



CITY OF GERING

Job Posting Notice

Job Title: Sanitation Laborer – part time position

Department: Sanitation

Pay Scale: \$12.50 - \$15.00 per hour

Application Deadline: Position will remain open until filled; initial review of applications will begin at 4:00 p.m., Friday, September 29, 2023.

Job Description: Detailed Description Attached

Part time position at the City of Gering landfill. Duties include, but are not limited to, clean and pick up trash and debris along fences and areas surrounding landfill, assist in washing equipment, perform maintenance and repair on trash containers, and perform routine maintenance on equipment. Must be able to pass a random drug test and have a valid driver's license. Specific duties, responsibilities, and desired qualifications are available with the application form. Pick up an application at City of Gering, 1025 P Street, Gering, NE 69341 or at <https://gering.org/employment>.

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.

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



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.

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) 436-5600
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: _____

POSITION DESCRIPTION

Class Title: **Laborer**
Department: Sanitation
Status: Non-Exempt

Grade Number: 2
Date: September 2023
Safety Sensitive: Yes

General Purpose

Performs a variety of tasks in the maintenance & grounds upkeep of the landfill property.

SUPERVISION RECEIVED

Works under the immediate supervision of the Director of Environmental Services or Sanitation Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cleans and picks up trash and debris along fences and on properties surrounding landfill; operates cleaning equipment

Assists in washing various landfill equipment.

Performs maintenance and repair functions on trash containers and assists where needed.

Performs snow removal around baler building walkways.

Does routine maintenance on equipment.

Operates a small tractor or mower as needed.

Assists with recycling; assists with cleaning and washing baler building; assists in repairing trash containers; replacing container bottoms/ welding and cutting; painting containers.

Cleans offices, break room, and bathrooms

Assists in scale operations/ fill in for other personnel when needed

Collecting trash and debris out of alleyways

Performs other duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent, and
- (B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Ability to operate various pieces of power equipment.
- (B) Ability to communicate effectively verbally and in writing.
- (C) Ability to establish and maintain effective working relationships with employees, other departments, and the public.
- (D) Ability to perform job duties under adverse conditions, within the limits of personal safety.
- (E) Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid State driver's license.

TOOLS AND EQUIPMENT USED

Welder and cutting torch chop saws, motorized vehicles and equipment, including pickup truck, saws, pumps, compressors, generators, common hand and power tools, shovels, wrenches, detection devices, Mobil radio, phone, lawn mowers, golf cart, weed eater and weed burner.

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee will regularly be required to walk up and down both gradual and steep slopes while carrying trash and debris.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by the 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 in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibrations. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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