



# City of Gautier

Office of Human Resources

3330 Highway 90

P.O. Box 670

Gautier, MS 39553

(P) 228.497.8000 ext. 308 / (F) 228.497.8028

Email: [hr@gautier-ms.gov](mailto:hr@gautier-ms.gov)

Website: [www.gautier-ms.gov](http://www.gautier-ms.gov)



## EMPLOYMENT APPLICATION PROCESS

### Grounds and Maintenance Operator

The City of Gautier's goal is to retain highly talented and engaged individuals in support of our vision to uplift and promote our priceless gem as the city of choice for new businesses and residents along the Mississippi Gulf Coast.

All persons interested in employment with the City of Gautier must have a current application on file with the Office of Human Resources and shall remain on file for one (1) year. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information.

#### Instructions:

- Please type or legibly print your application in blue or black ink only.
- List the position to which you are applying for.
- Complete and sign all sections on your application.
- Employment applications and specified documents must be returned to the Office of Human Resources between 8:00 a.m. and 5:00 p.m., Monday through Friday:

*City of Gautier  
Attn: Office of Human Resources  
3330 Hwy 90  
Gautier, MS 39553  
Phone: (228) 497-8000 ext. 308  
Fax: (228) 497-8028  
Email: [hr@gautier-ms.gov](mailto:hr@gautier-ms.gov)*

Applicants **MUST** meet the following Qualifications:

- Applications received after the closing date will not be considered.
- All applicants must provide proof of a high school diploma or GED equivalent.
- Be eligible to work in the United States.
- An elector of the county in which he/she resides, if registered outside of State of Mississippi; proof of registration is required.
- Valid Driver's License (driver's license number must be listed on application)

Required documents **MUST** be submitted with application.

**Deadline for applications: November 4, 2015 at 5:00 PM.**

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

**Post Date:** September 16, 2015  
**Removal Date:** November 4, 2015

**CITY OF GAUTIER  
VACANCY ANNOUNCEMENT**

**POSITION:** Grounds and Maintenance Operator

**DEPARTMENT:** Cultural Services Department

**HOURS:** 40 Hours per Week

**SALARY:** Grade 08 (\$21,927.36 – starting )

**DUTIES:** This is skilled work in the operation of light to medium automotive equipment and/or, semi-skilled manual labor.

Work may involve the operation of small trucks, riding power mowers, push lawn mowers, weed-eaters, edgers, light tractors, medium size dump trucks, and similar automotive equipment requiring little or no technical training. Operation of a variety of such equipment may be predominant task of this class. The predominant work of this class will likely be manual tasks of a semi-skilled nature requiring special knowledge acquired through work performance. Assignments may include use of standard specialized hand tools, power operated devices, or other equipment.

Assignments may be received in the form of specific orders or general instructions depending on the assignment. Work may be performed without direct supervision after instructions are received. Work is reviewed in progress and upon completion for conformance to established policies and procedures, and for accomplishment of desired results.

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; and have a valid driver's license.

**MINIMUM EDUCATION AND EXPERIENCE:** High school diploma or acceptable equivalent and two (2) years of related experience. Up to one (1) year of vocational or technical school may substitute for one (1) year of experience.

**REQUIRED DOCUMENTS:** Applicant must provide proof of high school diploma or GED and proof of voter registration if registered outside of the State of Mississippi.

*(Job description with minimum requirements attached.)*

**INTERNAL APPLICANTS:** Please contact Lekeisha S. Hill, Human Resources Generalist at Gautier City Hall.

**EXTERNAL APPLICANTS:** Applications may be downloaded online at [www.gautier-ms.gov](http://www.gautier-ms.gov) and are available in person at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553; for more information on how to apply, please call (228) 497-8000 ext. 308

**APPROVED by:** *Lekeisha S. Hill*

XC: Civil Service Commission (3)  
City Hall  
Economic Development/Planning Department  
Fire Department  
Police Department

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**Post Date:** September 16, 2015  
**Removal Date:** November 4, 2015

## Screening Schedule

### **Grounds and Maintenance Operator (Cultural Services Department)**

Advertise ..... September 16, 2015 – November 4, 2015

Post ..... September 16, 2015

Cut-Off Date ..... November 4, 2015  
**(Application packet is to be submitted to the Office of Human Resources by 5:00 PM)**

Eligibility List Compiled ..... November 6, 2015  
**Applicant to Call (228) 497-8000 2:00 p.m. – 4:00 p.m. for Eligibility Determination**

Civil Service Receives Eligibility Listing ..... November 12, 2015

Interviews ..... To be scheduled at a later date



**GROUNDS AND MAINTENANCE OPERATOR**  
**(Cultural Services Department)**

<b>Department:</b>	Cultural Services Department	<b>Pay Grade:</b>	08 (Schedule 2080)
<b>Reports To:</b>	Cultural Services Director	<b>Exempt (Y/N):</b>	N
<b>Competitive (Y/N):</b>	N		

**SUMMARY:**

This is skilled work in the operation of light to medium automotive equipment and/or, semi-skilled manual labor.

Work may involve the operation of small trucks, riding power mowers, push lawn mowers, weed-eaters, edgers, light tractors, medium size dump trucks, and similar automotive equipment requiring little or no technical training. Operation of a variety of such equipment may be predominant task of this class. The predominant work of this class will likely be manual tasks of a semi-skilled nature requiring special knowledge acquired through work performance. Assignments may include use of standard specialized hand tools, power operated devices, or other equipment.

Assignments may be received in the form of specific orders or general instructions depending on the assignment. Work may be performed without direct supervision after instructions are received. Work is reviewed in progress and upon completion for conformance to established policies and procedures, and for accomplishment of desired results.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Performs semi-skilled duties in several trades, may provide some supervision over seasonal employees and Adult Detention Center workers or may work independently from the direct supervision of a superior in carrying out such duties.
- Operates a truck in support of crews carrying out maintenance of all parks and City Hall facilities as delegated by Cultural Services Director.
- Operates riding power mower and tractor equipped with grass cutting and ditching attachments; operates push lawn mowers, weed-eaters, edgers, and similar lawn care devices.
- Performs special projects and other duties as assigned by the Cultural Services Director.

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Considerable knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Working knowledge of the methods, materials, tools, and equipment utilized in area of assignment.
- Knowledge of the operating characteristics of assigned equipment.
- Skill in the operation of assigned equipment and physical strength and agility sufficient to perform the work of the class.
- Knowledge of the applicable traffic laws, ordinances, and regulations involved in the operation of assigned equipment.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Ability to understand and follow oral and written instructions.

- Ability to write and read to properly complete necessary maintenance records on equipment and prepare work reports when required.
- Ability and knowledge to perform preventive maintenance on variety of equipment.
- Ability to react to change productively, and handle other tasks as assigned.
- Ability to supervise on occasion a crew of workers such as summer youth workers, inmates, and community service workers.
- Must have and maintain a valid commercial Mississippi vehicle operator's license and work to obtain a CDL Classic Passenger Endorsement within 2 months of hire.

**SUPERVISORY RESPONSIBILITIES:**

May provide some supervision over seasonal employees and Adult Detention Center workers or may work independently from the direct supervision of a superior in carrying out such duties.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, warm, cold and extreme heat. The employee is occasionally exposed to high, precarious places; risk of electric shock and vibration. The noise level in work environment is usually loud.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, heel, crouch, or crawl; and talk or hear. The employee frequently is required to walk and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds frequently and move up to 50 pounds, and occasionally lift and/or move up to 100 pounds, Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral. Vision: depth perception and ability to adjust focus.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

High school diploma or acceptable equivalent and two (2) years of related experience. Up to one (1) year of vocational or technical school may substitute for one (1) year of experience.

**REQUIRED LICENSES AND CERTIFICATES:**

- Must have First Aid / CPR certification within six (6) months.
- Must maintain a valid Mississippi driver's license.

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

# CITY OF GAUTIER

3330 Hwy 90\* GAUTIER, MISSISSIPPI \* 39553-5124 \* TEL: 228-497-8000 \* FAX: 228-497-8028

*We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.*

**PLEASE PRINT OR TYPE \* PROVIDE ALL INFORMATION REQUESTED**

<b>Position Applied For (list only ONE per application)</b>		<b>Date of Application</b>	
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	
<b>HOME ADDRESS:</b> (STREET, CITY, STATE, ZIPCODE)			
<b>Daytime Phone #:</b> _____		<b>Evening Phone #:</b> _____	
<b>Email (if checked daily):</b>			
<b>Have you ever been employed with us before?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES <b>DATES:</b>			
<b>Are you a United States citizen?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES			
<b>Are you registered to vote in the county in which you reside?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES			
<b>Do you have a valid driver's license?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES		<b>License #:</b>	<b>State:</b>
<b>Commercial –Class:</b>			
<b>Are you employed now?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES		<b>Date available for work:</b>	
<b>Have you been convicted of a felony within the last seven (7) years?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES			
<i>(Conviction will not necessarily disqualify an applicant from employment)</i>			
<i>If Yes, please explain.</i>			
<b>Have you ever had any job-related training in the United States military?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES			
<b>If Yes, please describe.</b>			
<b>Do you have any relatives currently employed with the City of Gautier?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES		<b>If yes, please give name(s) and relationship(s).</b>	

**EDUCATION** *If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

School	Address	Course of Study	Diploma/Certification

**Describe any specialized training, apprenticeship, extracurricular activities and honors received**

**EMPLOYMENT EXPERIENCE** *Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached*

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

**REFERENCES (Do not include relatives)**

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby authorize the City to conduct any and all necessary background checks concerning my criminal record as may be necessary, and I understand the presence of a criminal record may prevent me from being hired.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

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

Date: \_\_\_\_\_

Applicant Received  
Screening Schedule \_\_\_\_\_

Application Received \_\_\_\_\_

Date/Time \_\_\_\_\_



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## VERIFICATION OF PREVIOUS GROUNDS AND MAINTENANCE OPERATOR WORK EXPERIENCE

**Note to Applicant:** Complete this section and submit to your previous employer for verification of your work experience.

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_

TO: \_\_\_\_\_ FROM: \_\_\_\_\_  
(Applicant Name)

COMPANY: \_\_\_\_\_ PREVIOUS NAME: \_\_\_\_\_  
(If applicable)

ADDRESS: \_\_\_\_\_

I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.

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

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date(s) of employment

**Note to Previous Employer:** Please complete the information requested below and mail directly or fax to:

**City of Gautier**  
**Office of Human Resources**  
**3330 Highway 90**  
**Gautier, MS 39553**  
**Fax: (228) 497-8028**

Date of Employment: \_\_\_\_\_

Last Date of Employment: \_\_\_\_\_

*Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.*

Employee's Position/Title	Briefly describe duties of position	Date employee began position	Date employee ended position	Indicate if Full-Time or Part-Time Status

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_