



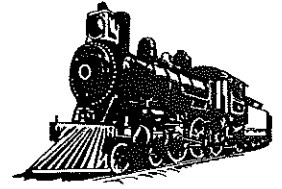
CITY OF TIPTON

Where the Stage Met the Rail

101 E Moniteau Street • PO Box 517

Tipton, MO 65081

660.433.2323 • Fax 660.433.2810



The City of Tipton is accepting applications for an equipment operator/laborer in the public works department. The successful applicant must be able to operate a backhoe, skidsteer and dump truck. The applicant must have a valid driver's license and be able to obtain a class B CDL within 180 days of the start date of employment. Pay is based on experience. A mandatory drug screen and pre hire physical is required. The city offers 100% paid health insurance, vacation and sick leave and retirement. The application and job description may be picked up at City Hall, 101 E Moniteau St, 8 am – 5 pm, Monday – Friday, or found on the city's website: tiptonmo.us, under the announcements tab. The application deadline is 5 pm, Wed., Oct. 4, 2023. The City of Tipton is an E-Verify, Equal Employment Opportunity employer.

Job Description
Public Works Laborer (Operator)

City of Tipton, Missouri
Public Works Department

General Purpose of Position

Completes maintenance of public facilities and works on capital projects as assigned

Major Duties and Responsibilities

Maintains streets

- Completes patchwork and crack sealing as needed
- Fills potholes using appropriate materials
- Installs and maintains street signs
- Repairs and replaces sidewalks, spillways and curbs
- Assists with snow plowing and removal using skidsteer, road grader, dump truck, and backhoe

Maintains and repairs sewer lines

- Repairs all leaks
- Used sewer camera to detect leaks and back-ups
- Restores backed-up sewers to operating capacity
- Uses sewer rodder when needed

Repairs and maintains water distribution system

- Repairs leaks and main breaks
- Installs home meters and taps mains
- Connects and disconnects water service
- Operates backhoe

Water Meters

- Reads meters as needed and performs turn on's and off's for customers and records information
- Re-reads meters as directed by the utility clerk

Maintains City buildings and facilities

- Performs routine and necessary carpentry
- Performs other necessary cleaning or maintenance duties
- Keeps signs and intersections clear of limbs and grass
- Mows grass and trims weeds at all city facilities including right-of-ways
- Removes trash as necessary

Maintains City yard waste recycling center

- Turns over yard waste with backhoe
- Screens mulch
- Prepares mulch for pick-up
- Keeps facility in working condition

Uses basic equipment to complete various departmental activities

- Checks equipment before each use
- Determines when equipment needs to be used
- Operates equipment according to safety guidelines

Maintains shop and equipment

- Completes minor repairs and routine maintenance as needed
- Keeps records of equipment maintenance
- Cleans all equipment after and during use
- Notifies Public Works Director when supplies or inventory are needed
- Performs safety checks and basic maintenance on equipment
- Maintains a clean shop working area

Perform duties in different weather conditions (rain, snow, ice, heat)

Performs similar duties for other City departments as assigned

Performs other duties as directed

Job Context

Status	Full-time
FLSA Status	Non-exempt
Department	Public Works Department
Immediate Supervisor(s)	Public Works Superintendent
Frequency of Supervision	More than once daily
Number of Supervised Employees	None
Type of Work Schedule	Regular hours year round
Frequency of Overtime	Frequently
Frequency of Night Work	Emergencies, snow removal
Shift Position	Not Applicable
On Call Status	Every third week
Percentage of Work Indoors	10%
Percentage of Work Outdoors	90%, in all types of weather conditions
Types of Accountabilities	Safety and Legal
Exposure to Chemicals / Hazardous Materials	Daily
Applicable Chemicals / Hazardous Materials*	Raw sewage, household hazardous wastes, cleaning supplies, acids, other chemicals, insecticides, herbicides, gasoline, oil, vehicle exhaust, asphalt, dust, flood water
Average Stress Level	Average, varies with activities
Physical Work Associated With This Position**	Working in confined spaces, lifting, climbing, raking, shoveling, bending, walk for long periods of time, carrying equipment and/or materials, pulling and pushing

*Exposure to chemicals / hazardous materials may not be limited to this list.

***These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.*

Education and Experience

The person in this position must be able to read and write in English; a high school diploma or equivalent is preferred. A minimum of one year of experience in general public works fields is preferred. An equivalent combination of education and experience will be considered.

Licenses and Certifications

The person in this position must have a valid Missouri driver's license and should attain a CDL. DS 2 water certification is also preferred.

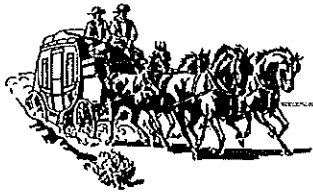
Knowledge, Skills and Abilities

Knowledge

- Proper installation, maintenance and repair of streets, water and wastewater systems
- Proper storage and use of various chemicals
- Lift station operations and maintenance
- Basic environmental standards for water, sewer and wastewater treatment systems
- Layout of city streets
- Turf management principles and practices
- Basic carpentry
- Maintenance methods of grounds, buildings and equipment
- Basic equipment maintenance and repair
- Proper materials and equipment
- Basic understanding of city and State laws, codes and ordinances
- Departmental policies, rules and regulations
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government

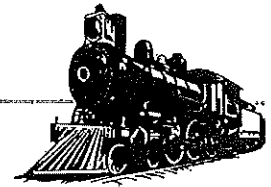
Skills and Abilities

- Install and maintain various types of street surfaces
- Install, maintain and repair water and sewer system components
- Follow procedures to maintain vehicles and equipment
- Use various types of equipment, including weeders, blowers, trucks, backhoes, and tractors
- Use common sense
- Pay attention to detail
- Complete detailed work accurately
- Work effectively and professionally with a wide range of people
- Meet specified deadlines
- Prioritize daily work flow
- Work as a team member with other employees
- Communicate effectively with others, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Maintain professional composure in heated situations
- Follow departmental and City policies and procedures



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Date _____ Social Security Number _____

Name – as listed on your Social Security Card

Last First Middle or Initial

Address _____
Street, PO Box City State Zip

Telephone Number _____
Number Where You can be Reached Regarding Employment

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------|------------|
| | Circle One |
| • Are you a United States Citizen? | Yes No |
| • If not a United States Citizen can you submit verification that you are lawfully available for employment in this country? | Yes No |
| • Are you at least age 18, a high school graduate or possess or GED? | Yes No |
| • Do you have any relative(s) employed by the City?
If yes, please give name(s) and relationship(s) _____ | Yes No |
| • Do you possess a valid driver's license?
If yes, please designate _____ | Yes No |
| • Do you possess a CDL license?
If yes, please designate _____
Expiration Date _____ Endorsements _____
Restrictions _____ | Yes No |

Indicate what Position you are Applying for: _____

Indicate what type of Employment you will accept:

Full time _____ Part time _____ Seasonal _____
Temporary _____

Education and Training

All Applicants Must Complete

Attach a reproduced copy of college transcripts, diplomas, certificates, etc.

Type of School	School Name	City/State	Circle Highest Year Completed	Graduated/Major
Grade			5 6 7 8	Yes No
High			9 10 11 12	Yes No GED
College			1 2 3 4	Yes No
Graduate School			1 2 3 4	Yes No
Business, Vo-Tech, Correspondence			1 2 3 4	Yes No

If college credit has been earned but no degree, indicate total number of credit hours earned

Indicate any special courses or training programs not reported above that relate to the type of employment you are seeking _____

Indicate and explain any work related skills or experience you have obtained through unpaid work, volunteer work, skills developed as a hobby, etc. _____

Special Skills – Labor and Trades
Applicants seeking employment in maintenance, park only.
Check any of the following skills you might have, based on training or experience.

Auto/Truck Mechanical Repair	___	Operate Backhoe	___
Carpentry	___	Operate Dump Truck	___
Landscape Contruc/Maintenance	___	Operate Farm Tractor	___
Operate Excavation Equipment	___	Operate Motorgrader	___
Operate Pickup Truck	___	Operate Snowplow	___
Electrical/Plumbing	___	Welding	___
Other Skills	___, list	_____	

Special Skills
Clerical Only
Check any of the following skills that you have, based on training or experience.

Applications: Spreadsheet/Database	___	Word Processing	___
Bookkeeping	___	Telephone/Receptionist	___
Date Entry	___	Typewriter (WPM ___)	___
Other Skills	___, list	_____	

Military Record
All Applicants Must Complete

- If you are a male between 18 and 26years of age, have you registered with the Selective Service System?

	Yes	No
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- Have you ever served in the US Military Service?

	Yes	No
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- If yes, are you an honorable discharge veteran

	Yes	No
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- State branch and period of active service

NOTE: A dishonorable or general discharge is not an absolute bar to employment and other factors will affect the final decision regarding employment.

Employment History
All Applicants Must Complete

List previous employment beginning with your present or most recent employer. Show all dates of unemployment. Include any military service, self-employment and unpaid work experience. Include additional sheets if necessary.

Employer & Address	Dates Employed	Duties
Telephone Number	Beginning Salary	
Job Title	Ending Salary	
Supervisor		
Reason for Leaving		

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Reason for Leaving		

**Applicant's Signature
Must be Signed**

I understand that my application will be active for six months and, upon my request, is renewable for an additional six months. I certify that the information provided herein is true and complete to the best of my knowledge. I understand misrepresentation or omission of information on this application and/or inserts, including relatives working for the City, educational attainments, work history, professional credentials, criminal history, etc. is cause for rejection of my application or subsequent dismissal from employment.

Signature of Applicant

Failure to complete and sign the application and the following forms: "Drug Testing, Alcohol Testing and Pre-Employment, Post-Offer Medical Examination Consent; Authorization to Release Information Consent" and Background Check Authorization will cause your application to not be considered for employment.

City of Tipton

These forms must be completed and returned with your application. Be sure to sign and date.

Drug Testing, Alcohol Testing and Pre-Employment, Post-Offer Medical Examination Consent

Drug & Alcohol Testing

It is the intent of the City of Tipton to provide a drug-free workplace to protect the health and safety of employees and the general public. All applicants offered employment with the department must successfully pass a urine specimen drug test, at City expense. Applicants who fail the drug test, applicants who refuse to be tested or fail to report for a drug test, will not be considered again for employment for a 12-month period. I understand that any employment offer will be contingent upon my passing the drug test.

I understand if I am employed in a job requiring a commercial driver's license at the time of my termination the City of Tipton has my permission to release any drug test and/or alcohol test results to an employer requesting this information.

Pre-Employment, Post-Offer Medical Examination

Applicants offered employment with the City of Tipton are required to submit a medical examination, at City expense, to determine if they are able to perform all essential job duties, with or without reasonable accommodation, to ensure the safety, health and welfare of City employees and the general public. I understand that any employment offer will be contingent upon the successful completion of this pre-employment, post-offer medical examination.

Authorization to Release Information Consent

I hereby request and authorize you to furnish the City of Tipton with any and all information they may request concerning my employment record, driving record, education record, military record and the release of any information pertaining to drug and/or alcohol testing and physical exam results with a previous employer. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents, if requested. The information will be used for the purpose of determining my eligibility for employment with the City of Tipton.

I hereby release you and your organization from any liability, which would result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as an employee of the City of Tipton.

Printed Name

Social Security Number

Applicant's Signature

Date

**City of Tipton
Background Check
Authorization Form**

I authorize the Missouri Highway Patrol to furnish the City of Tipton (City) any information regarding my criminal history. This includes pending charges and convictions for a misdemeanor or a felony.

I authorize the Missouri Department of Revenue to furnish the City information regarding the status of my driver's license.

I do hereby release and forever discharge the City and its officers, agents and employees, from any and all liability arising out of or in any manner relating to the performance of the above referenced checks and the disclosure of any information made with regard thereto.

I have read and understand the above paragraphs.

Printed Name

Signature

Date

- Have you ever been convicted or plead guilty before a court of any federal, state or municipal criminal offense? Include any alcohol or drug related driving offenses. If yes, please provide explanation below.

Yes No

- Have you ever received probation or community supervision for any federal, state or municipal criminal offense? If yes, please provide explanation below.

Yes No

- Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? If yes, please provide explanation below.

Yes No

- As of the date of this authorization, do you have any pending criminal charges against you? If yes, please provide explanation below.

Yes No

City of Tipton
Affirmative Action Survey

Date provided below is voluntary and is not required in order to submit an application for employment. This date will assist the City in analyzing affirmative action statistics.

Note: This portion of the application will be removed and retained separate from the application files.

Name _____ Social Security No. _____
 Last First M

Date Completed _____ Date of Birth _____

Sex: Male _____ Female _____

Race/Ethnic Group

- Caucasian (White) – All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- African-American – All persons having origins in any of the black groups of Africa, as well as those identified as Jamaican, Trinidadian and West India.
- Hispanic (Spanish American) – All persons of Mexican, Puerto Rico, Cuban, Central America, South America or other Spanish culture or origin, regardless of race.
- American Indian and Alaskan Native – All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition, including Eskimos and Aleuts.
- Asian and Pacific Islanders – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent and the Pacific Islands. This includes for example, Chinese, Japanese, Korean, Filipino, East Indian, Pakistani, Samoan, Malaysians, Thais, etc.

Check any Applicable

- Vietnam Era Veteran – Any part of military service which was during the period August 5, 1964 through May 7, 1975, with active duty service of more than 180 days and discharged or released with other than a dishonorable discharge or released from active duty because of a service connected disability.
- Disabled Veteran – Discharged or released from military service because of service disability, or rated 30% or more disabled or rated 10 or 20% disabled under 38 U.S.C., Section 1506, to have a serious employment disability.