to the website www.troyil.us and visiting the home page/city news.

Education and or Experience: High School diploma or equivalent: 21 years of age and two year's work experience.

Applications accepted up until January 2, 2024 by 4:30 pm.

CITY OF TROY

Job Description

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.

Must be able to use light to heavy equipment such as backhoe, dump truck, front loader, snowplow, directional boring rig locating device, jet vector truck, directional boring rig, skid loader and trencher.

Must be able to use water line location device, metal detector locating device, pitot-device for measuring water flows from fire hydrants, cameras for sewer line inspections, gas detector device for entry of confined spaces, air compressor, jackhammer, leak detector device, and 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, and miscellaneous hand tools.

Ability to operate communications equipment.

Ability to perform job duties and responsibilities during stressful emergency situations and under extreme weather conditions.

EDUCATION AND/OR EXPERIENCE:

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

LANGUAGE, CUSTOMER SERVICE AND ORGANIZATIONAL SKILLS:

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

CERTIFICATES, LICENSES, REGISTRATIONS AND 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, JULIE 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, trenchers, tapping tools, and hand tools.

Position requires 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.



APPLICATION FOR EMPLOYMENT

City of Troy - 116 E. Market St. - Troy, Illinois 62294

(618) 667-9924 www.troyil.us

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital, or veteran status, the presence of a medical condition or handicap, or any other legally protected status.

Instructions: Fill out this application completely and accurately. If your application is filled out properly, it may increase your chances of employment. All statements in your application are subject to verification. Incorrect statement(s) will bar or remove you from employment. If writing space is inadequate, use the continuation sheet at the end of this application.

(Please Print)

Position Applied for: _____ **Date:** _____

How did you learn about us: ☐ **Advertisement** ☐ **Friend** ☐ **Relative** ☐ **Walk-In**
☐ **Employment Agency** ☐ **Other**

PERSONAL INFORMATION:

Last Name First Name Middle Name

Home Address City State Zip Code

Home Telephone Mobile Telephone Driver's License Number

E-Mail Address

Are you a U.S. Citizen? ☐ YES ☐ NO

Have you ever filed an application with us before? ☐ YES ☐ NO

Have you ever been employed here before? ☐ YES ☐ NO

Are you currently employed? ☐ YES ☐ NO

Are you available to work? ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

On what date would you be available to work? _____

We are an Equal Opportunity Employer

EDUCATION & TRAINING:

	Name & Location	Years Completed	Dates	Diploma/ Degree
High School		9 10 11 12		
College		1 2 3 4		
Describe any Specialized Skills, training, etc.				
Certifications				

List any professional, trade, or business activities that pertain to the position for which you are applying:

List any additional information you feel may be helpful to us in considering your application:

REFERENCES:

Fill in the names of five (5) adults not related to you and not former employers that have known you for a period, preferably more than five (5) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality, and other qualities.

1	Name	Address	Phone
	Occupation	Years Known	
2	Name	Address	Phone
	Occupation	Years Known	
3	Name	Address	Phone
	Occupation	Years Known	
4	Name	Address	Phone
	Occupation	Years Known	
5	Name	Address	Phone
	Occupation	Years Known	

EMPLOYMENT EXPERIENCE:

List all jobs you have held for the last 10 years, including periods of unemployment. Put your present or most recent job first. Include military service. List in proper time sequence and temporary or part-time jobs.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone	Hourly Rate / Salary		
	Starting	Ending	
Job Title			
Reason for Leaving			Supervisor

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone	Hourly Rate / Salary		
	Starting	Ending	
Job Title			
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Address			
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	Starting	Ending	
Job Title			
Reason for Leaving			Supervisor

If additional space is needed, please continue on a separate sheet of paper.

List any specialized job related skill and/or qualifications acquired from employment or other experience:

EMERGENCY CONTACTS:

Name	Address	Telephone	Relationship

RELEASE OF INFORMATION WAIVER:

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I authorize the 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.

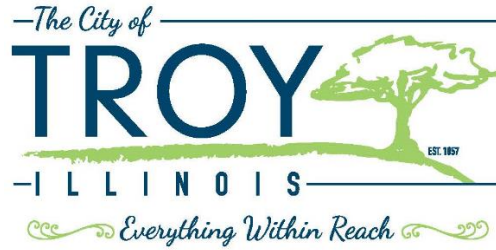
In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer. I authorize background checks and social media background checks as needed.

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

Applicant signature: _____ **Date:** _____

Received by: _____

[illegible]



The City of Troy requires its employees to reside:

- A. Within the corporate limits of the City; or
- B. Within ten (10) miles of the corporate limits.

If employed, the applicant agrees to fulfill this within six (6) months of employment date.

If employed, the applicant agrees to maintain a telephone in good working order at his/her place of residence.

Also, offer of employment is contingent on verification of the applicant's education, employment, and personal references.

By signing below, the applicant acknowledges agreement with conditions listed above.

Date

Signature of Applicant

Application for Employment

City of Troy
116 E. Market St.
Troy, IL 62294
(618) 667-6741

AUTHORIZATION TO RELEASE INFORMATION

The undersigned hereby authorizes the release and full disclosure of any information and all records, concerning the undersigned to any authorized agent of the Troy Police Department.

The undersigned authorizes the disclosure and furnishing to the Troy Police Department, copies of any and all information relating to the undersigned's employment, work record, salary, attendance, education, disciplinary history, performance evaluations, reputation, medical records, criminal history, driving history, and military service records. Information of a confidential or privileged nature may be included. The information will be used to assist with the undersigned's employment background investigation.

The undersigned hereby releases The City of Troy from any and all liability or damages, which may result from furnishing the information requested. The undersigned acknowledges that in the event an application is disapproved, the source of confidential information cannot be revealed.

A photocopy of this release will be valid as an original even though the photocopy does not contain an original writing of my signature.

Driver's License # _____ State _____

SSN # _____

Signature: _____

Printed Name: _____

Date: _____

Witness Signature: _____