CITY OF GERING
Job Posting Notice

Job Title	Summer Positions
Department	Parks, Pool, Cemetery, Water/Wastewater, Golf, Streets, and Sanitation
Grade Level	Grade 1
Posting Period	March 3, 2017 (open until filled)
Application Deadline	Initial screening of applications will begin March 24, 2017. Applications need to be returned to the City Administration Office located at 1025 P Street, Gering, NE 69341.
Job Description	Available at City of Gering Administration Office

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

Job Applications must be completed in their entirety ("see resume" is not sufficient) as this is the tool that will be used during the initial review in order to select applicants for interview. A resume may and should be completed and submitted with the job application.

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions and other parties to verify the accuracy of the information provided in this application. You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.

Human Resources

CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name First Middle Date

Street Address (physical and mailing) Home Telephone:

City State Zip Cellular Telephone:

Have you ever applied for employment with us? Date Available to Begin Work:

No Yes If yes, date: _____

Position Desired: Pay Expected:

Apart from absence for religious observance, what hours are you available?

☐ Full-Time ☐ Seasonal

☐ Part-Time ☐ Overtime (if requested)

Are you legally eligible for employment in the United States? Yes No

Have you ever been bonded? ☐ No ☐ Yes

Membership in professional and civic organizations (Exclude those that may disclose your race, color, religion, age, or national origin.

Other special training or skills (languages., machine operations, etc.), special accomplishments or awards

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/ Technical						
College						
Graduate						

MILITARY Did you serve in the U.S. Armed Forces? ☐ Yes ☐ No If "Yes", in what Branch?

Describe any training received relevant to the position for which you are applying:

References we may contact:

Name Years known Telephone Business

Name Years known Telephone Business

Name Years known Telephone Business

EMPLOYMENT Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name		Telephone:	
Address		Starting Pay:	
Supervisor's Name		Ending Pay:	
Job Title:		Employment Dates:	
Describe Your Work:		From:	
		To:	
Reason for Leaving:			

Company Name		Telephone:	
Address		Starting Pay:	
Supervisor's Name		Ending Pay:	
Job Title:		Employment Dates:	
Describe Your Work:		From:	
		To:	
Reason for Leaving:			

Company Name		Telephone:	
Address		Starting Pay:	
Supervisor's Name		Ending Pay:	
Job Title:		Employment Dates:	
Describe Your Work:		From:	
		To:	
Reason for Leaving:			

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do Not Contact: Employer: _____

Reason: _____

Please read and understand this statement before signing your application:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

_____ _____

Signature Date

Please return to City of Gering Administration Offices, 1025 P Street, Gering, NE 69341 Fax: 308-436-6899

POSITION DESCRIPTION

Class Title:	**Assistant Pool Manager**	Grade Number:	3
Department:	Pool	Date:	August, 2010
Status:	Non-Exempt	Safety Sensitive:	Yes

GENERAL PURPOSE

This is seasonal supervisory work concerned with the functions and operations of the City swimming pool.

SUPERVISION RECEIVED

Works under the general supervision of the Pool Manager and, on occasion, the City Administrator and/or Parks and Recreation Director.

SUPERVISION EXERCISED

Supervises lifeguards in the absence of the Pool Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists with all City swimming pool operations.

Assists with and may be responsible for opening and/or closing of the City swimming pool.

Rescues bathers in distress.

May serve as bath house attendant.

May act as the Pool Manager in his or her absence.

Assists with examinations of water samples for chemical content.

Applies resuscitating methods and administers first aid as required.

PERIPHERAL DUTIES

Works as a lifeguard as needed.

DESIRED QUALIFICATIONS

Education and Experience:

(A) One season of experience in a supervisory capacity in the operation of a public or private swimming pool

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of the operation of a swimming pool, including chemical treatment and filtration, lifesaving, first aid and safety hazards, the handling of patrons and the maintenance of sanitation standards.
(B) Knowledge of water rescue methods and related first aid procedures.
(C) Skill in swimming, lifesaving and first aid.
(D) Possession of the physical strength and agility required to perform rescue work.
(E) Ability to supervise the operation of the City swimming pool
(F) Ability to maintain routine records.
(G) Ability to maintain good public relations with patrons and associates.
(H) Ability to cope with situations firmly, courteously, tactfully and with the respect and for the rights of others.

SPECIAL REQUIREMENTS

First Aid and CPR certification.

Completion of a water safety instruction course.

Possession of the Red Cross Senior Life Saving Certificate and completion of the Red Cross Standard First Aid Course.

Ability to pass such prescribed tests as may be given under the auspices of the City.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: