

City of Chelan  
Employment Opportunity

Utility Worker

City of Chelan is accepting applications for the position of Utility Worker. Monthly pay range: \$4,080 - \$4,902. Application deadline: September 25, 2020 or until filled. Go to [www.cityofchelan.us](http://www.cityofchelan.us) for additional information and employment application.

## CITY OF CHELAN JOB DESCRIPTION

**TITLE:**                    **UTILITY WORKER**

DEPARTMENT:        PUBLIC WORKS

REPORTS TO:        SUPERVISORS

SUPERVISES:        NONE

ADOPTED/REVISED DATE: 2/24/05        SALARY GRADE:    UNION

### **POSITION PURPOSE/SUMMARY**

This person performs a variety of support services for the Public Works Department including, but not limited to, light and heavy equipment operation, repairs and maintenance programs.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Promotes positive public relations.
- Operates light and heavy equipment.
- Maintains street, water, sewer and sanitation systems as assigned.
- Installation and repair of waterlines, sewer lines, roadways, alleys and vegetation.
- Snow removal, traffic control and storm drainage systems.
- May also assist with garbage collection and recycling programs.
- Performs other related duties as needed.

### **WORKING CONDITIONS**

Work is normally performed in an outside environment subject to weather conditions and exposure to a variety of vehicles and equipment and confined spaces.

### **KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS**

- Knowledge of methods, means and materials to perform this position.
- Knowledge of use and maintenance of light and heavy equipment, trenching shoring and other safety working conditions.
- Ability to perform strenuous labor activities.
- Ability to establish and maintain effective working relationships with co-workers, other agencies and the public.

## **QUALIFICATIONS REQUIRED**

Graduation from an accredited high school or General Education Development (GED) supplemented with additional education, experience and certifications relating to this job.

Valid Washington State Driver's License with driving record free from serious or frequent violations.

Possess or obtain Commercial Driver's License within six months of employment.

Certification and Licenses required within one year of hire:

First Aid/CPR, Flagging and Traffic Control

## **APPLICATION PROCEDURE**

Application forms are available at City Hall, 135 East Johnson Avenue

Application must be submitted to the City Clerk by 5:00 pm on September 25<sup>th</sup>, 2020.

Note: In accordance with the Immigration Reform and Control Act of 1986, employment of persons hired by the city after November 6, 1986 will be contingent upon presentation of acceptable documents verifying identity and authorization for employment in the United States.

THE CITY OF CHELAN IS AN EQUAL OPPORTUNITY EMPLOYER

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.



# EMPLOYMENT APPLICATION

## CITY OF CHELAN

135 East Johnson Avenue • PO Box 1669 • Chelan, Washington 98816 • (509) 682-4037

APPLICATION WILL BE PROCESSED ONLY WHEN THE CITY OF CHELAN HAS ANNOUNCED A RECRUITMENT AND THE CLOSING DATE HAS NOT PASSED. THE CITY OF CHELAN WILL NOT PROCESS UNSOLICITED APPLICATIONS FOR EMPLOYMENT NOR WILL IT RETAIN APPLICATIONS FOR FUTURE CONSIDERATION.

Qualified applicants receive consideration for employment without discrimination because of sex, marital status, race, color, creed, national origin, age or the presence of a sensory, physical or mental disability. The City of Chelan will provide reasonable accommodation to disabled applicants if requested. Please notify the Mayor's Office at least two days prior to the need.

OFFICE USE ONLY

POSITION APPLIED FOR: \_\_\_\_\_

Name:

Social Security #:

*Last,*

*First*

*Middle*

*In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. SSN will be used for identification purposes to ensure that proper records are obtained.*

Current Mailing Address: \_\_\_\_\_ Email Address \_\_\_\_\_

Physical Address: \_\_\_\_\_

Telephone Number (Home) \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Specify days and hours you are available to work: \_\_\_\_\_

Date Available to Start Work: \_\_\_\_\_

How were you referred to the City of Chelan? \_\_\_\_\_

Are you prevented from lawfully working in the United States by visa or immigration status? Yes  No

*Note: Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.*

Have you applied for work with the City of Chelan before? Yes  No

If Yes, specify the date(s): \_\_\_\_\_

Have you ever been employed by the City of Chelan? Yes  No

If Yes, specify the date(s): \_\_\_\_\_

Give the names and relationships of any relatives employed by the City of Chelan: \_\_\_\_\_

Do you possess a valid Washington State Driver's license? Yes  No

Can you perform all the functions of the position for which you are applying with or without reasonable accommodation? Yes  No

Are you at least 18 years of age ? Yes  No

Special Skills: \_\_\_\_\_

Certification/Licenses: \_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY

### U.S. MILITARY RECORD

Have you served in the U.S. Armed Forces? Yes  No

If Yes, please give the dates of service: From: \_\_\_\_\_ To: \_\_\_\_\_

Branch: \_\_\_\_\_ Can you provide a copy of your DD-214? Yes  No

Start with your current or most recent employer. Fill in completely even if including a resume. Incomplete applications may not be accepted.

1. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

**If you need additional space for employment history or education, please mark this box  and continue on page 4.**

### EDUCATION

Name of School	Location	Did You Graduate?	Majors/Minors	Degrees Received
High School			<input type="checkbox"/> Diploma	<input type="checkbox"/> G.E.D.

**PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

I authorize the City of Chelan to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions and the City of Chelan from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications and my suitability for employment with the City of Chelan.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the City of Chelan has not employed me and for immediate dismissal if the City of Chelan has employed me. I also authorize the City of Chelan to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency or other party having a legal and proper interest, and I hereby release the City of Chelan from any and all liability for its providing this information.

I understand that nothing in this employment application, in the City of Chelan policy statements or personnel guidelines or in my communications with any City of Chelan official is intended to create an employment contract between the City of Chelan and me. I also understand that the City of Chelan has the right to modify its policies without giving me any advance notice of the changes. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Chelan unless it is made in writing and signed by the Mayor of Chelan. I understand that if an employment relationship is established, I have the right to terminate my employment relationship at any time for any reason. I also understand that the City of Chelan retains the right to terminate my employment at any time for any reason.

I understand that an incomplete application may delay action or disqualify me from further consideration.

I hereby acknowledge that I have read and understand the preceding statement.

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Signature of Applicant

Date of Application

**Employment Continued**

4. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_
5. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_
6. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

**Education Continued**

Name of School	Location	Did You Graduate?	Majors/Minors	Degrees Received