

THE CITY OF KNOXVILLE

CIVIL SERVICE

JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106.
Web Site: www.cityofknoxville.org

7052

Public Service Worker I

5/18/2006

(ENTRY-LEVEL AND PROMOTIONAL)

ALCOHOL/DRUG TESTING REQUIRED FOR ENTRY-LEVEL APPOINTMENTS

ENTRY-LEVEL SALARY RANGE: \$18,500-\$20,000/annually

Starting and promotional salaries will be determined based upon applicant qualifications in accordance with Civil Service Merit Board Rules and Regulations.

The following documents **MUST** be completed and submitted to the Civil Service Department by 4:30 P.M. on **TUESDAY, MAY 30, 2006** or must be postmarked by the deadline:

- City of Knoxville Application
- Training & Experience Questionnaire
- Copy of Valid Driver's License

RESPONSIBILITIES

Under immediate to general supervision, performs routine manual labor such as mowing grass; removing trash and other debris from creeks; trimming weeds, brush and overgrowth; loading and unloading brush, litter and other debris; cleaning culverts, drains and ditches; raking leaves; caring for plant beds; performing custodial/janitorial duties; and other related tasks as necessary to maintain City land, buildings, streets and rights-of-way. Participates in preparing for special events. May be required to operate departmental vehicles on a limited basis. Performs other related duties as required.

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements:

- Current City employees must have completed Civil Service probationary period to receive promotional preference.
- Current City employees must have received a satisfactory rating on most recent performance evaluation.
- Ability to perform heavy manual labor for extended periods of time in a variety of weather conditions (e.g., extreme heat or cold, rain, snow, etc.).
- Skill in the use and maintenance of various tools and equipment used in performing street maintenance and/or horticultural activities.
- Valid Driver's License.
- Ability to understand and follow oral and simple written instructions.
- Knowledge of safety hazards and precautions.
- Ability to establish and maintain effective working relationships with other employees.

EXAMINATION

The selection procedure for this classification consists of a Training and Experience Questionnaire (100%).

A detailed position description is available for review upon request in the Civil Service Department.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Knoxville does not discriminate on the basis of race, color, national origin, sex, religion, age, veteran status or disability condition in employment opportunities.

**CITY OF KNOXVILLE
CIVIL SERVICE DEPARTMENT
APPLICANT INFORMATION FORM**

Please complete and submit this form with your application. In order to comply with Federal regulations, this information is required. No information contained on this form will be used in making employment decisions. (TYPE OR PRINT NEATLY USING BLACK INK)

Social Security Number: _____ Date of Birth: _____ Sex: _____
 _____ - _____ - _____ MM / DD / YY Male Female

Name: _____
 (First) (Middle) (Last)

Mailing Address: _____

 (City) (State) (Zip Code)

Home Phone: (_____) - _____ - _____ Business Phone: (_____) - _____ - _____
 (Area Code) (Area Code)

Cell Phone: (_____) - _____ - _____ E-mail Address: _____

Race: (select one or more)

- American Indian or Alaskan Native** (Persons having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment)
- Asian** (Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. To include for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- Black or African American** (Persons having origins in any of the Black racial groups of Africa)
- Hispanic or Latino** (Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)
- Native Hawaiian or other Pacific Islander** (Persons having origins in any of the original peoples of Guam, Hawaii, Samoa, or other Pacific Islands)
- White** (Persons having origins in any of the original peoples of Europe, the Middle East or North Africa)

EMPLOYMENT STATUS: (select one)

- Not a City of Knoxville Employee Current City of Knoxville Employee Former City of Knoxville Employee

TYPE OF EMPLOYMENT DESIRED: (select one)

- Permanent Full-Time Permanent Part-Time Temporary Full-Time Temporary Part-Time Any

Do Not Write Below This Line -- For Civil Service Use Only

Employment Status: _____ Date of Application: ____/____/____
 Date of Employment: ____/____/____ Class Code: _____
 Date of CS Status: ____/____/____ Date of Test: ____/____/____
 Satisfactory Perf. Rating: Yes No Time of Test: _____ AM PM
 T & E Score: _____
 Veteran's Status: _____ DD214

Date Received

- Application (signed/dated) Resume Transcripts Diploma T&E/Supplemental Licenses/Cert. Accommodation Request

