

MAY 7, 2008
JOB NOTICE

Applications for the position of **TWO (2) EQUIPMENT OPERATOR/MOWERS, ASSIGNED TO THE STREET DEPARTMENT,** will be received in the office of the Personnel Director until 5:00 P.M., **MAY 20, 2008.**

Prior to preparing an application, all prospective applicants are requested to review the qualifications section of the attached Job Description to compare their skills to those required of the Job Holder. *The applications should be prepared following instructions in the letter that is attached to the Job Description.*

Application forms may be picked up in the Personnel Director's office, Room 328, Third Floor, City Hall, Monday through Friday from 8:00 A.M. to 5:00 P.M., through **MAY 20, 2008.**

ANNUALIZED SALARY: \$22,469.74.

MUST HAVE THREE YEARS OF EXPERIENCE USING A COMMERCIAL TRACTOR WITH ATTACHMENTS.

MUST HAVE A HIGH SCHOOL DIPLOMA, GED, OR EXPERIENCE IN RELATED FIELD.

MUST HAVE A CLASS A COMMERCIAL DRIVER'S LICENSE WITH AIR BRAKE ENDORSEMENTS OR MUST OBTAIN ONE WITHIN THREE MONTHS OF HIRE DATE.

MUST HAVE EXCELLENT SAFETY AND ATTENDANCE RECORDS.

MUST BE ABLE TO WORK WITH CONSTANT EXPOSURE TO HEAT, COLD, DAMPNES, NOISE, VIBRATION, AND OTHER DISAGREEABLE WORK CONDITIONS.

MUST BE ABLE TO STOOP, BEND, AND LIFT 50 POUNDS ON A REGULAR BASIS (MORE ON OCCASION).

****APPLICATIONS MAY BE USED TO FILL SIMILAR OPENINGS WITHIN NINETY (90) DAYS****

***SEE ATTACHED JOB DESCRIPTION FOR ADDITIONAL REQUIREMENTS.**

Sandra Sockwell
Personnel Director

The City of Florence does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. The City of Florence is an EQUAL OPPORTUNITY EMPLOYER.

SUBJECT TO POST-OFFER, RANDOM SAMPLING, POST-ACCIDENT, REASONABLE CAUSE, AND RETURN-TO-DUTY DRUG AND ALCOHOL TESTING AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION AND/OR THE CITY OF FLORENCE.

CITY OF FLORENCE

Job Description

Job Title: Equipment Operator-Mower	Department: Street
Immediate Supervisor: Route Supervisor	Section: Collection
Classification Level: Grade 5	
Exempt Status: non-exempt	

Job Summary: Works under the supervision and direction of the Route Supervisor assigned to mowing, collection and removal of brush, debris, leaves, and trash from city streets and right of ways. Individual will operate mowers with attachments, hydraulic boom loaders and other Street Department equipment assigned to the removal of debris. Individual may be required to perform other duties such as: construction, repair and maintenance of city properties, demolition, and general labor.

Essential Duties and Responsibilities:

1. Operates mowers with attachments, backhoe, rubber tire loader, front end loader, tractor trailer w/ low boy, leaf vacuum truck, dump truck, jet rodder, shuttle truck with 21' trailer, and other equipment assigned to department
2. May be required to drive and operate a hydraulic boom brush loader removing brush, debris and trash from city streets and right of ways
3. Responsible for the protection of personal property while performing assigned duties
4. Assists in the removal of snow and ice by spreading slag, salt and stone during winter emergencies
5. May be required to operate street sweeper to clean city streets
6. Demolishes structures and loads debris for disposal in landfill or other areas of disposal
7. May be required to assist in the repair and construction of streets, alleys, sewer lines, etc.
8. May assist in rolling streets, alleys, and parking lots before and after application of double surface chip seal and or hot plant asphalt mix
9. Cleans storm sewers drains and inlet boxes using high pressure sewer truck
10. Insures that preventative maintenance is performed on vehicles and equipment
11. Represents the Street Department and the city of Florence in a friendly, tactful, and courteous manner
12. Reports problems to the Route Supervisor
13. Performs maintenance, adjustments, and repairs on tractors including some welding.
14. This department may require employee to perform a variety of other assigned duties. Shifts may vary according to needs of city.

Supervision Required: Ability to work assigned routes without direct supervision.

Experience/Training/Licensing Required:

1. Three years experience using a commercial tractor with attachments.
2. High School graduate, GED certificate or experience in related field.
3. Must have excellent safety and attendance records
4. Must have or obtain a Class A commercial drivers license with air brake endorsements within 3 months of hire date.

