

CITY OF ASHTABULA
PART-TIME TEMPORARY SEASONAL POSITION AVAILABLE
Planning & Community Development, Public Works Department, Sanitation

The City of Ashtabula is seeking applications for Part-Time Temporary Seasonal Employees to work in Planning & Community Development, Public Works Department, and Sanitation.

Interested persons may apply for the Part-Time Temporary Seasonal position by filing a written application with Ohio Means Jobs located at 2247 Lake Avenue, Ashtabula, OH 44004 prior to noon on April 19, 2024. All applicants must have a valid driver's license, pass a pre-employment drug screen, and background check. A copy of the job description is available upon request of application.

The City of Ashtabula is an Equal Opportunity Employer.
James Timonere
Ashtabula City Manager

Publish: April 3, 2024 and April 10, 2024

Please send billing and proof of publication to:
City of Ashtabula
c/o Finance Director
4717 Main Avenue
Ashtabula, OH 44004

Job Description
Temporary, Seasonal General Laborer

Department: Planning & Community Development, Parks
Public Works, Sanitation Departments

Hours: 20 – 29 hrs. per week
Monday through Friday

Immediate Supervisor of the Position: Public Services Superintendent
Planning & Community Development Director,
or, their designee.

Rate of Pay: \$15.00 per hour, no benefits, temporary job for up to 150 days

General Statement of Duties:

This position requires that the employee pick up trash, use hand tools, power tools and equipment to maintain the City streets, parks, tree lawns and any other public property under the supervision and direction of the Department, respectively.

Examples of Duties and Responsibilities:

- Landscape trimming
- Mowing grass
- Rake leaves
- Picking up trash
- Lifting and delivery of heavy materials and/or machinery to job sites
- Clean job sites and properties as directed by Supervisor (or his/her designee)
- Keeping detailed report of daily activities

Knowledge of and Demonstrated Skills Required:

- Lawn care equipment operation
- Reading written orders and writing or completing reports
- Operate vehicle towing a trailer
- Clean job sites and properties as directed by Supervisor (or his/her designee)

Physical Requirements of Person Filling this Position:

- Must be able to climb high ladders
- Must be able to work in confined areas
- Must be able to lift heavy objects over his/her head
- Must be able to operate all common hand and power tools
- Must be able to operate lawn equipment such as but not limited to weed trimmers, edgers, hedge clippers and both riding and push lawn mowers
- Must be able rake leaves
- Must be able to walk through rough terrain
- Must have good sight and hearing

Minimum Qualifications:

- Must be able to demonstrate safe, proficient operation of equipment used for the job
- Must have high school diploma or equivalent
- Must have valid Ohio Drivers License



City of Ashtabula

4717 Main Avenue
Ashtabula, Ohio 44004

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT CLEARLY IN INK)

The City of Ashtabula is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

| | | | |
|---|------------------|---------------|----------|
| NAME (Last) | (First) | (Middle) | Date |
| ADDRESS | CITY | STATE | ZIP CODE |
| SOCIAL SECURITY NUMBER | TELEPHONE NUMBER | EMAIL ADDRESS | |
| POSITION APPLIED FOR | | | |
| ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? YES _____ NO _____ (Proof of eligibility will be required upon offer of employment.) | | | |
| ARE YOU OVER THE AGE OF 18 YEARS? YES _____ NO _____ (If no, you may be required to provide authorization.) | | | |
| CAN YOU WITH OR WITHOUT REASONABLE ACCOMODATION 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 _____ | | | |
| HAVE YOU EVER WORKED FOR THE CITY OF ASHTABULA? YES _____ NO _____ | | | |
| IF YES, WHEN? FROM _____ TO _____ WHERE? _____ | | | |
| CLASSIFICATION : _____ | | | |
| DO YOU CURRENTLY HAVE A VALID COMMERCIAL DRIVER'S LICENSE (CDL)? YES _____ NO _____ | | | |
| IF YES, WHAT CLASS? _____ EXPIRES _____ | | | |
| HAVE YOU BEEN CONVICTED OF ANY MOVING VIOLATIONS IN THE PAST FIVE YEARS? YES _____ NO _____ | | | |
| IF YES, PLEASE EXPLAIN: _____ | | | |
| IS ANYONE RELATED TO YOU EMPLOYED WITH THE CITY OF ASHTABULA? YES _____ NO _____ | | | |
| IF YES, PLEASE GIVE THEIR NAME AND RELATIONSHIP TO YOU. _____ | | | |
| WHAT SALARY OR RATE OF PAY DO YOU EXPECT TO RECEIVE IF EMPLOYED? \$ _____ PER _____ | | | |
| ON WHAT DATE WOULD YOU BE AVAILABLE TO BEGIN WORK? _____ | | | |
| HOW DID YOU HEAR ABOUT US? _____ | | | |

