



NOTICE

The City of Ottawa Civil Service Commission is accepting applications to establish an eligibility register for future positions in **Public Property – General Labor/Building Maintenance**.

The hours of work are Monday through Friday or Tuesday through Saturday, 8 hours per shift on an average 5 day work week. The job description is as follows:

Under limited supervision, operates motorized equipment and performs semi-skilled and manual work. Exercises limited supervision over a small seasonal work crew. Perform other duties as assigned.

Examples of duties but not limited to:

Operate backhoe, front-end loader, large mowing equipment, skid loader.

Plow snow with dump truck: salt roads and parking lots.

Perform a variety of semi-skilled grounds and building repairs, maintenance and improvements.

Service and make routine repairs to equipment.

Maintain and improve turf by operating box blade, aerator, tiller and various types of seeders and spreaders.

May perform laborer duties also.

Bargaining unit members must within fifteen (15) months of the date of initial appointment, establish and maintain residency within five (5) miles of the City of Ottawa as a condition of continued employment, provided no more than 10 bargaining unit members or 30% of the entire bargaining unit, whichever is higher, may reside outside of the City of Ottawa corporate limits.

Future employment is subject to satisfactorily passing a criminal background check, a physical agility test and a medical examination which includes a test to screen for the use of drugs and/or narcotics.

Applications are available at Human Resources, first floor, City Hall from 8:00 a.m. until 4:30 p.m. or at www.cityofottawa.org.

Completed applications must be returned by close of business on or before January 25, 2022 to be eligible to take the exam. No applications will be accepted after this date.

The written exam will be given at IVCC Ottawa Center, 321 West Main Street, Ottawa, Illinois on **February 2, 2022** beginning promptly at 6:00 p.m. **Candidates arriving after 6:00 p.m. will be denied admittance.**

NOTE: You will be required to enter answers for this exam on a computer at IVCC Ottawa Center. An email address is required.

Candidates receiving a score of 70% or greater on the written exam will be scheduled for a mandatory oral exam on February 9, 2022.

The City of Ottawa is an equal opportunity employer, not discriminating on basis of age, country of national origin, creed, race, religion or sex.

CITY OF OTTAWA CIVIL SERVICE COMMISSION

A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH CLASSIFICATION

CIRCLE ONE:

General Office	Public Works: General Labor/Building Maintenance	Public Utilities: Water/Wastewater
Test Date: January 25, 2022	Test Date: February 2, 2022	Test Date: January 24, 2022
Return by: January 18, 2022	Return by: January 25, 2022	Return by: January 17, 2022

@ IVCC Ottawa Center, 321 West Main Street, Ottawa, Illinois @ 6:00 p.m.
Candidates arriving after 6:00 p.m. will be denied admittance

DATE OF APPLICATION _____

AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL DATA

NAME: _____ S.S.#: _____
(LAST) (FIRST) (M.I.) (BIRTH NAME)

HOME ADDRESS: STREET: _____

CITY: _____ STATE: _____ ZIP: _____ WORK PHONE: (____) _____

HOME PHONE: (____) _____ Cell Phone: _____

Email address: _____@_____

Do you have any relatives currently employed by the City of Ottawa? YES NO

If yes: Full Name _____ Department: _____

EMPLOYMENT DATA

Are you legally eligible for employment in this country? YES NO
(Proof of U.S. citizenship or immigration status will be required upon employment.)

DATE OF BIRTH: _____ GENDER: MALE FEMALE
Month Day Year

SECURITY DATA

I certify under penalty for perjury that I have not been convicted of a felony or any disqualifying misdemeanor as specified in 65 ILCS 5/10-1-7 (c).

Do you have a valid driver's license? YES NO (If yes) Issuing State _____

License Number _____ Expiration Date _____

EDUCATION AND TRAINING

Type of Major/Minor School	Name & Address of School Include Street Address, City, State and Zip Code	Dates Attended	Graduated		Type of Degree, Diploma or Certificate	Field of Study
High School						
College/University						
Other Education or Training						

FOREIGN LANGUAGE (LIST FLUENT ONLY) _____ READ WRITE SPEAK

MILITARY

Did you serve in the U.S. Armed Services? YES NO

What Branch? _____ Dates of Service _____

EMPLOYMENT HISTORY

List your last three employers, starting with the most recent, including military experience. Note any periods you were not employed.

From	To	Most recent or current Employer	Telephone
Job Title		Address	City, State, Zip
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	

Reason for Leaving _____

From	To	Second recent Employer	Telephone
Job Title		Address	City, State, Zip
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	

Reason for Leaving _____

EMPLOYMENT HISTORY (continued)

From	To	Third Most recent Employer	Telephone
Job Title		Address	City, State, Zip

Immediate Supervisor and Title _____ Summarize the nature of work performed and job responsibilities _____

Reason for Leaving _____

PLEASE LIST THREE (3) REFERENCES (NO RELATIVES):

NAME	PROFESSION	STREET ADDRESS	CITY	STATE, ZIP CODE	TELEPHONE
					()
					()
					()

I hereby certify that all answers to the questions herein are true, accurate, and complete to the best of my knowledge. I understand and agree that any false statement, misrepresentation and/or omission by me in the application will be sufficient cause for cancellation of this application and/or termination from the employer's service if I have been employed regardless of how or when discovered.

I give the City of Ottawa the right to investigate all references and to secure additional information about me. I hereby release from any and all liability the City of Ottawa and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

I further understand that all candidates hired are subject to satisfactory completion of a criminal background check, physical agility test, drug screen and a medical examination following a conditional job offer.

I acknowledge that I have read the above statements and hereby grant permission to verify the information supplied on this application for employment.

Signature of Applicant _____ Date _____