

CITY OF HARDIN VACANCY ANNOUNCEMENT

General Laborer - Landfill

PRIMARY OBJECTIVE OF POSITION: Under close supervision, performs a variety of skilled and semi-skilled manual labor tasks; work varies somewhat, subject to close supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Operates various types of equipment; performs manual labor in the maintenance, repair, and minor construction of streets, alleys, water and sewer mains and plants, parks, sprinkler systems, water service lines, street signs, building maintenance, and related facilities; may perform janitorial tasks around plants and other public facilities; checks tires, oil, lubricant, water, and fuel of assigned equipment; maintains grounds in parks and around public buildings; inspect equipment, monitor operating conditions; other work as may be assigned by supervisor.

Loads and operates sanitation trucks; removes debris and trash from alley and streets; services trucks and equipment as required; performs minor maintenance to equipment.

Prepares minimal records of own activities. Contact with others is important to performance of duties and requires common courtesy when relaying information. Duties involve difficult physical work requiring continuous crawling, climbing, lifting, frequently involving heavy weights (50# and up); work is frequently performed in undesirable physical conditions in noise, pollution, heat, cold and dampness; may be exposed to hazards and infectious wastes; work performed requires care and use of proper safety equipment and procedures to prevent injury.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Any Combination of training and experience equivalent to completion of High School or equivalent. Must have a valid Driver's License.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.

Entry Level Salary: \$17.00 per hour

Benefits Include: Holiday, Sick, Vacation, Health/Dental/Vision, and Retirement

Application Closing Date: Position Open until filled.

Required Application Materials and Forms: Completed City of Hardin Job Application

Hours: This is a Full – time position; 40 hours per week. Union position available.

APPLICATIONS available:

City of Hardin

406 N Cheyenne

Hardin MT 59034

(406) 665-9260 Ext. 104

Or

<http://www.hardinmt.com/Wanted.html>

Complete job description available upon request.

EOE and Drug and Alcohol-Free workplace. Pre-Employment Drug testing is required. Applicant is Subject to a Background Check.

CITY OF HARDIN

POSITION: **General Laborer – Landfill - Full Time**

ACCOUNTABLE TO: Assigned Supervisor

PRIMARY OBJECTIVE OF POSITION: Under close supervision, performs a variety of skilled and semi-skilled manual labor tasks; work varies somewhat, subject to close supervision.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE: Operates various types of equipment; performs manual labor in the maintenance, repair, and minor construction of streets, alleys, water and sewer mains and plants, parks, sprinkler systems, water service lines, street signs, building maintenance, and related facilities; may perform janitorial tasks around plants and other public facilities; checks tires, oil, lubricant, water, and fuel of assigned equipment; maintains grounds in parks and around public buildings; inspect equipment, monitor operating conditions; other work as may be assigned by supervisor.

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While performing the duties of this job, the employee is frequently required to use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb or balance; stoop, kneel, crouch, or crawl. The employee is required to walk, sit and talk or hear.

The physical demands described here are representative of those that must be met by an employee to successfully preform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Any Combination of training and experience equivalent to completion of High School or equivalent. Must have a valid Driver's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS: Trucks and equipment are operated safely and effectively; assigned construction, maintenance, and collection projects are performed properly and efficiently; is able to perform a variety of semi-skilled and skilled tasks in the repair and maintenance of various types of equipment, structures and facilities; and follows oral and written instructions and maintains effective working relationships with other employees, supervisors and the public.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.

Employment Application

The City of Hardin

Equal access to programs, service and employment is available to all persons.
Those applicants requiring reasonable accommodation to the application and/or
interview process should notify a representative of Human Resource Department.

406 N Cheyenne Ave.
Hardin, MT 59034
A Drug and Alcohol Free Work Place

~Please Print or Type information below ~

Applicant Information

Full Name: _____ Date: _____

Last

First

M.I.

Address: _____

Street Address

Apartment/Unit #

City


State

ZIP Code

Phone: _____ Emergency/Message# _____ E-mail Address: _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____ ☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal ☐ Educational Co-op

Are you able to meet attendance requirements?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked here before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:	_____	
 <p>The City of Hardin is a drug free and alcohol-free workplace. The City has a drug testing policy for its employees. The City prohibits the use of all dangerous drugs. Federal and State law classifies marijuana as a dangerous drug. I understand that screening tests for alcohol and illegal drug use may be required before hiring, and if hired, during my employment here. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>			Do you have a current driver's license? <input type="checkbox"/> YES <input type="checkbox"/> NO State _____ Expires _____		
			Do you have a current CDL? <input type="checkbox"/> YES <input type="checkbox"/> NO State _____ Expires _____		

Education

High School:	Address:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
Years Completed _____	Did you graduate?	<input type="checkbox"/>	<input type="checkbox"/>	_____
College:	Address:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
Years Completed _____	Did you graduate?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other:	Address:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
Years Completed _____	Did you graduate?	<input type="checkbox"/>	<input type="checkbox"/>	_____

References

Please list three professional references.

