



CITY OF GERING

Job Posting Notice

Job Title: Park Caretaker

Department: Parks

Pay Scale: IBEW Union \$17.01 - \$25.14/hourly (based on experience & longevity)

Application Deadline: 4:00pm, Friday, February 2, 2024

Job Description: Attached

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 resume and cover letter,
by email, fax, or in person.**

City of Gering
Shannon Goss
1025 P Street/PO Box 687
Gering, NE 69341
Phone: 308-436-6848
Fax: 308-436-6899
sgoss@gering.org

POSITION DESCRIPTION

Class Title: **Park Caretaker**
Department: Parks
FLSA Status: Non-Exempt

Grade Number: IBEW 3
Updated: January 2024
Safety Sensitive: Yes

GENERAL PURPOSE

Position is full-time, regularly scheduled 40 hours per week with occasional over-time opportunities for special events, snow removal and cleanup after a natural disaster. Scheduled on-call is required April through October with some night and weekend work required. Performs semi-skilled work in the maintenance of public grounds, buildings, and equipment. Work assignments require different skills such as mechanical, plumbing, electrical, carpentry, welding, grounds maintenance, and ball field grooming experience.

SUPERVISION RECEIVED

Works under the immediate supervision of the Park Maintenance Supervisor.

SUPERVISION EXERCISED

None generally. May oversee community service workers or temporary employees as required and assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate and maintain large mowers, vehicles, and park equipment.
- Repair, paint and maintain buildings and equipment.
- Construct new buildings and miscellaneous projects such as benches, picnic tables, fences, and playground equipment.
- Water, seed, fertilize, spray and mow park turf grass and athletic fields.
- Prune, plant, maintain, and remove trees.
- Keep all grounds, buildings, shops, and restrooms clean.
- Maintain non-surfaced roads and parking lots.
- Assist in forming and pouring concrete.
- Remove and install sod.
- Prepare parks and recreational facilities for opening, closing and special events.
- Perform snow removal functions
- Maintain and make minor and major repairs on plumbing, electrical and water systems.
- Perform installation, maintenance, and repair functions on irrigation systems.
- Perform installation, maintenance, and repair functions on sidewalks.
- Perform standard sports field maintenance duties of building mounds, installing bases, dragging fields, edging fields, chalking, and painting lines.
- Assist with maintenance and repair of swimming pool filters, pumps, motors, and boiler.
- Must be alert and extremely safety conscious and exercise caution and sound judgement with operating all equipment.
- Keep records of work completed, inspections, maintenance activities, progress reports and timecards utilizing a personal computer.
- Enter data in Excel Spreadsheets, Google Docs, and utilize Microsoft Outlook
- Performs other duties as assigned.

PERIPHERAL DUTIES

Operates a backhoe, loader, tractor, trencher, bucket truck and or-mowers.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Completion of high school or equivalent combination of training or experience.
- (B) Prior education or experience in general maintenance and repair of buildings, grounds, and equipment
- (C) 18 years of age or older.

Necessary Knowledge, Skills, and Abilities:

- (A) Ability to operate vehicles, backhoe, loader, trencher, bucket truck, tractor, and mowers and effectively backup trailers.
- (B) Knowledge and ability to perform minor and major carpentry, plumbing, electrical and water repair work.
- (C) Ability to communicate orally and in writing.
- (D) Ability to use equipment and tools properly and safely.
- (E) Ability to understand, follow, and transmit written and oral instructions.
- (F) Ability to establish effective working relationships with employees, supervisors, and the public.
- (G) Ability to identify or learn to identify plant species and proper management and practices related to ornamental horticulture and turf grass management.

SPECIAL REQUIREMENTS

- (A) Valid state driver's license and maintain an insurable driving record: may be required to obtain a CDL endorsement with air brake and tank endorsement
- (B) Possession of a valid Nebraska Pesticide Applicators License or ability to obtain one within 12 months.
- (C) Must be able to report to work within 30 minutes for emergencies under normal driving conditions.
- (D) May be required to work on holidays

TOOLS AND EQUIPMENT USED

Pickup truck, lawn and landscaping equipment, including tractors, mowers, airifier, chainsaw, wood chipper, edger's, weed trimmers, spraying equipment, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, dusting equipment and any other tools or equipment required to perform duties.

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 and fingers to 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. At times must have the ability to work at considerable heights.

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.
- works outside in various extreme weather conditions.
- frequently works in high, precarious places.
- frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.
- exposed to vibration.
- occasionally exposed to risk of electrical shock.
- frequently is exposed to loud noise in the work environment.

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.

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 and cover letter are required, please submit 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.



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

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.

Reason for leaving

Company Name

Address

Supervisor's Name

Job Title

Describe your work

Reason for leaving

Telephone

Starting Pay

Ending Pay

Employment Dates:

From:

To:

Company Name

Address

Supervisor's Name

Job Title

Describe your work

Reason for leaving

Telephone

Starting Pay

Ending Pay

Employment Dates:

From:

To:

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) 436-5600
Fax: 308-436-6899
or email to sgoss@gering.org

NOTE:

If submitted by email or fax, please understand that the original applications need to be mailed to the above address.



EMPLOYMENT REFERENCE AND BACKGROUND CHECK

Disclosure Pursuant to the Fair Credit Reporting Act: *The City of Gering may obtain a Consumer Report about you for employment purposes. The Consumer Report may contain information about you including but not limited to the information set forth below. A summary of Your Rights Under the Fair Credit Reporting Act is attached.*

I, _____ authorize the City of Gering to check previous employment and/or personal references listed on my application and/or resume. I also give my consent the City of Gering to obtain the following:

- Records of educational institutions that I have attended.
- Driving record and civil/criminal history.
- Employment records from previous employers to include evaluations, disciplinary history, complaints or grievances filed by or against me.
- Pre-employment records from prospective employers.
- A consumer report that might show financial and credit information, including credit reports and ratings. Records from Financial Institutions to include loan performance, loan officer notes and financial statements, understanding that I have rights under the Fair Credit Reporting Act.
- Any information from Counsel who have represented me in civil/criminal cases and I specifically waive the attorney client privilege in that regard.

The above records may be obtained through a variety of agencies/sources, including the internet.

PRE-EMPLOYMENT DRUG TEST: I understand that job applicants who are being considered for employment for positions with particular responsibilities must submit to pre-employment drug testing.

Name (Including Maiden Name): _____ Social Security Number: _____

Address: _____ Phone: _____

Most Recent/Current Employer: _____ Date of Employment: _____

Supervisor's Name: _____ Job Title: _____ Phone: _____

Signature: _____ Date: _____

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051