Comments: _____

Rec'd By: _____

- Educ. _____ Lic./Cert. _____ Past Deadline Enter Score Application Incomplete Failed T&E
 Exp. _____ Pref. _____ Schedule for Test Unqualified Others More Qualified Other _____

**APPLICATION FOR EMPLOYMENT
CITY OF KNOXVILLE, TENNESSEE**

400 Main Street, Suite 569 - City County Building - P.O. Box 1631 - Knoxville, TN 37901

Telephone: (865) - 215-2106 - Jobline: (865) - 215-2JOB (215-2562) - Telecommunication Device (TDD) (865) - 215-2900

The City of Knoxville provides a public personnel system based on merit principles. Applicants are considered for all positions and employees are treated during employment without regard to race, color, religion, sex, national origin, age, disability, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

Notice to Applicants with Disabilities: If you require accommodation(s) in the application or testing process, you must submit a completed City of Knoxville Applicant Accommodation Request form to the Civil Service Office.

APPLICATION INFORMATION

<i>Title of Position Desired</i>	<i>Date</i>	<i>CIVIL SERVICE USE ONLY</i>

Are you a current City of Knoxville employee? Yes No
 If yes, please list: _____ Hire Date: _____

_____ Current Job Classification _____ Department _____ Supervisor

GENERAL INFORMATION

First Name _____ Middle Name _____ Last Name _____

Street Name _____ Apartment No. _____ City _____ State _____ Zip _____

Home Telephone: (____) - _____ - _____ Business Telephone: (____) - _____ - _____

Social Security Number: _____ E-mail Address: _____

Driver's License Number: _____ State _____ Type of License: _____

Are you at least 18 years old? Yes No, If no employment is subject to verification that you are of minimum legal age.

Have you ever been convicted of any felony, misdemeanor or violation of any law, ordinance, or police regulation (excluding traffic violations)? No Yes, If yes, explain fully what, where, and results (i.e., paid fine, served jail sentence, etc.). Conviction will not necessarily disqualify an applicant from employment. The recency, severity, and pertinence **of the conviction to the job** will all be considered. _____

EDUCATION

Institution	Name	Location (City & State)	Major	Degree/Hours	Year
High School				<input type="checkbox"/> 9 <input type="checkbox"/> 11 <input type="checkbox"/> 10 <input type="checkbox"/> 12	<input type="checkbox"/> Diploma <input type="checkbox"/> GED
Technical School					
College #1					
College #1					
Graduate School					

VETERANS ONLY

Was your discharge other than "Honorable or "Under Honorable" conditions? No Yes If yes, explain fully.

Branch of Service: _____ Date enlisted: _____ / _____ / _____ Date of Separation: _____ / _____ / _____

Did you receive a medical discharge? No Yes If yes, what is your disability rating? _____%

You must submit a copy of your discharge (DD214) with the application.

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Employment History

Begin with your current or most recent employer and provide the information requested.

1.

Company Name

Address

City

State

Zip Code

Job Title

Name of Supervisor

Job Duties: _____

Employment Dates (Mo./Yr.) From _____ To _____ Annual Salary: Start \$ _____ End \$ _____

Reason for Leaving: _____ May we contact this employer? Yes No

2.

Company Name

Address

City

State

Zip Code

Job Title

Name of Supervisor

Job Duties: _____

Employment Dates (Mo./Yr.) From _____ To _____ Annual Salary: Start \$ _____ End \$ _____

Reason for Leaving: _____ May we contact this employer? Yes No

3.

Company Name

Address

City

State

Zip Code

Job Title

Name of Supervisor

Job Duties: _____

Employment Dates (Mo./Yr.) From _____ To _____ Annual Salary: Start \$ _____ End \$ _____

Reason for Leaving: _____ May we contact this employer? Yes No

Additional Skills or Qualifications: _____

Have you ever been discharged or asked to resign from any job? No Yes If yes, please explain:

Read and Sign: These answers are true and complete to the best of my knowledge. I understand that any false or misleading information provided during the application or interview process will result in withdrawal from consideration from employment or my immediate discharge if I am hired, regardless of when discovered. I authorize the City of Knoxville to make a thorough investigation of all statements contained in this application, my past employment, education, and job-related activities, and I release from all liability all persons, companies, and corporations supplying such information. I understand that drug testing is required for entry-level appointments.

