

CITY OF GERING

Job Posting Notice

Job Title: Park Caretaker

Department: Parks

Grade Level: IBEW

Posting Period: November 15- December 10, 2021 (Position will remain open until filled.)

Application Deadline: 4:30 p.m., Friday
December 10, 2021 at Gering
City Administration Office,
1025 P Street, Gering, NE.

Job Description: Attached

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.

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

PARK CARETAKER - Full time position, City of Gering Parks Dept. Duties include but are not limited to installation, maintenance & repair of park/recreation equipment/facilities, and commercial sprinkler system installation & repair. Applicants with mechanical maintenance and experience in landscaping preferred. Duties are performed in all weather conditions. Minimum requirements include possession of a valid Nebraska Operator's License; CDL and Nebraska Pesticide Applicator's License required within six months of employment. Additional requirements, specific duties & responsibilities are available with the application form. Job will remain open until filled; initial screening of applications will begin December 10, 2021. Apply at the City of Gering, 1025 "P" Street, Gering, NE 69341 or at www.gering.org. EOE

POSITION DESCRIPTION

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

Grade Number: IBEW
Date: August, 2010
Safety Sensitive: Yes

GENERAL PURPOSE

Performs semi-skilled work in the maintenance of public grounds, buildings and equipment. Occasionally supervises seasonal workers. Work assignments require different skills such as mechanical, plumbing, electrical, carpentry, welding and grounds maintenance experience.

SUPERVISION RECEIVED

Works under the immediate supervision of the Park Maintenance Supervisor.

SUPERVISION EXERCISED

Occasionally supervises seasonal workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operate and maintain mowing 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 lawns and athletic fields.

Paint, maintain and remove trees.

Keep all grounds, buildings, shops and restrooms clean.

Maintain non-surfaced roads and parking lots.

Pour concrete.

Remove and install sod.

Prepare parks and recreational facilities for opening, closing and special events.

Perform snow removal of park sidewalks and City buildings.

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.

Performs snow removal functions.

Does routine vehicle maintenance.

Performs related work as required.

PERIPHERAL DUTIES

Operates a small backhoe, loader, tractor or mower.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Completion of the 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, tractor, and mower.
- (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.

SPECIAL REQUIREMENTS

- (A) Valid state driver's license with CDL endorsement, or ability to obtain one.
- (B) Possession of a valid Nebraska Pesticide Applicators License or ability to successfully pass the test for such license at the first opportunity.

TOOLS AND EQUIPMENT USED

Pickup truck, lawn and landscaping equipment, including tractors, mowers, airifier, 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; 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, 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.

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 in outside 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 risk of electrical shock.

The noise level in the work environment is usually loud.

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 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? _____ Are you legally eligible for employment in

Full-Time Seasonal Part-Time Overtime (if requested) the United States? Yes No

Have you ever been bonded? No Yes

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court? No Yes

If yes, please describe in full: _____

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