

Town of Sharon
Application for Employment

The Town of Sharon is an equal opportunity employer. The Town considers applicants for all positions without regard to race, color, religion, sex, HIV status, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

PLEASE PRINT

Date of Application _____

Position(s) applied for: _____

Are you applying for: temporary work – such as summer or holiday work? yes no
Regular part-time work? yes no Available starting when? _____
Regular full-time work? yes no Available starting when? _____

Are you available to work overtime? yes no Comment? _____

Referral source: Advertisement Friend Relative Walk-in
 Employment Agency Other

Name _____
Last First Middle Initial

Street Address _____
Number Street City State Zip Code

Mailing Address _____
(if different from above)

Email Address _____

Telephone Number: _____ home phone cell phone

Are you over the age of 18? yes no (If under 18, hire is subject to verification of minimum legal age.)

Have you filed an application here before? yes no If yes, give date _____
Have you ever been employed here before? yes no If yes, give date _____

Are you employed now? yes no May we contact your present employer? yes no

Salary desired: \$ _____ If hired, would you be able to present evidence that you legally can work in the United States? yes no

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? yes no

If no, please describe the functions that **cannot** be performed: _____

(Note: The Town of Sharon complies with the American for Disabilities Act and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

EDUCATION

High School, Trade, Business school, College or Graduate School Attended	No. of Yrs/Grades Completed	Degrees earned or expected.	Major Courses of Study	GPA/ Major

Describe Specialized Training, Apprenticeships, Skills, you have acquired and any extra-curricular activities you participated in: _____

EMPLOYMENT HISTORY and U.S. MILITARY SERVICE

Please complete this section even if you have attached a resume. Give a complete account of your job duties. Begin with your *present* or *most recent* positions and *work backwards*.

- Employer's name and address: _____
Supervisor _____ Telephone _____
Main duties _____

From _____ To _____ Starting Pay _____ Ending Pay _____
Why did you leave? _____

2. Employer's name and address: _____
Supervisor _____ Telephone _____
Main duties _____

From _____ To _____ Starting Pay _____ Ending Pay _____
Why did you leave? _____

3. Employer's name and address: _____
Supervisor _____ Telephone _____
Main duties _____

From _____ To _____ Starting Pay _____ Ending Pay _____
Why did you leave? _____

Which of these jobs did you like best and why? _____

Special Skills and Qualifications: Please summarize special skills and qualifications acquired from employment or other experience: _____

Do you have and are maintaining a valid CDL driver's license? Class _____ yes no

Do you have a current medical card for CDL licensure? yes no

Are you a veteran of the U.S. military service? yes no If yes, branch _____
Dates of service: _____

Please list and professional, trade, business or civic activities and offices held or currently being held that may provide relevant experience for the position under consideration. (Note: you may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status): _____

REFERENCES: Please provide three (3) references who are not related to you and who can respond to questions about your work capabilities and character.

1. _____
 Name (First, last) Mail Address Telephone number
2. _____
 Name (First, last) Mail Address Telephone number
3. _____
 Name (First, last) Mail Address Telephone number

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or, if employed, may be just cause for immediate dismissal. I hereby authorize any former employer, person, firm, corporation or educational institution listed hereon, including this municipality, to answer any and all questions and to provide documents and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records.

I understand that submission of an application does not guarantee employment. I understand that neither this document nor any offer of employment from the Town of Sharon constitutes an employment contract unless a specific document to that effect is executed by and between the Town and me, as employee, in writing. Furthermore, in the event I am employed by the Town of Sharon, my employment shall be completely voluntary and may be terminated at will at any time for any non-discriminatory reason upon notice by either myself or the municipality.

I understand that if offered a position by the Town of Sharon, I may be required to submit to a pre-employment controlled substances screening and background check as a condition of employment. I understand unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of pre-employment screening will result in withdrawal of any employment offer or constitute grounds for termination of employment if I am 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 Town of Sharon, its representatives or agents, and I further release all parties involved from any and all liability for any and all damages that may result from provision of such information.

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

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

Signature of Applicant

Date

TOWN of SHARON

Job Description

Road Crew Worker

Level 1, Level 2, Level 3

Summary of Duties and Responsibilities:

A Road Crew Worker for the Town of Sharon is primarily responsible for the maintenance and repair of the Town Highway system and associated equipment, and secondarily responsible for maintenance of town facilities and buildings. Under the direction of the Road Foreman, the crew members operate the equipment and provide the labor to maintain and repair the Town facilities including, but not limited to: highway grading, trucking, snow plowing and sanding highways, brush clearing, road repair, light building and facility maintenance and other associated tasks as required.