Job Description for Equipment Operator – Mower (page 2):

Required Knowledge, Skills, and Abilities:

1. Knowledge of Street Department rules and regulations.
2. Knowledge of city of Florence streets.
3. Ability to see that routes are completed in a complete, timely, orderly, and safe manner.
4. Ability to work in and around moving traffic and other obstructions while operating equipment.
5. Ability to protect personal property of residence during the removal of debris and rubbish.
6. Ability to operate equipment assigned to street department and to work around above and underground utilities.
7. Knowledge of traffic safety rules and regulations.
8. Knowledge of safety rules and regulations that apply to working in and around vehicles and equipment.
9. Ability to read, write, and understand material related to position.

Physical Demands (with or without accommodation):

1. Ability to work under stressful situations
2. Ability to work with constant exposure to heat, cold, dampness, noise, vibration, and other disagreeable work conditions
3. Ability to stoop, bend, and lift on a regular basis up to 50 pounds (more on occasions)
4. Ability to work in and around moving traffic
5. Ability to crawl in and out of manholes, inlets, and ditches that may have mud or other debris in them
6. Subject to be called out after normal working hours

Equipment/Tools Used:

1. Tractor with mower and cutter attachments
2. Leaf truck with attachments
3. Ton and two ton, tandem axle trucks
4. Hydraulic boom brush loader
5. 21' Shuttle trailer
6. Pressure hoses and equipment
7. Mechanic tools

Approved By: _____ **Date Approved:**

The City of Florence encourages all candidates to make known any accommodations needed during the process of making application for positions with the City, whether it be making available materials in larger print, furnishing someone to help fill out an application or read a job description, or other accommodations. In order for us to make arrangements for some accommodations, such as a qualified sign interpreter, we request a 48-hour notice in order to best serve these needs.

SUGGESTIONS FOR FILLING OUT YOUR APPLICATION

Feel free to complete your application while here; or you may take your application home if you prefer, but be sure that you know the date by which it must be returned since applications cannot be accepted after the cut-off date.

It will be helpful to study the description, prerequisites and essential functions sheet of the job for which you are applying before filling out the application. Make sure you carefully and completely report your education, training, and experience so that it is clear how they have helped to qualify you for this specific job. It is extremely beneficial if you attach a separate sheet listing all experience that may have prepared you for the position, whether it is classes, hobbies, volunteer work, or paid employment.

OUR APPLICATION PROCESS

The application you submit will be considered only for this one position. If a similar job becomes available at a later date, you will need to reapply by submitting another application in order to be considered for that job.

Selections for vacant City of Florence positions, both open and promotional, are made as follows:

1. Job vacancies for DEPARTMENT HEADS are posted for ONE MONTH.
2. Job vacancies for other positions are first posted internally for 5 days, and then are posted externally for ten (10) business days.
3. After the closing date of posting, the Personnel Director screens the applications, selecting the most qualified candidates in the following areas as they are relevant to the particular job requirements:

EDUCATION (For example, if a high school diploma or GED is necessary, then only those people showing at least this educational level or equivalent experience will be considered qualified in this factor.)

SKILLS (Operating various kinds of heavy equipment, typing, computer skills, etc.)

KNOWLEDGE (Don't forget classes, hobbies, or self-study)

WORK EXPERIENCE (Don't omit volunteer work), and

RESIDENCY (Some positions require)

OTHER JOB REQUIREMENTS (such as a valid driver's license, ability to transport boxes weighing 100 lbs. on a frequent basis, certification in welding, ability to work from 8 a.m. until 5 p.m. five days a week, etc.).

IN OTHER WORDS, IF YOU DON'T LIST IT, WE DON'T KNOW IT!

4. *The most qualified job applicants as determined from the applications, resumes, and any other supporting materials submitted will be referred to the departmental supervisor for further review by interviews and reference checks.

NOTE: If driving is a requirement of the job, you will need to provide the requested driver's license information on the application. If special certification is required, you should provide a copy of the certificate at the time you submit your application.

5. *The best-suited applicant will be chosen for the position.
6. *If you are not contacted for an interview within ten to fourteen days of the closing date of the announcement, you can assume you were not among the applicants selected for possible interview.
7. *If you are interviewed, you will be notified, usually by letter, whether you have been selected or not.

Thank you for your interest in applying for employment with the City of Florence. Don't be discouraged if you are not selected for one job; be sure to apply for other jobs for which you are qualified as they are posted. Our openings are posted on the City's web site (www.florenceal.org), or you can call us at 256-760-6360 to find out what positions are available.

**Sandra Sockwell
Personnel Director**