

HIGHWAY LABOR SPECIALIST

The Jackson Township Board of Trustees is accepting applications for the full-time position of **Highway Labor Specialist**. The position requires an Ohio CDL; class A desirable. Requires operating various equipment, especially loaders & excavators. Knowledgeable in installing and making repairs to storm sewers, catch basins, pavement repairs, and concrete work, which also will include physical labor. Includes operation of dump trucks on a 24-hour call out basis for snow removal or other emergencies. Responsible for completing daily work assignments and routine equipment and tool inspection. Mandatory random drug and alcohol testing.

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, Jackson Township employment application and insert to: Jackson Township Administrator/Law Director, 5735 Wales Avenue NW, Massillon, OH 44646. Mark envelope "**Highway Labor Specialist**". 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	
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Employer		Dates Employed		Work Performed
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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:

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

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

Applicant Name: _____

**Jackson Township Public Works Department
Highway Division**

In addition to a resume and Jackson Township employment application, candidates must submit the following information for consideration. Please indicate the number that best represents your knowledge and skills.

<u>Equipment Operation</u>	<u>Extremely Experienced</u>	<u>Very Experienced</u>	<u>Somewhat Experienced</u>	<u>Not Very Experienced</u>	<u>No Experience At All</u>
Loader	5	4	3	2	1
Back Hoe	5	4	3	2	1
Skid Steer	5	4	3	2	1
Paver	5	4	3	2	1
Road Broom	5	4	3	2	1
Excavator	5	4	3	2	1
Plow Truck	5	4	3	2	1
Gradall	5	4	3	2	1
Flush Truck	5	4	3	2	1
Pipe Camera	5	4	3	2	1
Wood Chipper	5	4	3	2	1
Chainsaw	5	4	3	2	1
Cut-off Saws	5	4	3	2	1
Dozer	5	4	3	2	1

Other equipment not listed:

<u>Construction Skills</u>	<u>Extremely Experienced</u>	<u>Very Experienced</u>	<u>Somewhat Experienced</u>	<u>Not Very Experienced</u>	<u>No Experience At All</u>
Asphalt Installation	5	4	3	2	1
Brick Layer	5	4	3	2	1
Pipe Layer (storm sewer, sanitary, waterline)	5	4	3	2	1
Catch Basin Repair and Installation	5	4	3	2	1
Concrete Work (curb, driveways, sidewalks)	5	4	3	2	1

Construction skills not listed:
