



## MIAMI TOWNSHIP

Montgomery County

10891 Wood Road, Miami Township, OH 45342

### JOB POSTING

<b>Position:</b>	Seasonal Parks Worker, Public Works Department
<b>Posted:</b>	February 17, 2020
<b>Closing:</b>	March 6, 2020
<b>Status:</b>	Seasonal, Non-Exempt
<b>Job Reference #:</b>	20200217
<b>Job Location:</b>	Public Works Facility, 10891 Wood Road, Miami Township, OH 45342
<b>Hours/Week:</b>	Generally 7:00 am to 3:30 pm weekdays, 40 hours per week depending on season
<b>Salary:</b>	\$12.00 per hour
<b>Benefits:</b>	No Benefits
<b>How to apply:</b>	Submit Applications to: 10891 Wood Road. Resumes are not accepted in lieu of completed application materials. Applications will be accepted until 3:00 PM on March 6, 2020.

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### POSITION SUMMARY

This is a contributing level in the Parks Worker classification and has no supervisory skills associated with the responsibilities. Hours per week are 40 depending on season with a maximum of 1500 hours per 365-day period. Employee reports to a supervisor, foreman, crew leader, and/or full-time staff. Incumbents of positions in this classification work in public areas such as parks, roadways, facilities, rights-of-way, medians, and on special crew assignments depending upon training requirements and operational needs. Work is closely supervised. Work methods are explained in specific terms and work is subject to frequent review. Performs a variety of skilled types of maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of park amenities, facilities, grounds and public roadway systems. Requires more than usual physical strength and endurance. Must be able to work under direction, and/or as a part of a team. Performs manual labor of more than ordinary difficulty that often involves the use of acquired skill. Does related work as required.

### GENERAL JOB DUTIES AND RESPONSIBILITIES

- Assist in the inspection, replacement and/or repair of grounds and amenities to ensure safety and operational standards are maintained;
- Assist in the maintenance of a variety of accurate records relating to inspections, maintenance activity, materials used, etc.;
- Ensure the proper maintenance of equipment and tools by cleaning and checking equipment and tools before and after each use;
- Perform all duties in conformance to appropriate safety and security standards;
- Perform required labor involved in construction and maintenance projects as part of a crew, including landscaping, mowing, painting, pavement repair, storm ditch digging, manhole and line cleaning, laying and backfilling, and crack sealing operations;
- Complete other duties as assigned by supervisor, foreman or crew leader.

## **ESSENTIAL DUTIES**

- Ability to perform the related duties of a Light Equipment Operator (mower, tractor, leaf collector, skid steer loader, brush cutter, blower, weed trimmer, paint striping);
- Dig, spread, and level dirt and gravel;
- Lift, carry and hold building materials, tools, and supplies;
- Spread concrete, asphalt, gravel and other materials using hand tools;
- Handle and use hand tools and power tools including chain saw, jackhammer, and gas-powered weed trimmer;
- Assist in the felling of trees, cuts limbs up, and drag the pieces to a brush chipper. Load pieces into brush chipper or onto truck;
- Drive vehicles and equipment;
- Drive vehicle with snow blade and salt spreader and operate other snow removal equipment;
- Available for scheduled overtime events.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Equipment operation, such as but not limited to: plate compactors, power tamps, chain saws, cement saws, pumps, mowers, trimmers, propane kettles, compressors, sanders, and generators;
- Ability and dexterity to work with handheld tools, such as but not limited to: common hand and power tools, shovels, wrenches, detection devices, mobile radio, and phones (conventional and mobile);
- Ability to learn and function within the areas of machinery, facilities, materials, methods and procedures used in this type of work environment;
- Ability to work for extended periods doing heavy labor;
- Comply with safety rules and regulations;
- Capable of communicating effectively both verbally and in writing;
- Ability to listen and carry out written and verbal directions;
- Ability to maintain positive working relationships with co-workers both within and external to the department;
- Knowledge of a variety of skilled maintenance and manual tasks;
- Ability to understand and follow oral and written instructions;
- Ability to read and write legibly for official recordkeeping.

