



209 NORTH 8TH ST., MARYSVILLE, KS 66508 ♦ PH: (785) 562-5331 FAX: (785) 562-2449

The City of Marysville is looking for Seasonal Help for the 2022 Season in the following departments:

Water / Sewer
Street
Cemetery / Parks

Starting Wage at \$15.65

A valid drivers license is required and also you must pass a pre-employment test.

Please see the attached job descriptions.

Also attached is a copy of the employment application.

If you have any questions, you may call City Hall at 785-562-5331.

General Laborer

City of Marysville

Cemetery Department

Position Summary

Under the supervision of Cemetery & Parks Supervisor, the General Laborer is a non-exempt position. The employee in this position performs semi-skilled work in the repair and maintenance of city operations. The General Laborer will use light equipment in the performance of duties.

Essential Functions

- Repairs streets, alleys and curbs;
- Paints cross walks and street markings;
- Erects barricades and puts up flag markings at repair or construction sites;
- Checks and cleans storm sewer drains;
- Mows grass, trims trees, trims shrubs, maintains flower beds;
- Prepares and maintains ball fields and related operations;
- Cleans building – maintains scoreboards, sound system and lighting;
- Removes snow and sands icy streets;
- Performs preventative maintenance on equipment, tools, buildings and structures;
- Operates light equipment, small power driven and hand tools;
- Installs and replaces street signs;
- Operates tractors/loaders and other equipment for maintenance;
- Digs trenches to repair leaks or install new lines; or assist with cemetery plots;
- Checks operations and operates pumps, motors and related equipment;
- Transports and unloads sludge and maintains sludge equipment;
- Maintains plant facilities;
- Feeds and waters animals at City Pound and maintains facilities;
- Maintains all park and airport restrooms and keeps clean and stocked;
- Maintains all playground equipment in safe working condition;
- Provides levee maintenance as needed;
- Provides snow removal for city owned sidewalks.

Marginal Functions

- Assists other departments as required;
- Other assigned duties as deemed necessary or as required.

Supervisory Responsibilities

None.

Required Education and Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. A valid Commercial Driver's License is required.

Preferred Education and Experience

High school diploma or general education degree (GED); one year of related experience and/or training; or equivalent combination of education and experience.

Specific Skills

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with customers and employees of the organization.

Mathematical Skills - Ability to calculate figures and amounts such as percentages, area, circumference, and volume. Ability to apply basic mathematical concepts.

Reasoning Skills - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Technical Skills – Knowledge of small equipment operation and maintenance. Knowledge of lawn care chemicals. The ability to operate a dump truck, mowers, weed trimmers, tractor with bucket, hand tools and other related equipment.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to sit; climb or balance and taste or smell. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

Work Environment

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

Signature/Approval

Employee

Date

Supervisor

Date

City Administrator

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.

General Laborer

City of Marysville

Street Department

Position Summary

Under the supervision of Street Supervisor, the General Laborer is a non-exempt position. The employee in this position performs semi-skilled work in the repair and maintenance of city operations. The General Laborer will use light equipment in the performance of duties.

Essential Functions

- Repairs streets, alleys and curbs;
- Erects barricades and puts up flag markings at repair or construction sites;
- Checks and cleans storm sewer drains;
- Mows grass, trims trees;
- Removes snow and sands icy streets;
- Performs preventive maintenance on equipment, tools, buildings and structures;
- Operates light equipment, small power driven and hand tools;
- Installs and replaces street signs;
- Paints cross walks and street markings;
- Operates tractors/loaders and other equipment;
- Digs trenches to repair leaks or install new lines;
- Checks operations and operates pumps, motors and related equipment;
- Maintains plant facilities;
- Pours and works concrete.

Marginal Functions

- Assists other departments as required;
- Other assigned duties as deemed necessary or as required.

Supervisory Responsibilities

None.

Required Education and Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Requires a valid Kansas driver's license.

Preferred Education and Experience

High school diploma or general education degree (GED); and more than three months experience and/or training; or equivalent combination of education and experience. Requires a valid Kansas driver's license.

Specific Skills

Language Skills - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Technical Skills – Thorough knowledge of maintenance of vehicles, heavy equipment and machinery. The ability to operate a loader, grader, roller, sealer, mower and all other department equipment.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to sit; climb or balance and taste or smell. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

Work Environment

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

Signature/Approval

Employee

Date

Supervisor

Date

City Administrator

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.

General Laborer

City of Marysville

Water/Wastewater Department

Position Summary

Under the supervision of Water/Wastewater/Stormwater Supervisor, the General Laborer is a non-exempt position. The employee in this position performs semi-skilled work in the repair and maintenance of city operations. The General Laborer will use light equipment in the performance of duties.

Essential Functions

- Erects barricades and puts up flag markings at repair or construction sites;
- Checks and cleans storm sewer drains;
- Mows grass, trims trees;
- Removes snow and sands icy streets;
- Performs preventive maintenance on equipment, tools, buildings and structures;
- Operates tractors/loaders and other equipment;
- Digs trenches to repair leaks or install new lines;
- Operates light equipment, small power driven and hand tools;
- Checks operations and operates pumps, motors and related equipment;
- Maintains plant facilities;
- Feeds and waters animals at City Pound and maintains facilities;
- Reads water meters.

Marginal Functions

- Assists other departments as required;
- Other assigned duties as deemed necessary or as required.

Supervisory Responsibilities

None.

Required Education and Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Requires a valid Kansas driver's license.

Preferred Education and Experience

High school diploma or general education degree (GED); three to six months related experience and/or training; or equivalent combination of education and experience.

Specific Skills

Language Skills - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Technical Skills – Knowledge of plumbing, electrical repair and equipment maintenance. The ability to operate hand tools, mowers, tractor and other related department equipment.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to sit; climb or balance and taste or smell. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

Work Environment

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

Signature/Approval

Employee

Date

Supervisor

Date

City Administrator

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.



City of Marysville, KS
 209 N. 8th St. Marysville, KS 66508

Employment Application

Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, veteran status, marital status, disability, handicap, sexual orientation, citizenship status or any condition prescribed by state or local law.

Applicant Information

Full Name: _____ Date: _____
 Emp *Last* _____ *First* _____ *M.I.* _____

Address: _____
Street Address _____ *Apartment/Unit #* _____

_____ *City* _____ *State* _____ *ZIP Code* _____

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Pay: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been arrested? YES NO If Yes, explain below. Attached additional sheets to back.

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment Disclaimer and Signature

Please read and understand this statement before signing your application:

The information I have provided in this application for employment is true, correct and complete. False, incomplete or misrepresented information of any kind, will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I fully understand and accept all terms and conditions in the above statement.

Signature: _____ Date: _____

Reference Check

Employer	Person Contacted	Results
1		
2		
3		
4		

Test Results

Test Administered	Raw Score	Rating	Analysis & Comments

Interview Results

Interviewer Name & Comments