Specific Duties and Responsibilities:

- Safely operate Town highway maintenance equipment, including but not limited to: pickup trucks, dump trucks, bucket loader, road grader, backhoe, tractors with and without various attachments including mowers and wood chippers, and other equipment required for the maintenance of the highways.
- Safely operate various hand machinery such as chain saws, weed or brush trimmers, culvert thawers, mowers and welders. Also uses shovels, picks, rakes and other hand operated equipment necessary for highway maintenance.
- During the winter months the duties chiefly require snow plowing, snow removal, road sanding, salting, patching, and culvert thawing. These duties frequently occur at irregular times and hours.
- During Spring, Summer and Fall duties include repair of gravel as well as asphalt roads, culvert installation, hauling of materials and supplies, hauling or moving equipment, cleaning ditches and culverts, installing new guard posts and rails road signs, cutting brush, mowing, and other tasks associated with the maintenance and repair of the Town highways. The duties include major repair, rebuilding, construction, grading and re-grading of gravel roads, repair and patching of asphalt roads.
- Road crew members are responsible for the general maintenance of the Town Highway Department equipment. Both preventative and corrective maintenance tasks and adjustments are a routine responsibility through out the year. The crew members will keep daily records of hours, locations of work, equipment and materials used, gas, diesel fuel, and oil. This information will be entered daily on written time sheets and/or on computer time sheets.

- In addition to the above duties, Road Crew members are also responsible for routine maintenance of town buildings and facilities, including but not limited to trash collection, minor building repairs, assistance to other Town employees and contractors when appropriate, and other duties as assigned.

Reports To: The Assistant Road Foreman/Road Foreman

Receives specific instructions from the road foreman, who is responsible for carrying out established policies and procedures. The employee is responsible to receive these instructions, and accomplish the task assigned in a safe, timely, and cost efficient manner.

Skill requirements:

Knowledge and ability to operate the Town Highway equipment.

Knowledge of the principles, practices, and techniques associated with the maintenance and repair of gravel and surfaced highways.

Skill in handling controls for starting, stopping, driving, and backing the Town vehicles, skill in judging overhead and side clearances, turning radii, braking distances, and backing clearance.

Knowledge and application of the techniques and practice for safe heavy equipment operation including: safe lifting heights, practice, loading and load securing techniques, and dumping safety.

Knowledge and application of safety rules and regulations for the movement of heavy equipment are of paramount importance to this position. Application of these rules are required at all times, on the public way, and also in remote situations.

The initiative and mechanical ability to accomplish minor repairs, adjustments, and other maintenance tasks on Town vehicles and equipment.

This position requires skill in communication and interpersonal relations to: understand and follow oral and written instructions, keep records, operate computers and use spreadsheets, and cooperate effectively with fellow workers and supervisors. Exemplary conduct when interfacing with the general public is an absolute necessity in this position.

The normal physical requirements including the ability and dexterity to reach, bend, turn, move hands, move arms, move feet, and move legs to operate the hand and foot controls of standard and maintenance vehicles are required. Normal, or correctable to normal, vision and hearing is required for the safe operation of equipment. The strength and endurance to repeatedly lift heavy objects, pull and tug objects, dig, chop and use other hand tools, and perform other strenuous activities is required. The strength and endurance to perform effectively over long hours and in adverse weather conditions is required.

Maintaining a current and valid Vermont Commercial Drivers License (CDL) is required.

Education:

High School Diploma, GED, or similar equivalent education required.

Terms of Employment:

The position is a full time position. Overtime is required, especially during adverse weather conditions, as necessary to keep the Town highways serviceable.

Experience:

This position description includes three levels of experience and responsibility. Except as modified below, all requirements of the above description apply to all levels of assignment.

Level 1: Level 1 is the entry level to this position. The physical ability requirements apply. The incumbent may, however, not have all the experience or knowledge in highway maintenance or heavy equipment operation required. The incumbent must have the ability and interest to learn through classroom and/or on the job experience to acquire the knowledge of techniques and practice required. At this level the incumbent is more dependent upon supervision and assistance from others in the accomplishment of the assignments.

Level 2: Level 2 includes all of the skills and responsibilities of Level 1, and additionally the employee is fully knowledgeable of the techniques and practices of heavy equipment use, operation and maintenance. The incumbent is also knowledgeable in road construction, maintenance and repair techniques. The employee is capable of operating all Town vehicles and equipment. The employee can receive general instruction from the road foreman and, with a minimum of supervision, independently determine the requirements and accomplish the task. Upon occasion, in the absence of and/or at the request of the Road Foreman or Assistant Road Foreman, the Level 2 employee may supervise fellow workers or others engaged in road maintenance and construction work. A Level 2 worker may also be asked, upon occasion, to perform computer data entry tasks.

Level 3 Assistant Road Foreman: This position requires all the skills and responsibilities of Level 2 as well as assisting the Road Foreman in a variety of administrative activities. These include but are not limited to: supervising fellow workers or others engaged in road maintenance and construction work; helping in the preparation of the annual report to the Selectboard assessing the condition of Town Highways; assisting in preparation of plans for road care for the upcoming year(s); acting as the safety agent for the Town Road Crew by collecting, reviewing, filing and posting safety-related materials; providing information on new safety procedures others on the Road Crew, when applicable; tracking and reporting road project costs including Road Crew Hours, Equipment Hours and all outside expenses (such as contractors, materials or equipment rental); assisting the Road Foreman in preparation of the annual Town Highway Budget; performing computer data entry and reporting; instructing others in basic equipment operation; and acting on behalf of the Road Foreman as required.

Evaluation:

A Road Crew Worker's performance will be evaluated at least annually by the Road Foreman. Performance in accordance with the Town of Sharon's Personnel Policy and Procedures is required and along with this Job Description will be the standard against which performance will be evaluated.

Compensation:

As determined by the Board of Selectmen.

Dated: July 1, 2010