Full Name: _____	Phone: () _____	Years Known _____
Address: _____		
Full Name: _____	Phone: () _____	Years Known _____
Address: _____		
Full Name: _____	Phone: () _____	Years Known _____
Address: _____		

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

~Most recent first~

Previous Employment

Company: _____ Phone: () _____
Address: _____ Immediate Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference? ☐ ☐

Company: _____ Phone: () _____
Address: _____ Immediate Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference? ☐ ☐

Company: _____ Phone: () _____
Address: _____ Immediate Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
YES NO
May we contact your previous supervisor for a reference? ☐ ☐

Miscellaneous

The information requested below is used solely in connection with the City of Hardin's affirmative action obligation or efforts; and is being requested on a voluntary basis, that it will be kept confidential in accordance with the ADA. Refusal to provide this information will not subject the application to any adverse treatment, and that it will be used only in accordance with ADA. To ensure that the self-identification information is kept confidential, the information will be on a form that is kept separate from the application.

Do you claim employment preference as a veteran, disabled veteran, YES NO
handicapped person or eligible spouse of one of the above? ☐ ☐ If "YES" ask for and complete Form A and attach to this application.

Disclaimer and Signature

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

All City of Hardin applications may be subject to the Right to Know provisions of Montana's Constitution (Art. II, Sect. 9) and may be considered a "public record" pursuant to Section 2-6-202 and Section 2-6-401, Montana Code Annotated. As such, this application and the fact that you applied for employment may be available for public disclosure and will be retained pursuant to the City's record retention policies. Those portions of the application that contain confidential information related to individual privacy may be protected from disclosure under law. I hereby authorize the City of Hardin to release to the public any portion of my application.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representative for seeking, gathering and using such information and all other person, corporations or organizations for furnishing such information.

This application is current for only 90 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time with or without cause and without prior notice. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer other than an authorized officer has the authority to make assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully and understand the foregoing and seeking employment under these conditions.

Signature: _____ Date: _____

EMPLOYMENT PREFERENCE FORM

Name

Position Applied For

Job Title

Position No.

Department Name

The Montana Veterans' Public Employment Preference Act and Persons with Disabilities Public Employment Preference Act allow eligible applicants to request a hiring preference when applying for a state government position. Applying for a preference is **voluntary**, and all information related to a preference will be **kept confidential**. State agencies will only use this information during the hiring process and will maintain the information in a separate confidential file. Applicants who wish to claim an employment preference must complete and return this form along with their completed employment application. An electronic version of this form is available at <http://wsd.dli.mt.gov/service/app.asp>. Applicants requesting preference must provide the appropriate documentation along with their application to verify eligibility.

Contact the local Job Service Workforce Center for details on veterans' preference or the local Montana Vocational Rehabilitation Services Office for details on obtaining a disability preference certification.

1. To claim **Veterans' Employment Preference** you must be a U.S. Citizen and (check one of the boxes below):

- ☐ **A Veteran**, if
1. you were separated under honorable conditions, **AND** you served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.
 2. You are or were a member of the Montana Army or Air National Guard who satisfactorily completed a minimum of 6 years service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.

- ☐ **A Disabled Veteran**, if
1. you were separated under honorable conditions from military duty, **AND**
 2. you have an established Armed Forces service-connected disability **OR** are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, **OR** you have received a Purple Heart.

☐ **The spouse of a disabled veteran** if the veteran's disability prevents him or her from working.

☐ **The unremarried surviving spouse of a veteran or disabled veteran.**

- ☐ **The mother of a veteran**, if
1. the veteran died under honorable conditions while serving in the Armed Forces, or the veteran has a service-connected, permanent, and total disability, **AND**
 2. your spouse is totally and permanently disabled, **OR** you are the unremarried widow of the father of the veteran.

2. To claim **Montana Persons with Disabilities Employment Preference**, you must be (check one of the boxes below):

- ☐ **A person with a disability** certified by DPHHS, **OR**
- ☐ **The spouse** of a totally (100%) disabled person certified by DPHHS **AND** have resided continuously in Montana for at least 1 year immediately before applying for employment.

3. **In the box below, check the attachment you have included to document your eligibility for employment preference.**

- | | |
|--|---|
| <input type="checkbox"/> DD-214 showing the character of discharge | <input type="checkbox"/> Service-connected disability letter |
| <input type="checkbox"/> DPHHS Disability Certification | <input type="checkbox"/> A document issued by the Office of the Adjutant General of the Montana National Guard certifying service |

SIGNATURE (typed or written):

DATE SIGNED: