

Town of Hamilton

Assistant to Street Superintendent

Job Description and Responsibilities

Essential Job Functions: Employee shall perform a variety of manual and clerical. The work is performed under the general supervision of the Street Supervisor. These procedures shall include, but not limited to the following, which are listed:

- Secure, drive, maintain and operate all town equipment in a safe manner.
- All street repairs such as resurfacing, sealing, shoulder maintenance and pot hole patching.
- Maintenance and cleaning of catch basins and drain tiles.
- Installation and repair of street signs and post.
- Pick up and dispose of debris from streets to include road kill when identified.
- Sweep streets with equipment as needed.
- Pickup and dispose of leaves and limbs.
- Operate compost site.
- Paint lines in parking spaces, cross walks, town parking lots and streets.
- Mow and general maintenance of Town parks.
- Mow and trim around beach area, town hall, water plant and towers, town garage and town streets and roads.
- Clean and maintain public beach.
- Inspect, replace or repair all trash cans throughout town as needed. Ensure they are dumped on regular bases and kept clean.
- Empty and dispose of trash from containers located around town.
- Spray for weeds along fences at town and other locations as necessary.
- Trim and remove trees located on Town property or Town right of way.
- Operate leaf vac, chipper, tractor, mower, dump truck, pick up truck and all other equipment necessary for maintenance of Town property.
- Assist with repairs, water lines and equipment if needed by water department.

- Perform light to heavy lifting work where walking, balancing, standing, sitting, lifting, carrying, pushing and or pulling is required.
- Perform work inside and outside and be exposed to heat, extreme cold, noise, dirt, grease, vibration, electrical, mechanical and traffic hazards, dust, burns, chemicals and working alone.
- Stay abreast with local weather forecast and be prepared to plow and sand streets when required.
- Repair or replace items that are broken, damaged or worn that belong to the Town of Hamilton. Such items shall include, but are not limited to; Town Hall, Park Restrooms, Police Station, Town garage, Fire Department and all other town property.
- Inspect, repair and replace snow equipment when needed.
- Perform maintenance, services and repairs to all town equipment and vehicles on a regular basis as time allows. Keep an accurate up to date service record on all equipment on file. A record of each major piece of equipment and vehicle shall be kept showing major repairs made, including date and cost of repairs.
- Develop team work within the department to include working with other town employees and departments.
- Employee shall keep a daily log of all work and activities performed.

APPLICATION FOR EMPLOYMENT



_____/_____/_____ _____/_____/_____ _____
Date of Application Date Available for Hire Position Desired

Driver's License Number Can you work any shift? Yes No

Resume Attached? Yes No Can you work overtime, including weekends?

What Date Can You Start ____/____/_____ Yes Yes, but not weekends No

INFORMATION ABOUT YOU

First Name Middle Name Last Name

Alias or Past Names: (Please include name given at birth)

First Name Middle Name Last Name

CURRENT RESIDENCE

Street Address/City/State/ZIP Code

() () Yes No
Your Phone Work Phone Is it okay to call you at work?

Email

PAST RESIDENCE(S)

_____/_____/_____ _____/_____/_____
a. Start Date End Date

Street Address/City/State/ZIP Code

_____/_____/_____ _____/_____/_____
b. Start Date End Date

Street Address/City/State/ZIP Code

APPLICATION FOR EMPLOYMENT

ARE YOU:

Are you at least 18 Years Old? Yes No

A Previous Applicant Yes No

A Previous Employee Yes No

Legally eligible to work in the U.S.?
(If offered employment, you will be required to provide proper documentation to verify eligibility.) Yes No

Able to make it to work using a reliable means of transportation? Yes No

Do you have any relatives or friends who work for the Town of Hamilton? Yes No

If yes, please provide names and where they work

HOW DID YOU FIND US?

- Advertisement If so, Name of Publication _____
- Referral from Employee If so, Employee Name _____
- Employment Agency Name of Employment Agency _____
- Online Sites Name of Site _____
- Other _____

Are you able, with or without reasonable accommodation, to perform the essential functions of this job? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.)

Yes No If no, please explain.

Describe your current qualifications for the position, including education, skill, abilities, work habits, and work experience. (You may attach extra pages to answer.)

APPLICATION FOR EMPLOYMENT

YOUR WORK EXPERIENCE (complete for the past 10 years)

a. Present/Most Recent Employer Type of Organization _____ Start Date ____/____/____ End Date ____/____/____

Street Address/City/State/ZIP code _____ () _____
Work Phone

Immediate Supervisor's Name _____ () _____
Phone Email

May we contact the supervisor? Yes No What is/was your job title? _____

Summarize the nature of the work you performed and your job responsibilities.

Reason For Leaving

b. Previous Employer Type of Organization _____ Start Date ____/____/____ End Date ____/____/____

Street Address/City/State/ZIP code _____ () _____
Work Phone

Immediate Supervisor's Name _____ () _____
Phone Email

May we contact the supervisor? Yes No What is/was your job title? _____

Summarize the nature of the work you performed and your job responsibilities.

Reason For Leaving

c. Previous Employer Type of Organization _____ Start Date ____/____/____ End Date ____/____/____

Street Address/City/State/ZIP code _____ () _____
Work Phone

Immediate Supervisor's Name _____ () _____
Phone Email

May we contact the supervisor? Yes No What is/was your job title? _____

Summarize the nature of the work you performed and your job responsibilities.

Reason For Leaving

APPLICATION FOR EMPLOYMENT

Have you ever been discharged or asked to resign from a job? Yes No If yes, please explain.

PERSONAL REFERENCES: Give Three References (Neither Relatives or Employers)

Name	Occupation	Employer	Years this person has known you
------	------------	----------	---------------------------------

Name	Occupation	Employer	Years this person has known you
------	------------	----------	---------------------------------

Name	Occupation	Employer	Years this person has known you
------	------------	----------	---------------------------------

PROFESSIONAL INFORMATION (if applicable)

License Description _____ **License Number** _____

Effective Date _____ Expiration _____

Registry or Certification _____ **Registration No.** _____

Effective Date _____ Expiration _____

Other _____

Type of School	Name and Location of School	Dates of Attendance	Name and Date of Degree Earned	Fields of Study (Major and Minor)
High School/ Trade School	Do you have a high school diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	X	X	X
Business or Tech School				
Colleges/Universities				
Sexual Harassment Training				
Other Training (Explain)				

APPLICATION FOR EMPLOYMENT

ACADEMIC OR OTHER AWARDS OR ACHIEVEMENTS

(Academic honors, awards, scholarships/fellowships, membership in academic societies or other awards obtained related to your education or qualifications for the position*)

*Exclude those that would indicate race, color, religion, national origin, gender, disability, age, or other protected class status.

Date _____/_____/_____ Description _____

Date _____/_____/_____ Description _____

ADDITIONAL QUALIFICATIONS

(Ex. special technical, computer, or individual skills that would qualify you for the position)

Description _____

Description _____

Description _____

Description _____

U.S. MILITARY SERVICE

Branch _____ Rank at Discharge _____ Dates of service ___/___/___ to ___/___/___

_____ Honorable Discharge? Yes No
Duties _____

APPLICATION FOR EMPLOYMENT

Please Read Carefully

If you have any questions regarding the application, this statement, or if you need special assistance in regard to applying for this position, please ask the person who is assisting you with this application.

As an equal opportunity employer, the Town of Hamilton will strive to conduct all personnel practices and procedures, including recruitment, selection, employment, compensation, benefits, evaluations, promotions, demotions, assignments, transfers, reductions-in-force, terminations, training, education, recreational and social activities, and safety and health programs, without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other status protected under local, state or federal laws.

The answers to the questions on this application are not intended for use for discriminatory purposes.

Your application will be given the consideration it deserves; however, our acceptance of your completed application for our consideration does not mean you will be offered employment. By signing your name below, you indicate your understanding that nothing contained in this application or any information gained or discussed during the interview process creates an employment contract between you and the Town of Hamilton. **If hired, you will be, at all times, an at-will employee.** Should this application and the hiring process result in your employment, you have the right to terminate your employment at any time and for any reason. Likewise, the Town of Hamilton reserves the right to terminate your employment at any time and for any reason not prohibited by law.

Moreover, you understand no representative of the Town of Hamilton, with the exception of the Town Council has any authority to enter into any agreement of any kind or form with you for any specified period of time or to guarantee any other terms of employment, including benefits. **No statements, written or verbal, made to you at any time prior to, or during, employment are intended to alter your at-will status.**

When processing this application, and if applicable to the position for which you are applying, the Town of Hamilton may request third parties perform criminal, police, credit, or other background checks about you. Should this be necessary, you will be given separate forms to fill out authorizing any such checks and setting forth information about your rights. In addition to these background checks, the Town of Hamilton may directly contact past employers, supervisors, and/or any other person listed in this application regarding the statements you make during the application process and your suitability for employment. This inquiry may include information as to your general character, reputation, and work-related characteristics.

Also, note that should the Town of Hamilton hire you, the Town of Hamilton may use, at any time during your employment, outside agents or representatives to perform investigations surrounding any claim of wrongdoing, including, but not limited to, sexual harassment, theft, or fraud.

I certify with my signature below I have given the Town of Hamilton true and complete information on this application to the best of my knowledge. I have omitted no facts called for on the application and have not made any false statements. No requested information has been concealed. I authorize the Town of Hamilton to verify the accuracy of the statements and obtain reference information on my work performance. I release the Town of Hamilton from all liability of any kind, which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, any false statements or omissions of fact called for on this application could result in dismissal. I understand that should an employment offer be extended to me and accepted, I will at all times be an at will employee. I will fully adhere to the policies, rules, and regulations of employment. However, I further understand that neither the Town of Hamilton's policies, rules, regulations, nor anything said during the interview process, shall be deemed to alter the at-will nature of my employment or to constitute the terms of an implied employment contract.

Date ____/____/____ Signature _____

Applicant's name, printed _____

This application for employment expires 90 days after the date indicated next to your signature. Consideration for employment after 90 days requires a new application.