## **ESSENTIAL PHYSICAL ABILITIES**

- Ability to perform heavy manual work for an extended period under varying climatic conditions;
- Ability to physically negotiate different types of terrain with proper mobility to control body direction (walk over curbs and obstacles, on gravel, over unimproved paths and roadways, on flat surfaces, tile, carpet);
- Ability to exert force to elevate objects of varying weight and size (lifting equipment and tools, humans, protective equipment);
- Ability to extend arms in a wide range of movements (reach files, documents, publications, equipment handles);
- Ability to exert enough force to move stationary objects toward or away from their former position (pull carts, equipment, push carts, lifting objects);
- Ability to manipulate hands, fingers, and wrists or to duplicate the following activities (grasping, holding heavy weights, keyboarding, pushing buttons, and repetitive movements) by other means;
- Visual acuity to distinguish from short and long distances and define, recognize, evaluate and differentiate objects (seeing written information, messages, signs, warnings safety hazards);
- Auditory acuity to hear, differentiate and evaluate varying sounds (pager, radio, or communication equipment, safety warnings) from close and far distances;
- Ability to independently lift objects weighing up to 85+ pounds;
- Capable of identifying occupational hazards;
- Ability to work and operate in extreme temperatures and temperature changes (heat, humidity, below freezing, wind chill).

Pre-employment, post-offer physical examination including, but not limited to drug testing, background check, and other related components which are based on the specific sensory and/or physical demands of the position.

### **MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE**

- High school diploma or GED required;
- Two (2) full years of full-time experience relating to similar work as outlined above preferred, OR any equivalent combination of related education, training and experience;
- Possess a valid Ohio Driver's License and maintain a good driving record during employment.

### **SUPPLEMENTAL INFORMATION**

- The Seasonal Parks Worker position is currently scheduled to work as outlined above or under the requirements of FLSA. Schedules may change or be temporarily adjusted as the needs of the organization or personnel change;
- Comply with Miami Township policies and procedures;
- Successfully pass an ongoing mandated random drug-testing program.

### **INTENT AND FUNCTION OF JOB DESCRIPTIONS/CLASS SPECIFICATIONS**

Job Descriptions or Class Specifications (Job Descriptions) assist Miami Township in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standard requirements to successfully perform the position's responsibilities and requirements. In no instance should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended to create employment contracts. The organization maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

# MIAMI TOWNSHIP

Montgomery County, Ohio  
10891 Wood Road, Miami Township, OH 45342  
937.866.4661



## DIRECTIONS FOR APPLICATION FOR EMPLOYMENT

- 1 **READ** and **FOLLOW** directions.

Failure to follow directions will result in removal of the application and thus non-consideration for the position.

- 2 **All general and specific communications subsequent to submittal of the application (ex: application status, testing site, date, address, and etc), from Miami Township, and for this selection process will take place via e-mail.** If you do not have an e-mail, applicants may go to Google.com or Yahoo.com and sign up for a free account. Access to public computers is located at public libraries. Applicant must ensure that his/her account receives [miamitownship.com](mailto:miamitownship.com) e-mail communications and any respective attachments.

- a. Miami Township is not responsible for the applicant's e-mail account rejection of electronic communications. As an applicant, you are encouraged to check your email account often to remain up to date in the selection process.

- 3 Write **LEGIBLY**. If it's not legible, or if your penmanship is not acceptable, the application is not acceptable.

- 4 Submit required documentation and application (separate submittals are not accepted).

In the following order:

- i. Application Coversheet - Original
- ii. Application - Original
- iii. Application Release, Including Waivers (2) - Original
- iv. Employment Waivers (2) - Original
- v. Driver's License (copy)

- 6 Checklist, for your convenience:

\_\_\_\_\_ Completed Coversheet (*Including Waivers*)

\_\_\_\_\_ Completed Application (*All boxes filled and questions answered*)  
**Plus Both Waivers**

\_\_\_\_\_ Copy of Driver's License

**PLEASE DO NOT Submit: Directions, Job Position or Description. E-mailed applications not accepted.**

Miami Township considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status or any other legally protected status. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or selection process need to notify a representative of the Administration Department in a timely fashion.

## **ADDITIONAL INSTRUCTIONS**

This application is intended for the use by Miami Township to select the most qualified and best candidate for the position. Complete all information requested on this form. All information contained herein will be subject to verification, i.e., source documentation, polygraph and screening procedures.

The answers to questions contained in this application must be completed by your own hand. If hand printed, print legibly in black or blue ink only. Each question must be answered, there can be no blanks. **If a question does not apply to your particular circumstance, insert, "DNA" in that blank.** When answering questions requiring dates, insert the full date, partial month-year responses are unacceptable. Partial address responses are unacceptable.

