

CITY OF OTHELLO



EMPLOYMENT APPLICATION

Applications will be processed only when the City of Othello has announced a recruitment and the closing date has not passed. The City of Othello will not process unsolicited applications for employment nor will it retain applications for future consideration. The City of Othello is an EEO employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age marital status, disability, genetic information, veteran's status or any other basis protected by applicable discrimination laws.

PRINT or TYPE.

| | | |
|--|---------|-------------------------------------|
| APPLICANT'S NAME (Last) (First) (M.I.) | | |
| MAILING ADDRESS (Number and Street) | | DAYTIME TELEPHONE NUMBER |
| (City) | (State) | (Zip Code) MESSAGE TELEPHONE NUMBER |
| POSITION FOR WHICH YOU ARE APPLYING | E-MAIL | PERSONNEL USE ONLY |

1. GENERAL

| | | |
|---|------------------------------|-----------------------------|
| A. Are you currently employed by the City of Othello? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| B. Can you perform essential functions of this position with/without reasonable accommodation? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| C. Are you available to work evenings and weekends if necessary? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| D. The City of Othello is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's convictions record as it relates to job performance. A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied. Have you been convicted of a felony or released from prison within the last ten years, or been convicted of a misdemeanor other than minor traffic offenses within the past three years? If yes, please explain _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| E. Have you ever been dismissed or fired from a position for any reason? (A "YES" answer will not automatically bar you from further consideration--provide details in Item H.) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| F. Have you ever resigned from or quit a position while under investigation or after being informed that discipline would be taken against you, or during an appeal of a disciplinary action? (A "YES" answer will not automatically bar you from further consideration--provide details in Item H.) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| G. Are you legally eligible for employment in the United States? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| H. EXPLANATIONS (Please feel free to attach additional pages as necessary): Do any convictions of a crime within the last ten years involve behavior that would adversely affect job performance? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| I. Do you possess a valid Driver's License? (If "YES", fill in the information below.) State issued by: _____ Describe any applicable endorsements or restrictions: | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| J. Do you have any relatives who work for the City of Othello? (If "YES", provide the name(s) below.) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

2. EDUCATIONA. Check the highest grade completed: ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

B. If you did not complete high school, do you have a high school equivalency diploma?

☐ YES☐ NOC. Check the number of years of post-secondary education: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7

| | Name and Location of Institution | Units Completed | Dates Attended | Course of Study | Degree, Diploma or Certificate Obtained |
|----|----------------------------------|-----------------|----------------|-----------------|---|
| 1) | | | | | |
| 2) | | | | | |
| 3) | | | | | |
| 4) | | | | | |
| 5) | | | | | |

D. List below valid licenses or certificates of professional or vocational competence relevant to this application.

| | License/Certificate | License/Certificate Number | Expiration Date |
|----|---------------------|----------------------------|-----------------|
| 1) | | | |
| 2) | | | |
| 3) | | | |
| 4) | | | |

3. EMPLOYMENT HISTORY--Starting with the most recent, describe ALL paid, military, and applicable volunteer experience. If you do not have adequate space on this form to provide a complete work history, please attach a resume.

| | | |
|--------------------|---|------------------------------|
| From | To | Job Title |
| Hours per Week | Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO | Name of Company/Organization |
| Address | | Phone |
| Duties | | |
| Reason for Leaving | | |

| | | | |
|--------------------|---|------------------------------|--|
| From | To | Job Title | |
| Hours per Week | Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO | Name of Company/Organization | |
| Address | | Phone | |
| Duties | | | |
| Reason for Leaving | | | |

| | | | |
|--------------------|---|------------------------------|--|
| From | To | Job Title | |
| Hours per Week | Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO | Name of Company/Organization | |
| Address | | Phone | |
| Duties | | | |
| Reason for Leaving | | | |

| | | | |
|--------------------|---|------------------------------|--|
| From | To | Job Title | |
| Hours per Week | Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO | Name of Company/Organization | |
| Address | | Phone | |
| Duties | | | |
| Reason for Leaving | | | |
| | | | |

| | | | |
|--------------------|---|------------------------------|-------|
| From | To | Job Title | |
| Hours per Week | Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO | Name of Company/Organization | |
| | | Address | Phone |
| Duties | | | |
| Reason for Leaving | | | |

