

## **PUBLIC WORKS DIRECTOR**

The Jackson Township Board of Trustees is accepting applications for the full-time position of **Public Works Director**. Responsibilities for the position include planning and supervising street repair and maintenance activities; responsible for administration, management, planning, organizing and monitoring the operations of the Public Works Department; does related work as required.

This position requires experience with a township, county, or municipal public works agency; undergraduate degree in Civil Engineering, Business Administration, Public Administration or a closely related field of study; or any combination of education, training and experience that indicates possession of knowledge, skills, and abilities to perform essential functions. Basic knowledge of local government and public works principles. Must maintain a valid Ohio Driver's License.

This position is classified as a Class A-Benefit Package for Management Personnel with a salary of \$75,000-\$95,000 - commensurate with experience.

This position is eligible for a full range of Township benefits including medical, prescription, dental and vision insurance; life insurance and other voluntary supplemental insurance programs; paid time off, and OPERS retirement.

Submit resume and Jackson Township employment application to: Jackson Township Administrator/Law Director, 5735 Wales Avenue NW, Massillon, OH 44646 by September 13, 2019 at 4:30 p.m. Mark envelope "**Public Works Director**" or find the application online at <http://www.jacksonwp.com/EmploymentOpportunities.aspx>

Résumés are subject to public disclosure in accordance with the Ohio Revised Code. EOE.



# APPLICATION FOR EMPLOYMENT

JACKSON TOWNSHIP TRUSTEES  
STARK COUNTY, OHIO  
5735 Wales Avenue NW  
Massillon, OH 44646

(PLEASE PRINT)

Position Applied For					Date of Application	
Last Name		First Name			Middle Name	
Address	Number	Street	City	State	Zip Code	
Telephone Number(s)		E-Mail Address			Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work?

YES       NO

Are you legally eligible for employment in this country?

YES       NO

Have you ever filed an application with Jackson Township before?

YES       NO      If yes, give date \_\_\_\_\_

Have you ever been employed by Jackson Township before?

YES       NO      If yes, give date \_\_\_\_\_

Have you ever been employed by a Township, Municipality, County, Village, State Government, School, or any other governmental employer?

YES       NO      If yes, state where \_\_\_\_\_

Are you currently employed?

YES       NO

May we contact your present employer?

YES       NO      Date available for work \_\_\_\_\_

Type of employment desired:

Full-time       Part-time       Temporary       Seasonal

Are you currently on "lay-off" status and subject to recall?

YES       NO

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone number		Hourly Rate / Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone number		Hourly Rate / Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
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Job Title	Supervisor	Starting	Final	
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Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone number		Hourly Rate / Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

**EDUCATION**

List last three schools attended, starting with the most recent.

Name and Address of School	Course of Study	Years Completed	Diploma Degree

**OTHER JOB-RELATED EXPERIENCE**

Describe any job-related training or skills acquired during any military service.


Summarize any special job-related skills and qualifications acquired from employment or other experience.


**Specialized Skills** (Check Skills/Equipment Operated)

- PC                       Microsoft Word                       Shorthand/notehand
- Fax                         Microsoft Excel                         Transcription
- Microsoft Access                         Internet
- Communications (Telephone Systems/Voicemail/Pagers)
- Other: \_\_\_\_\_

**ADDITIONAL INFORMATION**

List any job-related professional, trade, business or civic organizations and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

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State any additional information you feel may be helpful to us in evaluating your application.

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We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status or any other legally protected status.

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Jackson Township is of an "at will" nature, which means that the Employee may resign at any time and Jackson Township may terminate employment of the Employee at any time for any reason. Only the Board of Trustees has the authority to change an employment relationship.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination of my employment. In consideration of my employment, I agree to conform to the rules, regulations, and policies of Jackson Township.

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

\_\_\_\_\_  
Date