



CITY OF GERING

Job Posting Notice

Job Title: Seasonal Positions

Department: Parks, Golf Maintenance, Golf Pro, RV Park

Pay Scale: minimum starting pay \$12.50

Application Deadline: Open until filled

Job Descriptions: Attached

The City of Gering is now accepting applications for seasonal positions. Employment opportunities are available at Monument Shadows Golf Course, Parks Department and Robidoux RV Park. Positions include Park Laborers, Clubhouse Attendants, Golf Maintenance.

A Seasonal position is a temporary position that is only available for a portion of the year, it may last up to 6 months depending on the needs of the department.

An Equal Opportunity Employer, Only U.S. citizens and aliens authorized to work in the United States will be hired and all employees are required to complete a verification form.

**Please submit a completed application including a cover letter
by email or in person.**

City of Gering
Shannon Goss
1025 P Street/PO Box 687
Gering, NE 69341
Phone: 308-436-6848
sgoss@gering.org



Seasonal Application Instructions

Please read and understand these statements before signing your job application.

1. **Complete Application:** You must complete the job application in its entirety. References to "see resume" are not sufficient, please do not leave any area blank, use N/A if not applicable. The application will be used for the initial review to select applicants for interviews.
2. **Cover letter is required:** A cover letter must be submitted with the job application.
3. **Truthful Information:** The information provided in this job application must be true. False or misrepresented information will result in the rejection of your application or termination of employment if discovered after hiring.
4. **Authorization to Verify Information:** By signing this application, you authorize the City of Gering to obtain information from previous employers, educational institutions, and other parties to verify the accuracy of the information provided.
5. **Waiver of Claims:** You waive all rights and claims against the City of Gering for seeking and using this information to evaluate your application.
6. **Position-Specific Application:** This application is only for the position you are currently applying for. If you wish to apply for another position, even if it is the same classification, you must complete and submit a new application.



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 Name Middle Date

Street Address (physical & mailing address) Contact Number

City State Zip Code Email Address

Have you ever applied for employment with us?

Yes No If yes, dates: _____ Date available to begin work: _____

Position desired: _____ Pay expected: _____

What hours are you available?

Full Time Part-Time Seasonal Overtime (if requested)

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

Are you over the age of 18? Yes No

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

Other special training or skills (languages, machine operation, etc.), special accomplishment 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 School						
College/University						
Graduate School						

Military Service: Did you serve in the U.S. Armed Forces? ___ Yes ___ No

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 HISTORY:

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.

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

Phone: 308-436-6848

Fax: 308-436-6899

or email to sgoss@gering.org

POSITION DESCRIPTION

Class Title:	Park/Golf Laborer	Pay Scale:	Unclassified
Department:	Parks	Updated:	March 2024
Status:	Non-Exempt	Safety Sensitive:	Yes

GENERAL PURPOSE

Performs a variety of semi-skilled tasks to assist in the overall maintenance of public grounds, buildings and equipment.

SUPERVISION RECEIVED

Works under the immediate supervision of the Parks Caretaker.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Must be able to operate riding and push mowers and string trimmers.

Able to perform minor maintenance on equipment such as checking oil and fluid levels and sharpen blades.

Maintain athletic fields.

Clean restrooms, haul trash, plant trees, flowers and shrubs.

Fertilize, spray and water trees, flowers and shrubs.

Some heavy physical labor is involved such as digging, sod work, concrete and planting big trees.

Help in building new buildings, painting, installation and repairs of sprinklers, cleaning shop and vehicles.

Assist in work on miscellaneous projects such as building picnic tables and playground equipment.

Ability to perform job duties under adverse conditions, within the limits of personal safety.

Ability to work effectively with others.

Ability to understand and carry out oral and written instructions.

Ability to operate various power tools and equipment.

PERIPHERAL DUTIES

Duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) No previous training or experience is required.

Necessary Knowledge, Skills, and Abilities:

- (A) Ability to lift heavy objects and to work under adverse weather conditions, within the limits of personal safety.
- (B) Ability to understand and carry out written and oral instructions.
- (C) Ability to operate simple equipment and to perform routine building operation and maintenance tasks.
- (D) Ability to establish and maintain effective working relationships with associates, supervisors, and the public.

SPECIAL REQUIREMENTS

- (A) Valid state driver's license.
- (B) Minimum age requirement of 18.

TOOLS AND EQUIPMENT USED

Pickup truck, lawn and landscaping equipment, including tractors, mowers, aerifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

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 regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or

balance; stoop, kneel, crouch, or crawl; and talk or hear. Work in an elevated working environment such as a bucket truck, ladders, or roof.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 regularly works near moving mechanical parts and outside, may work in inclement weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to the risk of electrical shock.

The noise level in the work environment is usually loud.

May be required to work evenings and weekends.

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.

POSITION DESCRIPTION

Class Title:	Clubhouse Attendant I	Pay Scale:Unclassified
Department:	Golf	Updated: March 2024
Status:	Non-Exempt	Safety Sensitive: No

GENERAL PURPOSE

Performs routine duties assisting in the daily operations of the golf course and clubhouse.

SUPERVISION RECEIVED

Works under the general supervision of the Golf Professional or Clubhouse Attendant II.

SUPERVISION EXERCISED

Generally none.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Collects golf fees and other payments made to the golf pro-shop.

Maintains list of golf memberships, schedules tee times for golfers.

Provides customer assistance to pro shop customers and golfers.

Receives telephone calls and citizen visits concerning the golf course; handles questions; and responds to citizen's complaints.

Performs routine cleaning of shop and entrance area outside clubhouse including dusting, vacuuming and washing windows.

Performs cleaning of cart shed and outside club house; performs cleaning and light maintenance of golf carts.

Counts and balances cash drawer at end of day; if more than two are on duty one will count and balance and the second person will double check the drawer for accuracy.

Collects and washes golf balls from driving range on a routine basis.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) No previous training or experience is required.

Necessary Knowledge, Skills, and Abilities:

- (A) Working knowledge of cash register.
- (B) Skills in operating listed tools and equipment.
- (C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

SPECIAL REQUIREMENTS

- (A) Valid state driver's license.
- (B) Minimum age requirement of 16.

TOOLS AND EQUIPMENT USED

Point of Sale system, 10-key calculator, telephone, golf cart, public address system, computer, and vacuum.

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 stand, sit, talk or hear. The employee is frequently required to walk; use hands to operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance 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.

The noise level in the work environment is usually moderately quiet.

When performing duties outside may work in adverse weather conditions of cold, wind, or rain.

Shall expect to work evenings, weekends, and holidays.

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.

POSITION DESCRIPTION

Class Title: RV Camp Laborer

Department: Parks

Status: Non-Exempt

GENERAL RESPONSIBILITIES:

The RV Camp Laborer will report to the City's Director of Parks and Recreation. They will help in the managing the Campground, this individual shall be responsible for the following:

- a. Completion and collection of Campground Registration Forms to include name, address, and zip code for future marketing purposes.
- b. Completing a daily cash receipt form and turning over registration proceeds to the Director.
- c. Enforcement of campground rules and regulations.
- d. Customer service duties including providing directions to and information on, various tourist attractions, restaurants, and recreational opportunities in the area.
- e. Reporting to the Director any and all maintenance items that are not able to be completed by the Laborer.
- f. Reporting to the City Police Department any unwanted behavior within the park that may cause a potential health or safety hazard to those in and around the campground.
- g. The RV Camp Laborer shall be responsible for working together with other campground office staff, and coordinating any other responsibilities as reasonably assigned by the Parks & Recreation Director.