



## EMPLOYMENT OPPORTUNITY

### PUBLIC WORKS DEPARTMENT LIGHT EQUIPMENT OPERATOR

(Temporary/Seasonal)

The City of Oberlin is accepting applications for **Part-Time and/or Full-Time Seasonal Light Equipment Operators** in the Buildings & Grounds Division, General Maintenance Division and/or Water Division of the Public Works Department. Duties include manual labor and operation of light equipment in the maintenance of the City's parks, facilities and infrastructure. The position requires working outdoors, sometimes in inclement weather. Must be flexible and available for occasional weekend assignments.

**Minimum Qualifications:** Must be 18 years of age or older. Must possess a valid state of Ohio Driver's License. Comparable work experience preferred.

**Starting Hourly Rate: \$10.50/Hour D.O.Q.**

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Applications and full job description are available at [www.cityofoberlin.com](http://www.cityofoberlin.com) and at Oberlin City Hall (85 South Main Street, Oberlin, Ohio 44074).

**Applications may be returned via email to:**  
[hr@cityofoberlin.com](mailto:hr@cityofoberlin.com)

**Or mailed to:**  
City of Oberlin Human Resources Department  
85 South Main Street  
Oberlin, Ohio 44074

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**OPEN UNTIL ALL POSITIONS FILLED – FIRST REVIEW MONDAY, MARCH 16, 2020**

*The City of Oberlin is a Drug-Free Workplace and an Equal Employment Opportunity employer.*

## CITY OF OBERLIN JOB DESCRIPTION

### Light Equipment Operator

<b>Title:</b>	Light Equipment Operator	<b>Department:</b>	Public Works
<b>Supervisor:</b>	Public Works Director, Superintendents, field supervisors	<b>Position(s) Supervised:</b>	N/A
<b>Status:</b>	Part-Time, Full-Time Seasonal	<b>Civil Service Status:</b>	Classified/Non-Competitive
<b>FLSA Status:</b>	Non-Exempt	<b>Exemption Category:</b>	N/A
<b>Bargaining Unit:</b>	N/A	<b>Pay Grade:</b>	Not Categorized
		<b>Schedule:</b>	Determined by Superintendent based on operational needs of the Department

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

**General Statement of Duties:** The Light Equipment Operator is responsible for operating various equipment and performing manual labor in the process of maintaining the City's streets, infrastructure, water and wastewater treatment facilities, parks, cemetery, and related public facilities, buildings, grounds and equipment. While the Light Equipment Operator works under the direct supervision of the Public Works Superintendents or other staff as assigned, he/she may work independently, in the absence of direct supervision.

The Light Equipment Operator shall work with some independence and be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The Light Equipment Operator shall demonstrate effective performance through clear, concise communication; teamwork; proper utilization of resources; personal accountability; and responsibility.

This job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding this position or to limit the nature and extent of assignments a person may be given.

**Minimum Qualifications:** Requires the applicant to be 18 years of age or older. Must be able to learn to safely operate and maintain all applicable equipment. Must be able to work with little supervision. This position requires working outdoors, sometimes in inclement weather. Experience working with the public or in a position with public contact highly desirable. Valid Ohio Driver's License required.

An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

**Primary Job duties:** *(Essential functions are identified by an ‘ \* ’)*

**1. General Duties**

- Operates tractors, mowers, weed whips and related power and hand tools to maintain and improve public landscapes as directed.\*
- Maintains, repairs and improves the City’s recreational facilities including baseball diamonds, soccer fields and basketball courts, etc.\*
- Assists in coordination of services in support of public events.\*
- Performs brush and leaf collection. Collects trash from parks.\*
- Assists in the maintenance, repair and improvement of municipal streets, infrastructure, water and wastewater treatment facilities, parks, cemetery, and related public facilities, buildings, grounds and equipment.\*
- Develops and maintains effective working relationships with those contacted during the course of work.\*
- Complies with all safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public.\*
- Perform other related duties as assigned.

**2. Supervision**

- Works under the supervision of the Public Works Director, Public Works Superintendent and/or field supervisors in the Public Works Department as assigned

**3. Unusual or Special Working Conditions**

- Responds to call-outs in times of emergency.
- Dependability in this position is vital.
- Working hours vary. Generally, working hours are from approximately 7:00 a.m. to 4:00 p.m., Monday through Friday. Special events and operational needs will require flexible scheduling to work before or after the normal working hours and on weekends.
- Applicants must be able to work in an outdoor environment, in various weather conditions including severe weather and in possible hazardous traffic conditions.

**Required Knowledge, Skills and Abilities:**

- Knowledge of basic safety principles and practices
- Ability to establish and maintain effective work relationships with supervisor, co-workers, employees, City officials and the public
- Ability to investigate, analyze and effectively resolve problems and conflicts
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and handle sensitive issues with discretion/sound judgment

**Work Environment and Equipment Utilized:** Standard personal protective equipment and traffic safety equipment is utilized routinely in the job, and the work is performed in the field, where the employee may be exposed to extreme conditions of weather, sound, odors and other unpleasant conditions and hazards. Position requires competing demands; may require occasional work beyond normal business hours. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Reviewed by Civil Service Comm: 04/06/11  
Reviewed by City Council: N/A

**City of Oberlin**

85 South Main Street

Oberlin, Ohio 44074

(P): (440) 775-1531

(F): (440) 776-4840

(E): hr@cityofoberlin.com



# EMPLOYMENT APPLICATION

**Position Applied For:** \_\_\_\_\_**Date of Application:** \_\_\_\_\_

***We consider applicants for all positions without regard to race, color, religion, gender, national origin, sexual orientation, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status, as long as they are able to perform the essential functions of the job with or without reasonable accommodation. We will not refuse to hire an applicant because of disability so long as the disabled applicant is qualified to perform the essential functions of the job with or without reasonable accommodation.***

