

JOB POSTING

FULL TIME LABORER – VILLAGE OF FAIRFAX

The Village of Fairfax is seeking to fill the position of full-time Laborer in the Maintenance Department. This position reports directly to the Maintenance Supervisor.

The job is an hourly-paid position, generally Monday-Friday, a 40-hour work week with occasional overtime.

The applicant must have a high school diploma or GED equivalent. A general description of the duties and skills required for the position is attached.

All applicants are required to submit the employment application and other required information included in the attached “Employment Packet”.

All application packets are due to the Village of Fairfax no later than 4PM on Friday October 6, 2023.

EMPLOYMENT PACKET

All prospective employees must complete the following and submit the required information to the Village of Fairfax no later than 4PM on October 6, 2023:

- Complete the Employment Application including the signed "Applicant Statement". Applicants may also provide a resume if they wish to include more information about their job experience, background and skills.
- All applicants must submit 3 references (all references must be persons not affiliated with the Village of Fairfax)
- Submit the signed "Acknowledgement Form" attached to the job description and skills requirement information.

After initial applicant reviews and interviews, candidates selected for further consideration will be required to get a criminal background check and provide that information to the Village of Fairfax. (Instructions will be given to those candidates on how to do this). Based on a successful background check, the top 3 candidates will be interviewed by the Fairfax Personnel Committee established by the Mayor.

The person who is ranked number one after the interviews are conducted will be extended a conditional job offer pending a passing medical examination and drug test.

MAINTENANCE – LABORER

Job/Skills Description

Reports To:

Maintenance Foreman/Supervisor

The Maintenance Laborer reports to the Maintenance Foreman/Supervisor or his/her designee. The Laborer is responsible for performing general maintenance work throughout the entire Village. This includes landscaping, street maintenance, building maintenance, storm sewer maintenance, creek and culvert maintenance and/or any other related work that the Maintenance Foreman so directs.

Qualifications: A high school diploma or GED equivalent; possession of a current and valid Ohio Driver's License; possession of an interest in outdoor and indoor maintenance; a general background involving various types of work performed by the Maintenance Department; dependability; an ability to follow instructions; an ability to perform the physical duties required by the job; work in hot and cold outdoor weather conditions; all new-hires to possess an active pesticide applicator's license, (or if one is not available, a willingness to obtain a pesticide applicator's license within one (1) year.

Hours: The laborer in the Maintenance Department is an hourly wage earner. The normal weekly work schedule consists of a Monday through Friday 40-hour work week (generally 7AM – 3:30 PM, hours subject to be adjusted) with a half hour lunch break. The laborer must also be available for overtime hours when offered (to be paid at 1 ½ times the hourly rate) as well as be available for "On Call" overtime/after-hours work for emergency situations.

Physical Requirements: Employees must be able to regularly lift 50 lbs. and able to consistently perform the physical activities involved with the duties of the job on a daily basis.

Duties: The laborer performs duties as assigned by the Maintenance Foreman. These duties include but are not limited to:

- General building maintenance of all Village-owned structures/buildings
- Upkeep maintenance vehicles
- General upkeep of all mowers and equipment
- Grass mowing of public rights of way and park areas and some tree trimming/removal
- Residential Leaf pick up with leaf vac
- Maintenance of public park areas
- General street maintenance including pothole repair, curb repair, local road street striping
- Maintenance of culvert areas, channels and creek areas
- Street sweeping
- Snow and ice removal
- Brush and scrap removal
- Storm sewer cleaning
- Paper and debris maintenance
- Plumbing Work, electrical work, carpentry work and painting
- HVAC/mechanical experience not required, but a plus
- Other such duties as assigned by the Maintenance Supervisor

Initial

I hereby acknowledge that I have reviewed and understand the position requirement of the Village of Fairfax Maintenance-Labor position and can perform the duties described on a consistent basis.
(Initial first page)

Name (print): _____

Signature: _____

Date: _____



Village of Fairfax, Ohio

EMPLOYMENT APPLICATION

Please answer all questions completely and accurately. Use a typewriter or print legibly. All statements in your application are subject to verification. Please mail applications to: **Village of Fairfax, 5903 Hawthorne Ave, Cincinnati, OH 45227**

Name:

Position Applied For:

First MI Last

Telephone:

Driver's License:

Home () _____ - _____
Work () _____ - _____
Cell () _____ - _____

State Issued: _____ Expiration Date: _____
Number: _____ Class/Type: ____/____

Mailing Address:

Social Security Number:

□ □ □ - □ □ - □ □ □ □

Street

City State Zip Code

PLEASE MARK EITHER YES OR NO TO THE FOLLOWING QUESTIONS.

YES NO

- If required, could you work shift work?
- If required, could you work a rotational work schedule?
- If required, could you work a schedule other than Monday through Friday?
- If required, could you work overtime?
- Applicants for non-civilian police and fire positions: Are you 21 years of age or older?
- Applicants for all other positions: Are you 18 years of age or older?
- Have you ever been convicted of a felony? *NOTE: A conviction record is not an automatic bar to employment.*
- Do you have any other commitments with another employer or entity that would affect your employment with us? If yes, please explain: _____
- Have you ever been discharged or forced to resign from a position? If yes, please explain: _____

May we contact your present employer?