EDUCATION

| SCHOOLS | NAME AND LOCATION | # YEARS COMPLETED | COURSE OF STUDY OR MAJOR | DIPLOMA OR DEGREE | AVERAGE GRADES |
|-------------------|-------------------|-------------------|--------------------------|-------------------|----------------|
| ELEMENTARY | | | | | |
| JR. HIGH SCHOOL | | | | | |
| HIGH SCHOOL | | | | | |
| COLLEGE | | | | | |
| VOCATIONAL SCHOOL | | | | | |
| GRADUATE SCHOOL | | | | | |

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D.? YES _____ NO _____

PLEASE LIST ANY ACADEMIC HONORS, SCHOLARSHIPS, OFFICES HELD, ETC. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIPS, LICENSES OR SKILLS. _____

HAVE YOU RECEIVED ANY JOB-RELATED TRAINING IN THE UNITED STATES MILITARY? YES _____ NO _____

PLEASE GIVE DATES AND EXPLANATION: _____

EMPLOYMENT HISTORY

HOW MANY EMPLOYERS HAVE YOU HAD INCLUDING YOUR CURRENT EMPLOYMENT? _____

HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM A JOB? YES _____ NO _____

IF YES, PLEASE EXPLAIN. _____

EMPLOYMENT HISTORY (Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at the City of Ashtabula.)

| | | | | | |
|---------------------------------|---------------------|-------------------|---------------------|-----------------------------|---|
| 1. | FROM: Month/year | TO: Month/year | JOB TITLE: | SUPERVISOR'S NAME AND TITLE | SALARY: START \$ _____ END \$ _____ |
| COMPANY NAME ADDRESS AND PHONE: | | | REASON FOR LEAVING: | | |
| DESCRIPTION OF DUTIES: | | | | | |
| 2. | FROM: Month/year | TO: Month/year | JOB TITLE: | SUPERVISOR'S NAME AND TITLE | SALARY: START \$ _____ END \$ _____ |
| COMPANY NAME ADDRESS AND PHONE: | | | REASON FOR LEAVING: | | |
| DESCRIPTION OF DUTIES: | | | | | |
| 3. | FROM: Month/year | TO: Month/year | JOB TITLE: | SUPERVISOR'S NAME AND TITLE | SALARY: START \$ _____ END \$ _____ |
| COMPANY NAME ADDRESS AND PHONE: | | | REASON FOR LEAVING: | | |
| DESCRIPTION OF DUTIES: | | | | | |

PLEASE PROVIDE ANY OTHER INFORMATION YOU FEEL WILL HELP US IN CONSIDERING YOUR APPLICATION FOR EMPLOYMENT.

REFERENCES (Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)

| NAME | ADDRESS | PHONE NUMBER | YEARS KNOWN |
|------|---------|--------------|-------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the City of Ashtabula that such employment with the City of Ashtabula is at will, for no specified duration and may be terminated by either the City of Ashtabula or myself at any time, with or without cause or notice unless otherwise directed by a current bargaining agreement recognized by the City of Ashtabula. I understand that none of the documents, policies, procedures, actions, statements of the City of Ashtabula or its representatives used during the hiring process is deemed a contract of employment real or implied. I understand that no representative of the City of Ashtabula except the Ashtabula City Manager, the Ashtabula Municipal Court Judge, the Ashtabula City Solicitor, or City Council has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the authoritative elected official(s).

In consideration for employment with the City of Ashtabula, if employed, I agree to conform to the rules, regulations, policies and procedures of the City of Ashtabula at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the business conducted by the City of Ashtabula, attendance and punctuality are considered essential requirements of every job at the City of Ashtabula and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with the City of Ashtabula, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. There is potential for disqualification if an unsatisfactory result is obtained from the testing. Refusal to cooperate or attempt to affect the results of these pre-employment tests will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the City of Ashtabula and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for six months. If I wish to be considered for employment after this period I must fill out and submit a new application.

I understand that the information provided on this application for employment may be subject to public record in accordance with Ohio Sunshine Laws.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

THE CITY OF ASHTAUBLA IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.

The City of Ashtabula is a Drug and Tobacco Free Workplace