(Please Print)

Last Name		First Name		Middle Name	
Address		City	State	Zip Code	
Telephone Numbers Cell		Other (Please Specify) _____			
E-Mail Address*:					

***\*E-Mail Addresses will be used to notify you of the status of your application***

Are you age 18 or over? ☐ Yes ☐ NoAre you employed now? ☐ Yes ☐ NoMay we contact your present employer? (ONLY upon establishing mutual interest) ☐ Yes ☐ No

On what date would you be available for work? \_\_\_\_\_

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ TemporaryDo you currently possess a valid Ohio Driver's License? ☐ Yes ☐ NoDo you currently possess a valid Commercial Driver's License (CDL)? ☐ Yes ☐ NoIf yes, please complete the following: CDL Class: ☐ Class A ☐ Class B ☐ Class C

Endorsements / Restrictions: \_\_\_\_\_

Has your driver's license ever been suspended because you operated a motor vehicle while under the influence of alcohol or drugs? ☐ Yes ☐ No

## Education

	High School or GED				Undergraduate College/University				Graduate/ Professional			
School Name and Address												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Describe Course of Study												
Describe any specialized training, apprenticeship, skills, and extra-curricular activities												
Describe any honors you have received												
State any additional information you feel may be helpful to us in considering your application												

*(Educational level will be considered only to the extent a particular level of educational achievement is necessary for successful job performance.)*

### List professional, trade, business, or civic activities and offices held.

*You may exclude memberships which would reveal gender, race, color, religion, national origin, age, ancestry, disability, political affiliation, or other protected status.*

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## References

### List three work references (not related to you) preferably in a supervisory role.

Name	Telephone Number	Position	Years Known
1. _____			
2. _____			
3. _____			

## Special Skills and Qualifications

Summarize any special job-related skills and qualifications acquired from employment, military, or other experience.

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# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, age, ancestry, gender, national origin, disabilities, political affiliation, or other protected status. If you need additional space, please continue on a separate sheet of paper.

**This section must be filled out, even if you are attaching a résumé!**

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title                      Supervisor	Starting	Final	
	Reason for <u>WANTING</u> to Leave			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title                      Supervisor	Starting	Final	
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title                      Supervisor	Starting	Final	
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title                      Supervisor	Starting	Final	
	Reason for Leaving			

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Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

If you have served in the U.S. Armed Forces, are you currently discharged from active duty? ☐ Yes ☐ No

Are you legally eligible for employment in the United States? ☐ Yes ☐ No  
(If you are hired by the City you must provide proof of your eligibility and any required documentation.)

## Applicant's Statement

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I, \_\_\_\_\_, understand that this is an application for employment and not  
(Print Applicant Name Here)  
an employment contract.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that the City may make a **thorough investigation of my entire work and personal history** and may verify all data given in my application for employment, related documents or interviews. **I authorize such investigation and release from liability any person(s) giving or receiving such information. I understand that falsification of data so given, or other derogatory information discovered as a result of this investigation, may prevent my being hired, or, if hired, may subject me to immediate dismissal.**

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Initial

I understand that if the City offers me employment, **the offer of employment will be contingent upon me taking and passing a drug test** as a condition of employment, and further understand that I may be **required to submit to additional pre-employment testing as may be required for the job.**

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Initial

I understand that if the City offers me employment, I am required to abide by all rules and regulations of the City, and that the City retains the right to establish, modify and change those regulations including those pertaining to scheduling, overtime and shift assignments. I understand that if hired by the City, my employment can be terminated by the City subject only to applicable laws and regulations.

I am aware **this application is a "Public Record"** as defined by Ohio Public Records law and will be treated in accordance with that law.

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## EQUAL EMPLOYMENT OPPORTUNITY SURVEY

(Read information below)

*Please return this form with your completed application to the Human Resources Department in Oberlin City Hall at 85 South Main Street, Oberlin, Ohio 44074.*

Name: \_\_\_\_\_

(Please Print)

Gender: ☐ Male ☐ Female

Education Level: \_\_\_\_\_

(i.e. GED/High School, Some College, 2-year degree, 4-year degree, Master's Degree)

Race: ☐ Black (Non-Hispanic)

☐ White (Non-Hispanic)

☐ Hispanic

☐ Asian/Pacific Islander

☐ American Indian/Alaska Native

☐ Other: \_\_\_\_\_

Do you have a physical or mental disability? (Answer is strictly voluntary) ☐ Yes ☐ No

Job applied for: \_\_\_\_\_

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

Where did you learn about this job posting?

☐ College/School Employment/Guidance Office

☐ Cable TV

☐ I am a Current Employee

☐ Church: \_\_\_\_\_ (Please Specify)

☐ Internet

☐ Word of Mouth

☐ Newspaper or Prof. Journal Advertisement: \_\_\_\_\_ (Please Specify)

☐ Other: \_\_\_\_\_ (Please Specify)

In which City, Village, or Township do you reside? \_\_\_\_\_

*Thank you for your assistance*

## IMPORTANT INFORMATION

The data requested above will be kept strictly confidential and will **NOT** be a part of any personnel or job application records. This information will be accessible only to the Equal Employment Opportunity Officer and is being gathered in compliance with Federal Equal Employment opportunity regulations. It will be used to evaluate the City's policy of providing equal job opportunities to all applicants, and to respond to federal and state reporting requirements.

**SPECIAL NOTE:** Should you feel that you were discriminated against while seeking a particular job with the City of Oberlin, you are encouraged to file a written complaint to that effect with the Equal Employment Opportunity Officer.

**PLEASE COMPLETE THE INFORMATION ABOVE!**