

DPW Laborer: The City of Grosse Pointe Farms is looking for a hardworking and conscientious person for full-time/benefits employment with the Department of Public Works. This is a general laborer field position involving all aspects of municipal maintenance, road work, plowing, city beautification, rubbish collection and equipment operation. Interested candidates must have a valid driver's license and be able to obtain a CDL-class B within 6 months of the start of their employment. **Additionally, to be considered for the position, a candidate must hold a Commercial Learner's Permit (or CDL) and include a photocopy of the document with their application.**

If you are interested in applying please visit the Human Resource Department webpage at grossepointefarms.org. Submit all inquiries, applications and resumes to Derrick Kozicki, Assistant City Manager at dkozicki@grossepointefarms.org or 90 Kerby Road, Grosse Pointe Farms, MI 48236. The deadline for submitting an application is October 2, 2018 at 4pm. The City of Grosse Pointe Farms is an equal opportunity employer.

Laborer

General Statement of Duties: To pick up rubbish, brush and other debris, to perform any of a variety of Public Works maintenance, repair and service activities, and to perform related work as required including overtime.

Supervision Received: Work is performed under the supervision of DPW supervisors or of an employee of higher grade.

Typical Examples of Work: An employee in this classification may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Operate and load a power driven cart or other vehicle in picking up and hauling refuse and be responsible for daily check of cart.
- Collect rubbish, garbage, ashes, and brush; discard furniture and other debris and load into vehicle.
- Plow and shovel snow and spread salt.
- Assist in the cleaning and maintenance of streets, sewers, and catch basins. Rake leaves, mow grass, lay sod and care for grounds and gardens. Assist in the trimming of trees.
- Assist in the maintenance of parks and recreation areas. Operate automotive or power driven equipment as required, including mowers, air compressors, pumps and brush chippers. Perform any related work as required.

Desirable Qualifications For Employment:

- Reasonable knowledge of streets and principal locations in the City.
- Reasonable knowledge of traffic rules and regulations and of driving safety practices.
- Ability to understand and follow oral and written instructions
- Ability to perform heavy manual labor under various weather conditions.
- Ability to work effectively with other employees.
- Good physical condition.
- Knowledge and experience of skilled trade, sewer maintenance and/or mechanical background

An employee in this classification, upon appointment, shall have the equivalent of the following training and experience:

**Graduation from an accredited high school or G.E.D.
Possession of a valid driver's license, and the ability to acquire C.D.L. Class B
Endorsement.**



Applications due to City Hall 10/2/18 by 4:00pm.

City of Grosse Pointe Farms

90 Kerby Road, Grosse Pointe Farms, Michigan 48236-3161

phone 313 885.6600 fax 313 885.0917

APPLICATION FOR EMPLOYMENT

Pre-Employment Questionnaire
An Equal Opportunity Employer

PERSONAL INFORMATION

Date Social Security Number Leave Blank

Name Last First Middle

Present Address Street City State Zip

Permanent Address Street City State Zip

Phone () Are you 18 years or older? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? Yes No

EMPLOYMENT DESIRED

Position DPW Laborer Date You Can Start Salary Desired

Are You Employed Now? Yes No If So, May We Inquire Of Your Present Employer? Yes No

Have you ever applied to this municipality before? Yes No If so, When?

EDUCATION

Table with 5 columns: Name and Location Name and Location of School, Number of Years Attended, Did You Graduate?, Course of Study. Rows include Grammar School, High School, College, Trade Business OR Correspondence School.

GENERAL

Subjects of special study or research work

Special Skills

MILITARY (complete this section if you served in the U.S. Armed Forces)

Branch of Service

Period of Active Duty From To

Rank At Discharge Date of Final Discharge

Describe your duties and any special skills.

LAST

FIRST

MIDDLE



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CONTINGENT EMPLOYMENT OFFER

BACKGROUND CHECK RELEASE

(applicants age 18 years or older)

Based on the contingent employment offer made by the City of Grosse Pointe Farms,

I, _____
Print Name: Last First Middle

Of _____
Address: Number and Street City State Zip

Date of Birth

Driver's License Number

by signature affixed below, do hereby authorize the release of the following juvenile and adult records to the City of Grosse Pointe Farms:

1. Convictions
2. Arrest Records
3. Criminal and Civil Court Records
4. School Records (Elementary through College), indicating:
 - Attitude
 - Grades
 - Graduation Certificates
 - Disciplinary Actions
 - Honors received
5. Employment records
6. Credit Reports and Records
7. Information, verification with references, neighbors and employers
8. Workmen Compensation Claims

Signature

Date

For Office Use Only

Requesting Department: _____

Reference Number: _____

Date Submitted: _____

Date Processed: _____