A resume is not accepted in lieu of a completed application. The information contained within the application is the information that is considered. Supporting certifications, where applicable, are acceptable as enclosures.

**An application that is incomplete and/or not submitted for consideration per directions will not be considered complete and is automatically disqualified.**

## **WARNING**

Applicants are cautioned to answer every question truthfully and without evasion or for practicing any fraud or deception in obtaining or attempting to obtain Municipal Employment. Such penalties include rejection for appointment or discharge after appointment and/or prosecution under Ohio Revised Code Chapter 2921.

## **MORE SPACE NEEDED**

If you should require more paper to complete a section, use a separate sheet of paper if more room is needed. **Do not write on the back of any page.**

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## APPLICATION FOR EMPLOYMENT- COVERSHEET

(To ensure acceptance and consideration, **PRINT** clearly and reply to all blanks)

**PRINT:** Last Name First Name Middle Name Date

**E-mail Address (Required):** \_\_\_\_\_

Position applying for: **Parks Worker I (Seasonal Employment)**  
Wage range: **\$12.00 per hour**

1 Were you previously employed by Miami Township? \_\_\_\_\_ If yes, when: \_\_\_\_\_

2 If your application is considered favorably, when would you be available for work? \_\_\_\_\_  
Date: \_\_\_\_\_

3 Have you read and do you understand what the Job Description and the essential functions for the position for which you are applying?  
Initial one: \_\_\_\_\_ Yes \_\_\_\_\_ No

4 Are you capable of performing the material and substantial physical duties of the position that you are applying for with or without reasonable accommodation?  
Initial one: \_\_\_\_\_ Yes \_\_\_\_\_ No

5 I understand that if hired I am subject to random drug testing as outlined in the employee policy manual.  
Initial one: \_\_\_\_\_ Yes \_\_\_\_\_ No

6 Do you meet the minimum qualifications for the position for which you are applying?  
Initial one: \_\_\_\_\_ Yes \_\_\_\_\_ No

Miami Township considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status or any other legally protected status. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or selection process need to notify a representative of the Administration Department in a timely fashion.

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 10891 Wood Road, Miami Township, Ohio 45342  
 937.866.4661



## APPLICATION FOR EMPLOYMENT

**(To Ensure Acceptance and Consideration, PRINT CLEARLY and Reply To All Blanks)**

Position applying for: \_\_\_\_\_ Expected wage/salary: \_\_\_\_\_

Check one: Full-time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Seasonal: \_\_\_\_\_

Were you previously employed by Miami Township? \_\_\_\_\_ If yes, when: \_\_\_\_\_

If your application is considered favorably, when would you be available for work? \_\_\_\_\_

Are you capable of performing the material and substantial duties of the position that you are applying for with or without reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Last First M.

Current Address: \_\_\_\_\_ How Long There? \_\_\_\_\_  
 Street City Zip

Past Address: \_\_\_\_\_ How Long There? \_\_\_\_\_  
 Street City Zip

Home Phone: (\_\_\_\_) \_\_\_\_\_ Alternate: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ / State: \_\_\_\_\_ / Expires: \_\_\_\_\_ / CDL?: \_\_\_\_\_

Are you a United States Citizen? \_\_\_\_\_ If no, are you legally eligible for employment in the US? \_\_\_\_\_

### RECORD OF EDUCATION AND/OR CONTINUED LEARNING

	Name & Address of School or Institution of Learning	Course of Study	Last Year Completed (1, 2, 3, 4, etc.)	Diploma, Degree, or Certificate Received
High school	_____	_____	_____	_____
	_____	_____	_____	_____
College	_____	_____	_____	_____
	_____	_____	_____	_____
Other	_____	_____	_____	_____
	_____	_____	_____	_____

## EMPLOYMENT HISTORY/EXPERIENCE

Begin with the most recent employer and account for the past ten years, including unemployment. Indicate name used if other than signature on this application. Account for entire employment history, including periods of unemployment. Use a separate sheet of paper if more room is needed. A résumé is both welcomed and urged in ADDITION to completion of this application, but a résumé will not be accepted in lieu of any part of this application.