Signature of Applicant: _____ Date: _____

This application cannot be processed without a signature.

AN EQUAL OPPORTUNITY EMPLOYER

**PUBLIC SERVICE WORKER I
TRAINING AND EXPERIENCE QUESTIONNAIRE (ONLINE VERSION)**

****PLEASE COMPLETE THIS FORM****

****YOU MUST SIGN THE LAST PAGE****

PRINT NAME _____ **DATE** _____

1. (Check one answer for each item that follows.) Are you willing and able to:

- A.** Yes No Work where it is noisy?
- B.** Yes No Do work requiring standing, stooping, and bending?
- C.** Yes No Do work requiring lifting, carrying, and stacking heavy objects?
- D.** Yes No Do work using a pick and shovel for long periods?
- E.** Yes No Work along streets and highways with heavy traffic?
- F.** Yes No Work in very hot weather?
- G.** Yes No Work in very cold weather?
- H.** Yes No Clean restrooms and sweep floors?
- I.** Yes No Work where you will get very dirty, dusty, or greasy?
- J.** Yes No Work outdoors for long periods?
- K.** Yes No Care for lawns or shrubs?
- L.** Yes No Work in and around sewage for long periods?
- M.** Yes No Lift up to 25 pounds?
- N.** Yes No Lift up to 50 pounds?
- O.** Yes No Lift over 50 pounds?
- P.** Yes No Work with chemicals such as weed killer, cleaning fluid, etc.?

CIVIL SERVICE USE ONLY _____

2. (Check one answer for each item that follows.) **Have you ever, on a regular basis, (e.g., at work, at home, etc.):**

- A. Yes No Operated a fork lift?
- B. Yes No Operated a dump truck?
- C. Yes No Driven a riding lawn mower?
- D. Yes No Used a push lawn mower?
- E. Yes No Operated a jackhammer?
- F. Yes No Used a weed eater?
- G. Yes No Used a chain saw?
- H. Yes No Used an ax to cut brush?
- I. Yes No Used a swing sickle to cut weeds?
- J. Yes No Swept and mopped floors?
- K. Yes No Sown grass and spread straw?
- L. Yes No Trimmed shrubbery?
- M. Yes No Raked leaves?
- N. Yes No Cut down trees?
- O. Yes No Shoveled asphalt, sand, salt, etc.?
- P. Yes No Shoveled snow?
- Q. Yes No Picked up trash and litter?
- R. Yes No Worked in and around sewage?
- S. Yes No Painted buildings (inside or outside)?
- T. Yes No Dug ditches?

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3. (Check one answer for each item that follows.) **Have you worked in the past as a:**

- A. Yes No Maintenance Worker
- B. Yes No Custodian
- C. Yes No Groundskeeper
- D. Yes No Laborer
- E. Yes No Cleanup Worker
- F. Yes No Yard Worker
- G. Yes No Trash Collector
- H. Yes No Street Cleaner
- I. Yes No Construction Worker
- J. Yes No Greenskeeper (golf course)

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4. **How many jobs have you quit or been fired from during the last five years?** (Check one)

- Not employed in the last 5 years 1 or 2 jobs 6 to 10 jobs
- None 3 to 5 jobs over 10 jobs

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5. **What is the longest time you have ever worked for one employer?** (Check one)

- Never worked 1 to 2 years at least 5 years
- Less than 1 year over 2 years but less than 5 years

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6. What is the highest level of education that you have completed? (Check one)

- Not a high school/GED graduate
- High school/GED
- Some college
- College degree

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7. (Check one for each item that follows.) How well are you able to:

- A. Follow oral instructions? Good Fair Poor None
- B. Read and follow written instructions? Good Fair Poor None
- C. Do heavy physical labor for long periods in bad weather conditions? Good Fair Poor None
- D. Get along with other employees? Good Fair Poor None
- E. Make minor repairs on equipment? Good Fair Poor None

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I certify that all information provided in this Training and Experience Questionnaire is my own, and is true and correct in all respects. I understand that any falsification of information, or willful misstatement of fact will cause forfeiture upon my part of all rights to any employment subject to the jurisdiction of the Civil Service Merit Board of the City of Knoxville.

Applicant Signature

Date

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Scored by: _____ Total Points _____

Date Scored: _____ Veteran's Points _____

Raw Score _____ Final Converted Score _____