

## Public Works Employee

The City of Stephenson is seeking to fill a full-time position in our Department of Public Works. The City of Stephenson values candidates who are the best fit for our city. We currently offer health insurance, paid time off, holidays, and a retirement plan.

Under the direct supervision of the Supervisor of Public Works you would perform general labor in support of a wide range of projects to maintain and upgrade the city's infrastructure. The work load can range from road work, utility system maintenance and repair, grounds keeping, facilities maintenance and other related work.

Successful candidates would be required to have:

- High School Graduate, or GED equivalent
- Ability to work independently and work well with others
- CDL/Class B license, within 1 year of employment
- Experience in operating light and heavy equipment, and knowledge of general mechanics and repair
- S-4 water license with State of Michigan, or obtain within first 12-18 months of employment
- Experience as a lineman is not required, but would be beneficial

Starting wage \$19/hour or based on experience.

Interested candidates should submit the attached job application, as well as a current résumé, to Stephenson City Hall for consideration.

The City of Stephenson is an equal opportunity employer.

Municipal Building (906) 753-6228  
Dept. of Public Works (906) 753-4769  
FAX (906) 753-4726  
TDD (800) 649-3777

# City of Stephenson

W628 Samuel St. • PO Box 467 • Stephenson, MI 49887-0467

## EMPLOYEE JOB APPLICATION

The City of Stephenson is an equal opportunity employer and provider.

NOTICE: Screening tests for illegal drug use are required as a condition of employment.

NOTE: Applications will be discarded one (1) year after today's date. Reapply after one (1) year.

TODAY'S DATE \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

Street City State Zip  
DRIVER'S LICENSE NO. \_\_\_\_\_ STATE \_\_\_\_\_ CDL CLASS \_\_\_\_\_

WILL YOU WORK OVERTIME YES \_\_\_\_\_ NO \_\_\_\_\_

DATE YOU WOULD BE AVAILABLE FOR WORK \_\_\_\_\_

POSITION APPLIED FOR: FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_

\_\_\_\_ SUPERVISOR LICENSE CLASS \_\_\_\_\_

\_\_\_\_ WASTEWATER TREATMENT PLANT OPERATOR LICENSE CLASS \_\_\_\_\_

\_\_\_\_ PUBLIC WORKS EMPLOYEE \_\_\_\_\_ PUBLIC WORKS ASSISTANT

\_\_\_\_ CLERK \_\_\_\_\_ METER READER

\_\_\_\_ UTILITY BILLING/DEPUTY CLERK \_\_\_\_\_ TEMPORARY SUMMER HELP

\_\_\_\_ CLEANING/MAINTENANCE \_\_\_\_\_ OTHER

QUALIFICATIONS:

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## EMPLOYMENT HISTORY

Company Name	Date Worked	Type of Work	Reason for Leaving
1. _____	From _____ To _____	_____	_____
2. _____	From _____ To _____	_____	_____
3. _____	From _____ To _____	_____	_____

ALL EMPLOYMENT WITH THE CITY OF STEPHENSON ARE "AT WILL" POSITIONS

The City of Stephenson is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, D.C. 20250-9410

EDUCATION (Circle the highest grade completed)

GRADE SCHOOL: 6 7 8 HIGH SCHOOL: 9 10 11 12 COLLEGE: 1 2 3 4

NAME OF LAST SCHOOL ATTENDED: \_\_\_\_\_

REFERENCES: List name and telephone number of three (3) business/work references who are not related to you and are not previous supervisors. If not applicable, list three (3) school or personal references who are not related to you.

1. \_\_\_\_\_ Phone \_\_\_\_\_

2. \_\_\_\_\_ Phone \_\_\_\_\_

3. \_\_\_\_\_ Phone \_\_\_\_\_

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind whatsoever. I agree that the City shall not be liable in any respect if my employment is terminated because of a falsity of statements, answers or omissions made by me on this questionnaire. I authorize past employers, schools, or persons to release appropriate information regarding my past performance and release them from any and all liability which may result from furnishing such information.

I understand that the City operates 24 hours per day, 7 days per week and that weekend work or changes of shifts may be required.

In addition, if accepted for employment, I hereby agree to abide by the rules and policies of my employer and accept the established pay period as provided in accordance with the fair labor standards act (as amended).

I understand that this application is not and is not intended to be a contract of employment.

Employment is subject to:

Satisfactory drug test results

Passing a Physical Exam

Satisfactory reference check

Satisfactory background check

Accuracy of all pre-employment information furnished

I have carefully read and understand the above:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Are you familiar with any of the following programs that the City is currently using?

BS&A Software \_\_\_\_\_ If yes, what modules of it? \_\_\_\_\_

Microsoft Office \_\_\_\_\_ If yes, what version(s) of it? \_\_\_\_\_

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