

CARBONDALE TOWNSHIP HIGHWAY DEPARTMENT

1001 N. Michaels St. Carbondale, IL. 62901 (618)529-2959

JOB DESCRIPTION

PART-TIME MAINTENANCE WORKER

The Maintenance Worker position is responsible for reporting to and taking assignment and direction from the Foreman for the repair and maintenance of the Township's roadways and right-of-ways, bridges, and ancillary improvements throughout the Township. The duties that will be performed will vary depending on the time of the year and the weather conditions. The Maintenance Worker position is under the overall responsibility of the Highway Commissioner. Typical essential job functions and other related job functions are listed below. Changes or additions to these can occur anytime and will occur over time as new or different equipment, policies or duties are added.

ESSENTIAL JOB FUNCTIONS

1. Working in a consistent and sustained manner with an even temperament, good attitude with willingness and preparation to complete a day's work as assigned consistent with Department policies and direction.
2. Working with other employees of the Department, contractors, suppliers and even the public to complete a project.
3. Be respectful of the public, co-workers, and supervisors. Working with fellow employees to complete the task at hand in an equal and efficient manner.
4. Taking direction from the Foreman and providing constructive feedback on conditions impacting the performance of the Township Road & Bridge system.
5. Following safe practices of conducting the work as well as looking out for fellow employees to ensure their safety. Correctly utilize all safety devices provided and personnel protective equipment. Reporting unsafe work practices, faulty equipment or accidents and near-misses.
6. Visually inspect roadways, bridges, culverts, signs, etc. for damage or maintenance activities on a daily and on-going basis and report results as needed.
7. Operation of Pickup Trucks will be required. Operation of Truck with Dump Bed may be required. This will include standard vehicle operation with extensive backing with mirrors.
8. Operation of vibratory plate compactor after confirmation of safe use and training.
9. Operation of various shop and field motorized tools after confirmation of safe use and training.
10. Working on uneven terrain with frequent bending, stooping, reaching, carrying, raking, and shoveling above shoulder level and below ground level to repair road surfaces, shoulders, and slopes, to clean culverts, storm sewers, gutters, and other drainage structures, to dig ditches and other related highway maintenance work.
11. This is an outside position where heat and cold, rain and snow will be factors affecting what work will be done and the conditions in which it will be done.
12. Placing hot road materials in patching or concrete applications.
13. Climbing on trucks to inspect truck beds, loads, to unload pipe culverts, and other material.
14. Conduct minor general equipment and truck maintenance using grease, oil, and chemicals while climbing on and under the equipment, as necessary.
15. Climb ladders to repair signs and bridges.
16. Removal and disposal of dead animals from roadway or right of way.

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17. Lifting 50 lbs. occasionally and 10 lbs. continuously
18. Flagger for highway work that requires standing for 4-to-8-hour shifts after completion of training.
19. Must be available at night and on weekends and holidays for extended shifts including possible mandated shifts during emergency events (Flooding, Storm Recovery, etc.).
20. Continue to participate in the on-going drug and alcohol testing protocols of Carbondale Township without reservation at the direction of the Department. Failure to participate as directed will result in immediate termination.
21. Have steel toe work boots and appropriate work attire to come to work each day. The Department will provide all other safety and personal protective equipment.
22. Perform other related duties as assigned or required for highway and bridge maintenance, equipment maintenance and care.

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APPLICATION – PART TIME EMPLOYMENT

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY PROTECTED STATUS.

(PLEASE PRINT)

POSITION(S) APPLIED FOR:

DATE OF APPLICATION:

FIRST NAME

LAST NAME

MIDDLE NAME

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NUMBER(S)

EMAIL

1.

2.

Have you ever filed an application with us before?

YES NO

If yes, give date: _____

Have you ever been employed with us before?

YES NO

If yes, give date: _____

Are you at least 18 years of age?

YES NO

Are you currently employed?

YES NO

May we contact your present employer?

YES NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment.*

YES NO

Are you available to work Part Time / Fulltime (M-F):

YES NO

Would you be willing to participate in a pre-employment:

Drug Screening

YES NO

Background Check

Motor Vehicle Report Review

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On what date would you be available for work? _____

EDUCATION

	NAME OF SCHOOL	YEARS COMPLETED	DIPLOMA OR DEGREE	GPA
MOST CURRENT SCHOOL ATTENDED				

ADDITIONAL INFORMATION

SUMMARIZE ANY SPECIAL JOB-RELATED SKILLS, EXPERIENCE, TRAINING, INTERSHIPS, ETC. YOU HAVE COMPLETED THAT RELATES TO THE POSITION YOU ARE APPLYING:

WHAT ARE YOU GOOD AT AND WHAT TYPE OF WORK DO YOU ENJOY:

IS THERE SOMETHING SPECIFIC ABOUT YOU THAT YOU THINK MAKES YOU A GOOD FIT THIS POSITION:

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EMPLOYMENT EXPERIENCE

LIST YOUR PRESENT OR LAST JOB. INCLUDE ANY JOB-RELATED MILITARY SERVICE ASSIGNMENTS AND VOLUNTEER ACTIVITIES. YOU MAY EXCLUDE ORGANIZATIONS WHICH INDICATE RACE. COLOR. RELIGION, GENDER. NATIONAL ORIGIN, DISABILITIES OR OTHER PROTECTED STATUS.

1. EMPLOYER		DATES EMPLOYED		WORK PERFORMED
ADDRESS		FROM	TO	
TELEPHONE NUMBER(S)		HOURLY RATE/SALARY STARTING FINAL (OPTIONAL)		
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				

IF ADDITIONAL SPACE IS NEEDED, PLEASE CONTINUE ON BACK

REFERENCES (other than a relative or past employer)

1.	_____	_____	_____
	(NAME)	(ADDRESS)	(PHONE #)
2.	_____	_____	_____
	(NAME)	(ADDRESS)	(PHONE #)

PAST WORK

DESCRIBE HOW YOU HAVE SHOWN INITIATIVE OR THE ABILITY TO WORK ON YOUR OWN IN THE PAST: _____

DESCRIBE A PAST SUCCESS YOU ARE PROUD OF: _____

DESCRIBE A PAST CHALLENGE YOU HAVE OVERCOME: _____

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MISCELLANEOUS CHECK SKILLS THAT APPLY AND DESCRIBE WORK DONE/TRAINING YOU'VE PERFORMED.

- _____ I HAVE WORKED IN AN OUTSIDE POSITION BEFORE: _____
- _____ I HAVE WORKED IN PHYSICAL LABOR POSITION BEFORE: _____
- _____ I HAVE USED SHOVELS, RAKES, ETC. BEFORE: _____
- _____ I HAVE USED POWERED OUTDOOR EQUIPMENT BEFORE: _____
- _____ I HAVE A VALID DRIVER'S LICENSE: _____
- _____ I HAVE A DEPENDABLE VEHICLE TO DRIVE TO WORK DAILY: _____
- _____ I HAVE THE PROPER ATTIRE TO COME TO WORK (Work pants, tee shirts, steel toe boots): _____

OTHER INFORMATION (IF NEEDED):

You have been given the opportunity to review a job description listing the essential job function(s) of the position for which you have applied. Please review the job description and duties and answer the following question.

Are you able to perform each of the essential job functions listed for the position for which you have applied? _____

If not, list the function(s) you are unable to perform and explain why you are unable to perform them. If you are unable to perform any of the essential job functions, please indicate any reasonable accommodation that you believe would enable you to perform these functions.

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By signing this application for employment below I understand and agree that:

All answers and other information on this application are true and that any misrepresentation or omission of the facts on my part will be justification for refusal of employment, or if employed, termination from employment.

The employer may make an investigation of my work history and may verify all information given in my application for employment, related documents, or statements during oral interviews. I authorize such investigation and the giving and receiving of any such information.

I understand that falsification of information or other information discovered not in keeping with the standards of Carbondale Township may prevent my hire, or if hired, may subject me to dismissal.

The employer follows an employment at will policy. My employment may be terminated by this employer at any time without liability for wages or salary except such as may have been earned at the date of such termination following the employment policies of Carbondale Township and specifically the Carbondale Township Highway Department. If requested by an authorized representative of the Department, I agree to the search of my person and/or my work-related items that may be assigned to me, and hereby waive all claims for damages on account of such examination.

Any offer of employment is contingent upon my successful passage of any pre-employment physical testing required, any preemployment drug screening by the employer and any review of my motor vehicle record at the employer's expense to insure my job fitness for this position. I authorize the release of all parties associated with this testing, including physicians, hospitals, or other related medical staff, to release any information which may be necessary to determine my ability to perform the duties for the job I am being considered for prior to employment or in the future during my employment with the employer. Any refusal of testing shall be considered a voluntary withdrawal of my application for employment without recourse.

This is an application for employment and no employment is being offered at this time.

Any employment that results from this application shall be for an indefinite period of time and the employer can change wages, benefits, conditions or policies at any time.

SIGNATURE OF APPLICANT

DATE