Are you related to a current full-time Village of Fairfax employee? (i.e., wife-husband, mother-father, sister-brother, daughter-son, grandmother-grandfather, aunt-uncle, or niece-nephew – by blood or marriage?)
If yes, please list who and relationship: _____

EDUCATION:

Highest Grade Completed in High School: _____ Name & location of School: _____ _____	Name of Colleges or Universities Attended: _____ _____
City: _____ State: _____ Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Completed: _____ If you did not graduate High School, have you passed the General Educational Development (G.E.D.) Test? Major: _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of Semester Hours Your <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of State that awarded G.E.D.: _____	Degree(s): _____

WORK HISTORY: (Please list in chronological order starting with your most recent employer.)

1 Your Present or Most Recent Employment:

From _____ to _____ Exact Title of
Position: _____
Month/Year Month/Year Your duties
are: _____

Name of Employer: _____

Phone Number of Employer: () _____ - _____

Address of Employer: _____ Name of
Supervisor: _____
_____ Title of Supervisor: _____
Street

Supervisor's Phone Number: _____

_____, _____ Number of Staff You Supervise: _____
City State Zip Code

Average Hours Worked per Week: _____ Part-Time Full-Time
Why do you want to leave? _____ Salary:
\$ _____ Annual Hourly

2

From _____ to _____ Exact Title of
Position: _____
Month/Year Month/Year Your duties
were: _____

Name of Employer: _____

Phone Number of Employer: () _____ - _____

Address of Employer: _____ Name of Supervisor: _____
Supervisor: _____
_____ Title of Supervisor: _____

Street _____
Supervisor's Phone Number: _____

_____, _____ Number of Staff You Supervised: _____
City _____ State _____ Zip Code _____

Average Hours Worked per Week: _____ Part-Time Full-Time

Why did you leave?
Salary: \$ _____ Annual Hourly

3 _____

From _____ to _____ Exact Title of Position: _____
Month/Year Month/Year Your duties were: _____

Name of Employer: _____

Phone Number of Employer: () _____ - _____

Address of Employer: _____ Name of Supervisor: _____
Supervisor: _____
_____ Title of Supervisor: _____

Street _____
Supervisor's Phone Number: _____

_____, _____ Number of Staff You Supervised: _____
City _____ State _____ Zip Code _____

Average Hours Worked per Week: _____ Part-Time Full-Time

Why did you leave?
Salary: \$ _____ Annual Hourly

4

From _____ to _____ Exact Title of
Position: _____
Month/Year Month/Year Your duties
were: _____

Name of Employer: _____

Phone Number of Employer: () _____ - _____

Address of Employer: _____ Name of
Supervisor: _____

_____ Title of Supervisor: _____

Street
Supervisor's Phone Number: _____

_____, _____ Number of Staff You Supervised: __

City State Zip Code

Average Hours Worked per Week: _____ Part-Time Full-Time

Why did you leave?
Salary: \$ _____ Annual Hourly

Give any additional information covering your qualifications including any licenses or professional certificates that you hold which are applicable for this position:

Please read and sign the back of the Employment Application.

APPLICANT STATEMENT

I hereby certify that all responses set forth during my employment application process and true and complete. My signature also authorizes the Village of Fairfax or its authorized agents to conduct a thorough investigation of all statements, written or oral, made by me during the employment application process, including without limitation, information concerning my prior employment positions, activities, law enforcement record, and educational background. I hereby authorize all persons, companies or other entities connected with any such informational request, including without limitation, physicians, hospitals, prior employers, and law enforcement agencies to provide any and all information and/or medical records they may have regarding me or my employment. I release and agree to indemnify the Village of Fairfax, its authorized agents, and its employees, and all other person, companies, and other entities from any al all liability arising out of such investigation, including without limitation, any liability for furnishing information or for taking any action based on the information provided.

1. I understand and agree that any falsification, misrepresentation, incomplete response or omission either on the employment application form or in my response to questions asked during the interview process may disqualify me from further consideration for employment, or if employed by the Village of Fairfax, will subject me to immediate termination, whenever the falsification or omission is discovered. In this regard, where an item is left blank on the employment application, it is because there is no information within its scope.
2. I understand that a chemical test for the presence of illegal and controlled substances may be required before the commencement of and/or during my employment. In addition, I understand I may be required to take a physical examination before starting work if an offer of employment is made. I release and agree to indemnify the Village of Fairfax, its authorized agents, and its employees, and all other persons, companies, and other entities from any and all liability arising out of any physical examination or chemical testing or for the taking of any action based on the results of any physical examination or chemical testing.
3. I certify that I am a citizen of the United States, or, if not, I can provide required documentation permitting me to work in the United States.
4. I understand and agree that nothing contained in the Village of Fairfax Employment Application or in the granting of an interview or anything set forth in any oral or written statement, communication, or policy now or in the future constitutes or is intended to constitute or to create a contract between me and the Village of Fairfax for either employment or for the providing of benefits. No promises regarding employment have been made to me and I understand and agree that no such promise or guarantee is binding on the Village of Fairfax unless they are expressed promises, made in writing, and signed by the appropriate Department Head or his/her designee.

Applicant's Signature

Date