



THE CITY OF
NORWALK

CITY HALL
PO Box 30
38 Whittlesey Avenue
Norwalk, Ohio 44857
(419) 663-6700
FAX (419) 663-6788
www.norwalkoh.com

Position Opening

May 1, 2024

The City of Norwalk will accept applications beginning May 1, 2024 for the full-time position of Laborer at the General Services Department.

Qualifications for this position are completion of secondary education or equivalent, 6 months unskilled and semi-skilled work. Must possess a State of Ohio Commercial's License (CDL), minimum Class B with appropriate endorsements. Must qualify and remain insurable under the City's vehicle insurance policy.

An application and job description may be picked up at Norwalk City Hall, 38 Whittlesey Avenue, Norwalk, or downloaded from www.norwalkoh.com. The application deadline is May 17, 2024 by 4:30 p.m. Applications must be returned to Norwalk City Hall.

The City of Norwalk is an equal opportunity employer.

CITY OF NORWALK
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title: LABORER
Classification Specification: 30201 Laborer

Office/Division:	General Services	Employment Status:	Full-Time
Reports To:	Assistant Superintendents Equipment Operator 2	Civil Service Status:	Classified
		FLSA Status:	Non-exempt

QUALIFICATIONS

1. completion of secondary education or equivalent
2. six (6) months unskilled and semi-skilled work

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess and maintain a valid State of Ohio Commercial Driver's License (CDL), minimum Class B, with the appropriate endorsements. Must qualify for and remain insurable under the City of Norwalk's vehicle insurance policy.

MINIMUM ACCEPTABLE CHARACTERISTICS (* Indicates developed after employment)

Knowledge of:

1. safety practices and procedures
2. traffic laws governing motorized equipment operation

Ability to:

1. follow detailed instructions
2. perform heavy labor for extended periods of time under adverse weather conditions
3. develop and maintain working relationships with associates, contractors and the general public
4. prepare and maintain accurate documentation

Skill in:

1. operation of light motorized equipment
2. operation of hand and power tools and equipment
3. operation of standard mechanic's tools and equipment

ESSENTIAL FUNCTIONS OF THE POSITION For purposes of 42 USC 12101:

1. Performs various unskilled, semi-skilled and skilled laborer tasks; shovels dirt, stone and gathers brush and debris; help repair line breaks; cleans catch basins; shovels snow; repairs and erects street signs; picks up leaves; paints road markings.
2. Operates/utilizes various hand and power tools and equipment to assist with job assignments; drives truck, front end loader and other light equipment as assigned; operates truck with snow plow attachment to plow snow and salt city streets and property.
3. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES

1. Performs preventative maintenance on equipment.
2. Completes work records as required.
3. Performs other duties as assigned.

EQUIPMENT OPERATED

1. light motorized equipment
2. hand and power tools
3. trucks

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

1. noisy operations or activities
2. compressed gases (including acetylene)
3. flammable and combustible liquids
4. dip tanks containing flammable or combustible liquids
5. personal protective equipment (gloves, chaps, back support)
6. confined spaces
7. handling of materials and supplies
8. hand and portable powered tools
9. portable jacks
10. air contaminants
11. hazardous chemicals
12. trenching and shoring activities
13. construction type equipment
14. construction activity
15. exposure to adverse weather conditions
16. exposure to traffic, dust, dirt, and odors
17. exposure to hazardous driving conditions
18. exposure to potentially dangerous situations

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

<i>Work Session:</i> _____	<i>Tabled:</i> _____	
<i>First Reading:</i> _____	<i>Referred:</i> _____	
<i>Second Reading:</i> _____	<i>Adopted:</i> _____	<i>Defeated:</i> _____

**CITY OF NORWALK, OHIO
ORDINANCE NO. 2021 - 054**

AN ORDINANCE TO SET THE COMPENSATION FOR NON-MANAGEMENT EMPLOYEES OF THE CITY OF NORWALK FOR THE CALENDAR YEARS 2022, 2023, AND 2024, REPEALING ALL PRIOR PAY ORDINANCES AND AMENDMENTS THERETO AND DECLARING AN EMERGENCY