| | | | |
|--------------------|---|------------------------------|--|
| From | To | Job Title | |
| Hours per Week | Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO | Name of Company/Organization | |
| Address | | Phone | |
| Duties | | | |
| Reason for Leaving | | | |

| | | | |
|--------------------|---|------------------------------|--|
| From | To | Job Title | |
| Hours per Week | Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO | Name of Company/Organization | |
| Address | | Phone | |
| Duties | | | |
| Reason for Leaving | | | |

| | | | |
|---|-----------|---------------|--|
| 4. REFERENCES--Please list three professional references who know about your qualifications. | | | |
| Name | Address | Daytime Phone | Relationship |
| A. | | | |
| B. | | | |
| C. | | | |
| D. May we contact your current employer? | | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. MISCELLANEOUS | | | |
| A. When will you be available to start work? | | | |
| 6. NOTICES | | | |
| <ul style="list-style-type: none"> • If you are employed by the City of Othello, you will be required to establish your identity and authorization to work in the United States, as required by the Immigration Reform and Control Act. • The City of Othello is a smoke and drug free work place. You may be required to complete a drug test prior to employment and may be subject to random drug testing after employment (safety sensitive positions only). • If you are unable to complete the application process due to disability, the City of Othello will provide reasonable accommodations to assist you. • Please do not submit an identification photo; if needed, we will obtain one after hire. | | | |
| 7. CERTIFICATION | | | |
| <p>I hereby certify that the information provided by me in this application for employment is true, correct, and complete. I understand that any misstatement, failure to answer fully or omission of fact in this application may result in my not being considered in the selection process or may result in my dismissal after hire. I understand that acceptance of an offer of employment does not create a contractual obligation upon the City of Othello to continue to employ me in the future. I understand that if I receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons or vulnerable adults, the City of Othello is required to complete a thorough background check as authorized by the Child/Adult Abuse Information Act. If I am applying for an exempt position, I understand that nothing in this application or my communications with any City of Othello official is intended to create an employment contract between the City of Othello and me. For determination of my potential employment eligibility, I hereby authorize release of educational, police, criminal, employment and reference information pertinent to the position for which I am applying. I further authorize the City of Othello to rely upon and use, as it sees fit, any information received from such contacts.</p> | | | |
| NAME | Signature | | Date |
| | | | |

EMAIL or DELIVER your completed application to:

Tania Morelos, City Clerk

tmorelos@othellowa.gov

City of Othello

500 E Main St

Othello, WA 99344



RELEASE OF INFORMATION

I certify that the information given by me to the City of Othello is true and complete to the best of my knowledge. I understand that, if employed, false or misleading information may result in immediate dismissal.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the City of Othello's interest, nor will I become engaged in such activity or business if employed.

I authorize the City of Othello to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Othello from any liability for future references it may provide regarding my work history at the City.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either the City of Othello or myself. I understand that no representative of the City of Othello, other than the City Administrator or Mayor, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If employed, I further agree that if the City of Othello advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any of the City of Othello's property, the City of Othello is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

Applicant

Date



CITY OF OTHELLO SEASONAL MAINTENANCE WORKER JOB DESCRIPTION

| | | |
|-----------------|---------------------------------------|----------------------|
| JOB TITLE: | Seasonal Maintenance Worker | |
| REPORTS TO: | Public Works Director | |
| FLSA STATUS: | Non-Exempt | |
| CLASSIFICATION: | Non-Union | |
| PREPARED BY: | Public Works Department | DATE: April 28, 2023 |
| APPROVED BY: | Curt Carpenter, Public Works Director | DATE: April 28, 2023 |
| SALARY RANGE: | \$16.00-\$18.00/per hour DOE | |

Position Overview

This is a parks maintenance position, performing a variety of tasks, which require proficient equipment operation, skilled tool manipulation and manual labor to maintain the city parks, pool, and other duties as directed.

Essential Duties & Responsibilities

ESSENTIAL ELEMENTS include the following: use hands and fingers to feel, manipulate or move objects, tools, or controls; reach with hands and arms; push, pull and lift objects; stand and/or walk or sit for successive extended periods; ascend or descend ladder; work at elevated heights; work in a space that is very close to the body with restricted movement; peripheral vision, depth perception, and the ability to adjust focus; hearing to distinguish equipment operating levels; ability to apply commonsense understanding to carry out instructions which frequently involve complex equipment to deal with problems involving multiple concrete variables in mostly standardized situations.

GENERAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned:

- (a) Operates equipment, and hand tools and performs manual labor to maintain grass, shrubs and trees in the city parks and other city owned locations.
- (b) Clean and maintain all city restrooms and park shelters.
- (c) Clean and maintain the city pool.
- (d) Visually inspects equipment at periodic intervals to detect malfunctions or need for repair, adjustment or lubrication, and to assure recommended operating standards are met.
- (e) Maintains equipment by adding greases, oils, and other fluids and performs repairs on equipment as directed.
- (f) Familiarize self and train others in safety related to tools, equipment and construction and maintenance procedures.
- (g) Work Park events in order to assure cleanliness and maintenance of the park, including ball fields and all areas of the parks.

- (h) Maintain daily time sheet and work order reports.
- (i) As other duties assigned.

PRIMARY DUTIES AND RESPONSIBILITIES include indicated among the following and other duties as assigned:

- (a) Maintains parks and right of ways by performing the following: mow lawns; trim and edge around walks, flower beds, and walls; prune shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs; clean grounds and remove litter; remove/pull and spray weeds; plant grass, flowers, trees, and shrubs; water lawns and shrubs as needed; maintain and repair irrigation system; repair fences, gates, walls and walks; maintain outbuildings and ball fields; maintain, repair and install playground equipment, paint park shelters, tables and restrooms.
- (b) Assists in the maintenance and repair of the municipal pool by performing the following: clean and maintain the facility, including the pool buildings and the grounds around the pool.

Knowledge, Skills and Abilities

LANGUAGE SKILLS: Ability to read and comprehend instructions, short correspondence, memos and reports that may provide technical information. Has the ability to write simple correspondence. Has the ability to present information in one-on-one and small group situations of other employees of the organization. Language written and spoken is English. Bilingual is helpful.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in units of American standard measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply commonsense understanding to choose an appropriate method or procedure to carry out instructions furnished in written, oral, or diagram form, and discerns that the work complies with prescribed standards. Ability to examine and interpret data, search for additional data, summarize and draw conclusions.

EQUIPMENT OPERATING SKILLS: Ability to perform operations using tools, machines and equipment common to this department, including various ground maintenance equipment. These would include such items as lawn mowers, a rake-o-vac and a gator. Machine and equipment skills must be sufficient to use the equipment in the manner it was made for, along with moving, positioning and performing major and minor tasks in a safe and efficient manner. Tool skills must include choosing a suitable tool and accomplishing work in strict conformance with departmental standards.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to use hands and fingers, to handle, or feel objects, tools, or controls; and to reach with hands and arms. The employee is frequently required to stand and/or walk for a two-hour period or sit for a two-hour period. The employee is occasionally required to climb a ladder to ascend to work at elevated heights or descend to work below ground level. The employee must occasionally push and pull objects weighing in excess of 60 lbs. and regularly lift 30 lbs. or more with assistance. Specific vision abilities required by this job include peripheral vision, depth perception, and the ability to adjust focus. Employees must be able to hear and distinguish equipment-operating levels, warning devices and communication equipment.

Work Environment

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places, and narrow spaces that allow only minimal body movement, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

Supervision received: Employee is provided verbal or written instruction describing task and desired result of performance. Technical advice is provided for difficult or unusual problems. The employee will often be working without direct supervision and must be able to do all required tasks with little to no supervision.

Supervision given: Employee responsibilities may require directing the work of others.

Education, Experience and Other Requirements

Preference of one to three years related training or experience with landscaping, grounds-keeping, park equipment operation and tool use.

Licensing and Certification requirements: Valid Washington Driver's License or ability to acquire and a driving record acceptable to the City's insurance carrier.

Must be able to pass a background check and drug screening.

Verification of identity and United States work authorization must be completed as required by the Immigration Reform and Control Act.

Additional Information

The City of Othello is an Equal Opportunity Employer.

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position.

The employment application is available at <https://www.othellowa.gov/jobs>

Employee Signature: _____

Date: _____



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Applicant

Date