



PUBLIC WORKS - Application for Employment

APPLICANT INFORMATION

Name: _____ SS #: _____
Last First Middle

Address: _____
Street City State Zip

Phone: _____ Cell: _____ Are you atleast 18 years old? Yes No

Email: _____

Are you a U.S. citizen or permanent resident alien with a legal right to work in the U.S.? Yes No

Can you, after employment, verify your legal right to work in the U.S.? Yes No

Have you ever been convicted of a crime (other than minor traffic violations) in the last 5 years? Yes No

If Yes, please explain: _____

Have you ever worked for us in the past? Yes No If yes, when: _____

Do you hold a valid Class A Driver's License? Yes No If Yes, State of Issue: _____

License #: _____ Expiration Date: _____

EMPLOYMENT HISTORY

Are you currently employed? _____ If yes, may we contact your employer? _____ Supervisor: _____

Company	_____			Phone: () _____
Address:	_____			Supervisor: _____
Position:	_____	Starting Wage:	_____	Ending Wage: _____
Responsibilities:	_____			
From:	_____	To:	_____	Reason for Leaving: _____
May we contact your previous supervisor for a reference?	_____	If not, why?	_____	
Hours per week:	_____	Schedule:	_____	

Company	_____			Phone: () _____
Address:	_____			Supervisor: _____
Position:	_____	Starting Wage:	_____	Ending Wage: _____
Responsibilities:	_____			
From:	_____	To:	_____	Reason for Leaving: _____
May we contact your previous supervisor for a reference?	_____	If not, why?	_____	
Hours per week:	_____	Schedule:	_____	

Company	_____			Phone: () _____
Address:	_____			Supervisor: _____
Position:	_____	Starting Wage:	_____	Ending Wage: _____
Responsibilities:	_____			
From:	_____	To:	_____	Reason for Leaving: _____
May we contact your previous supervisor for a reference?	_____	If not, why?	_____	
Hours per week:	_____	Schedule:	_____	

EDUCATION AND TRAINING

High School		Years Attended		Subjects Studied	
Vocational		Years Attended		Skills/Training	
College		Years Attended		Subjects Studied	
Military		Years Attended		Skills/Training	
Do you currently hold a Water Operator License:		<input type="checkbox"/>	If yes, class:		
Do you currently hold a Maine State Inspection License:		<input type="checkbox"/>	If yes, expiration date:		
Contruccion/Heavy Equipment Training/Skills: (please describe)					

REFERENCES

Please list 3 professional & personal references (family members are excluded) who have known you for at least 1 year. May also attach letters of recommendation. Make sure to inform references about potential contact.

Full Name:		Phone:	()
Address:		Email:	
Relationship to applicant:		Years known:	
Full Name:		Phone:	()
Address:		Email:	
Relationship to applicant:		Years known:	
Full Name:		Phone:	()
Address:		Email:	
Relationship to applicant:		Years known:	

PHYSICAL REQUIRMENTS

Please review prior to applying

Sitting Frequent	Standing Frequent	Walking Frequent
Driving Frequent	Slippery Conditions Frequent	Temperatures Between -30 and 100 Degrees
Noise Exposure (>85 Decibels) Occasional	Personal Protective Equipment Frequent	Language English
Wrist Deviation (Side to Side) Occasional	Hand/Wrist Repetition (Up & down) Frequent	Reaching Frequent
Twisting Frequent	Grasping Frequent (Simple <50 lbs)	Grasping Occasional (Firm >50 lbs)
Bending Frequent	Pulling Occasional Up to 100 lbs	Pushing Occasional Up to 100 lbs
Lifts & Carries (Including Overhead) Frequent Up to 50 lbs Occasional 51-100+ lbs	Manual Dexterity/Strength Gross motor, moderate-heavy strength Fine motor, moderate-heavy strength	
Squatting/Kneeling/Climbing/Crawling Frequent	Visual Close Eye Work/Focus Color Discrimination Depth Perception Distance Vision	
Hearing/Speaking Within 100 Feet (Telephone, Radio, Etc)		

PHYSICAL REQUIRMENTS (Cont.)

Do you have any physical limitations that may prevent you from performing all of the requirements of this position?

If yes, please explain: _____

Position Requirments/Information

- A pre-employment physical will be performed by a provider of the Organization prior to hiring
- Drug and Alcohol testing will be conducted prior to hiring
- Random Drug and Alcohol testing will be conducted for all employees
- Driver's License review will be conducted prior to hiring and annually

Position Desired: _____ Hourly Wage Requested: \$ _____

Hours Per Week: _____ Days Available: Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Public Works postions require availibilty for days, evenings, nights, and weekends. On-Call rotation is also required.

Job Tasks: Plowing, sanding, road grading, water main replacement and repair, vehicle maintenance & repair, building maintenance & repair, and many other tasks as assigned.

DISCLOSURE and AUTHORIZATION

Please Read and Sign the Following Statements

I certify, under penalty of law, that the information given in this application is correct and complete to the best of my knowledge. I am aware that, should investigation at any time show falsification, I will not be considered for employment or, if employed, I may be dismissed. I hereby authorize Lake Arrowhead Community and agencies with whom my name is certified/referred to make all necessary investigations concerning me, my work habits, previous employment or experience, and other situations as are applicable to the position I am applying for. I authorize Lake Arrowhead Community to check my driving record. I authorize Lake Arrowhead Community, Inc. to contact former employer(s), persons given as reference, and other organizations including law enforcement to provide all information that may be sought in connection with my application. With this permission I release the organization from any liability as a result of such contact. I understand and agree that I will be required to ratify the information contained in this application by signature as a condition of my employment.