Being duly authorized by the Charter of the City of Norwalk, the **Mayor** of the City of Norwalk, on behalf of the **Finance Director**, does hereby respectfully propose the following legislation:

WHEREAS, the current compensation schedules will expire on December 31, 2021; and

WHEREAS, it is necessary to replace the present pay ordinance and amendments thereto in order to provide for the continued compensation of non-management employees of the City for the years 2022, 2023, and 2024; and

THEREFORE, BE IT ORDAINED, by the Council of the City of Norwalk, Huron County, Ohio, to wit:

Section 1: That the compensation for Account Clerk, Account Specialist, Utility Billing Specialist, and Legal Secretary is hereby set as follows:

<u>Class</u>	<u>Bi-Weekly 2022</u>	<u>Bi-Weekly 2023</u>	<u>Bi-Weekly 2024</u>
1	1,739	1,782	1,827
2	1,696	1,738	1,781
3	1,660	1,702	1,745
4	1,567	1,606	1,646
5	1,476	1,513	1,551
6	1,390	1,425	1,461

Section 2: That the compensation for Laborer, Operator-in-Training, Sanitation Laborer, and Custodial Worker is hereby set as follows:

<u>Class</u>	<u>Hourly 2022</u>	<u>Hourly 2023</u>	<u>Hourly 2024</u>
1	25.33	25.96	26.61
2	24.61	25.23	25.86
3	23.68	24.27	24.88
4	22.83	23.40	23.99
5	21.28	21.81	22.36
6	18.60	19.07	19.55
7	16.72	17.14	17.57
8	14.28	14.64	15.01
9	12.34	12.65	12.97
10	11.27	11.55	11.84



GENERAL SERVICES APPLICATION FOR EMPLOYMENT CITY OF NORWALK, OHIO

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.

(Please Print)

Position Applied For: _____

Date of Application: _____

Last Name _____

First Name _____

Middle Name _____

Address _____

Street _____

City & State _____

Zip Code _____

Telephone Number(s) _____

Best time to contact you at home is: _____

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

Yes

No

Have you ever filed an application with us before?
If yes, give date _____

Yes

No

Do any of your friends or relatives, other than spouse, work here?
If yes, state name, relationship, and department _____

Yes

No

Are you currently employed? _____

Yes

No

May we contact your present employer? _____

Yes

No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment. _____

Yes

No

Commercial Drivers License? YES or NO

Circle: Class "A", Class "B", Class "C"

All applicants for employment with the City of Norwalk are hereby NOTIFIED that they may be disqualified from certain positions within the City by reason of particular criminal histories.

If you have questions or concerns about such disqualification, please consult the position description for the particular position or the Clerk of the Norwalk Civil Service Commission

THE CITY OF NORWALK IS AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

School	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

WORK EXPERIENCE

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

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

Comments: Include explanation of any gaps in employment.

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

ADDITIONAL INFORMATION

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

SPECIALIZED SKILLS

List skills/equipment operated

PERSONAL/PROFESSIONAL REFERENCES *Do not include family members.*

Name	Phone Number	Best Time to Call	Occupation
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize the City of Norwalk to inquire into and obtain records concerning my past and current employment, personal references, education, credit, criminal or civil actions and any leads developed regarding suitability for employment. This release is executed with the full knowledge and understanding that this information is for the use by the City of Norwalk as part of an official background or criminal investigation and that any information obtained may be released to third parties as may be necessary in fulfilling employment or legal responsibilities.

I hold this consent as exonerating from all liability, both criminal and civil, the City of Norwalk and anyone contact by the City of Norwalk to provide the above described records from any and all liability for damages of any kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization or any attempt to comply with it.

Date: _____

Signature: _____

(optional) SSN: _____

I certify that on _____ I witnessed the above signature.

Witness: _____

Print Form