From: _____ To: _____ Job Title: _____ Starting Wage: _____ Current/ Ending Wage: _____	Employer: _____ Mailing Address: _____ Brief Description of Work Duties: _____ _____ _____ _____ Supervisor's Name: _____ Telephone number: (____) _____ Reason for Leaving: _____
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From: _____ To: _____ Job Title: _____ Starting Wage: _____ Current/ Ending Wage: _____	Employer: _____ Mailing Address: _____ Brief Description of Work Duties: _____ _____ _____ _____ Supervisor's Name: _____ Telephone number: (____) _____ Reason for Leaving: _____
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May we contact the employers above? \_\_\_\_\_ If not, indicate which one(s) you do not wish us to contact: \_\_\_\_\_



On a separate piece of paper, please explain any additional knowledge, skills and abilities not previously discussed which may be of a qualifying nature or helpful to you in establishing your eligibility.

Do you have friends or relatives who work for Miami Township? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please state employee name and relationship: \_\_\_\_\_

### MILITARY SERVICE

Branch of Service: \_\_\_\_\_ Highest Rank Achieved: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_  
\_\_\_\_\_  
Total Length of Service Time: \_\_\_\_\_ Rank at discharge: \_\_\_\_\_  
Reserve or National Guard Status: \_\_\_\_\_

### REFERENCES

List three people not related to you and not former employers who you have known at least one year and who have knowledge of your character, experience and abilities.

Name: \_\_\_\_\_ Business / Position: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_  
Name: \_\_\_\_\_ Business / Position: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_  
Name: \_\_\_\_\_ Business / Position: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_

### BACKGROUND INVESTIGATION

1. Is your driver's license currently under suspension by the State or any Court? Yes \_\_\_\_ No \_\_\_\_
2. If the answer to #1 is "yes":
  - a) Where did the suspension occur? \_\_\_\_\_
  - b) When does the suspension expire? \_\_\_\_\_
3. For background investigation purposes ONLY: SS# \_\_\_\_\_

**READ CAREFULLY BEFORE SIGNING**

I certify that the information provided in and with this Employment Application is true, correct and complete. I agree that, if I am hired, Miami Township may terminate my employment for any false or misleading statements or omissions in this application regardless of when they may be discovered. I understand that an investigative consumer report may be made concerning my character, general reputation, personal characteristics and code of living. Upon written request within a reasonable period of time, I may obtain from Miami Township a written disclosure of the nature and scope of any investigation requested.

I agree that, if hired, my employment is for no definite period of time. My employment may be terminated any time for any reason by either Miami Township or me. I agree that Miami Township can change this in writing and that any verbal statement to the contrary is not binding.

If any section(s) of this Application for Employment are held to be invalid, the remaining sections shall not be affected and shall remain in effect.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**READ CAREFULLY BEFORE SIGNING**

This Application for Employment will be considered active for the period in which the position being applied for is open and active. If hired, the Application for Employment and all addendums and additions become a part of official employment records.

By signing below, I am acknowledging that I have read and that I understand all that is contained within the Application for Employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Miami Township considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status or any other legally protected status. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or selection process need to notify a representative of the Administration Department in a timely fashion.

**READ CAREFULLY BEFORE SIGNING**

**Permission for the Release of Information Waiver**

I hereby give my permission for authorized agents of the Miami Township to conduct an investigation of my background, including education, employment, credit, reputation, military records, social networks, and any other factors which such agents may deem proper and necessary in connection with my application.

I authorize Miami Township to conduct pre-employment investigation activities and assessments; not limited to public records requests, a credit check, pre and post-hire drug and alcohol testing, and pre-employment assessments. I also specifically waive any right I may have to written notice from any former employer, references, or schools prior to the release of my employment information to Miami Township.

I give my permission for any person, business or institution contacted in the course of such investigation to release any and all information properly requested, and Photostats of same if requested, and do hereby release such person, business or institution from all liability for providing correct information.

My signature below indicates that I have read, that I understand, that I agree with the above information, and that my agreement is legal and binding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Intentionally blank for the rest of the page.

**READ CAREFULLY BEFORE SIGNING**

I agree that, if hired, my employment, except where covered by a collective bargaining agreement, is for no definite period of time, my employment may be terminated any time for any reason by either Miami Township or me. I agree that Miami Township can change this in writing and that any verbal statement to the contrary is not binding.

If any section(s) of this Application for Employment are held to be invalid, the remaining sections shall not be affected and shall remain in effect.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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