In consideration of my employment, I agree to conform to the company's rules and regulations and I agree that my employment and compensation can be terminated with or without cause and with or without notice at any time at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed with or without cause and with or without notice at any time by the company. I understand that no company represenatative, other than its president and then only when in writing and signed by the president has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.

I have read and understand the nature of the position I am applying for and the duties associated with it and if hired, I attest that I can perform the required functions and duties of my job to the best of my abilities with or without reasonable accomodation.

Signature: _____ Date: _____

Please submit your completed application with appropriate copies of verification materials as applicable with your cover letter and resume

Office Use Only

Manager: Scott Davis, Public Works Manager Date Interviewed: _____

Postion: Public Works Crew Member Hired Yes No

Start Date: _____ Wage: \$ _____

Notes: _____

Job Description

Job Title **Maintenance Crewman, LAC Public Works**

Summary

Reporting to the Manager, Public Works the LAC Public Works Maintenance Crewman is responsible for performing tasks related to construction, operation, care and maintenance of the Lake Arrowhead Community road and water system infrastructure, building facilities, beaches, recreation areas and equipment. Work is performed under direct or with minimal supervision and includes **functions of moderate difficulty**. Crewmen perform routine tasks requiring the use of acquired skills and knowledge. Assignments may involve working with other team members as part of a crew or working independently.

Essential Duties

- Perform repair and maintenance of community roads and adjacent land including but not limited to grading, cold patching, fixing signs, trimming trees, ditch mowing, culvert replacement and maintenance.
- Assist in placement of gravel or asphalt involving patching or paving operations on community roads and parking areas.
- Perform snow and ice control/removal to maintain roads, parking lots, community facilities and rooftops using appropriate equipment.
- Assist in the installation and repair of any community owned underground utilities such as water pipes, culverts and drainage systems.
- Install and repair water mains and services. Respond to water main breaks when required.
- Assist in placement of wet concrete involving repair or construction work.
- Maintain, repair and install new park and playground equipment.
- Perform exterior and interior building and construction tasks such as carpentry, dry wall, taping, painting,
- Perform grounds maintenance for community facilities and along roads to include tree removal, brush trimming, grass mowing and landscaping and other related tasks. Collect and dispose of garbage in playgrounds, beaches, parks, postal and common areas.
- Operate heavy equipment such as loaders, backhoes, excavators, dump trucks, tractors, bulldozers and rollers, snow blowers, etc.
- Operate power and hand tools such as plate compactor, chainsaw, demolition saw, jack hammer, shovel, rake, etc.
- Perform and/or ensure the proper operator maintenance of equipment, tools and trucks through inspections, repairs and services.
- Assist with the LAC's milfoil removal effort in Lake Arrowhead.
- Must be available to work on a rotating "On Call" schedule and perform off duty tasks as assigned.
- Perform all assigned tasks in a safe and responsible manner so as to ensure the safety of all LAC employees, members and public.

- Perform all other related duties as assigned.
- Treat all LAC staff, membership and public in a courteous and professional manner.

Qualifications

To be successful, the crewman must be able to perform all essential duties in a safe and effective manner. Requirements include:

- General knowledge of excavation, building construction, repair, and maintenance principles.
- Ability to tolerate working in an environment that may contain dirt, dust, noise, unpleasant fumes/odors, vibration, poor lighting, confined spaces, allergens, extreme heat, extreme cold, chemical fumes and exposure, wetness and/or humidity.
- Ability to solve practical problems with or without immediate supervision.
- Ability to work with others as part of a team and/or independently.
- Ability to understand and perform work assignments and follow policies and procedures.
- Ability to work cooperatively with other employees, supervisors, and the general public.
- Ability to lift or move a minimum of 100 lbs.
- General knowledge of water system and road maintenance, landscaping, grass mowing, tree trimming and applicable equipment.
- Ability to safely run all applicable machinery and equipment.
- Be on-call and available to work 24/7 for snow/ice control season.
- Ability to learn proper operation and care of all community equipment and tools.
- Knowledge of general equipment, machinery, and tools used in construction activities.
- Ability to acquire and retain knowledge related to the methods and techniques of repair, maintenance, and installation.

Education and/or Other Requirements

- Minimum of a High School diploma or GED
- 4 years of experience in road repair, construction and maintenance, water system construction and maintenance, buildings and facilities maintenance, parks and landscape maintenance or related field.
- Possession of a class “B” CDL with a requirement of obtaining a class “A” CDL within six (6) months of hire.
- Any equivalent combination of training and experience that produces the competencies desired for the position will be considered.

Hours of Employment

Employee will work the established hours as specified by the Public Works Manager and/or the assistant public works manager including after hours call out tasks.

Probationary Period

Six (6) months

Evaluations

Within the first year of employment, evaluations will occur at six months and one year. Thereafter, an annual evaluation will take place the end of each fiscal year.

Reasonable accommodations may be made in order to perform the essential functions. This job description describes a general category of jobs. In order to meet the needs of the Lake Arrowhead Community Inc. employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time. This job description does not constitute a written or implied contract of employment.