



CITY OF KETTERING

DEPARTMENT OF HUMAN RESOURCES

RECRUITMENT ANNOUNCEMENT
Post Through 9/10/10
BUILDINGS SERVICE I – LOCKSMITH

The **City of Kettering, Ohio** is recruiting to fill a full-time Buildings Service I vacancy in its Facilities Department with an *experienced Locksmith*. *The primary duty of the individual hired to fill this position will be to work independently as the City's Locksmith, with overall responsibility for locking systems and devices at over 40 City-owned or managed facilities, outbuildings and residential properties.* Reports to and receives general direction from the Facilities Maintenance Supervisor. Applicants should have experience with keying schedules and codes and must have the ability to set up a "Master Key" system that incorporates existing facilities as well as new facilities. Must have experience in ordering and maintaining a select inventory of lock/key items, as well as organizing, documenting and filing these items. Must also have experience in the maintenance and repair of doors, closures, locks, panic devices and any other items associated with the installation and maintenance of doors, including troubleshooting and resolving latching, swing, jamb and hardware issues for all City door systems. Applicants must have the knowledge and ability to install, repair, pick, and maintain locks on file cabinets, desks, padlocks, lockers, safes, vending machines, etc. Other duties may include performing general maintenance duties as part of a crew or individually, under moderate supervision or independently, at various City facilities, outbuildings and structures. These duties may include the repair, maintenance and use of skills in the areas of: plumbing; electrical work and circuit testing; general carpentry; masonry and concrete repair; reading and following construction and blueprint drawings; welding; etc. Drives trucks in order to haul materials to and from work sites and drives snow plows and salt trucks during weather emergencies.

Experience as a Locksmith with a knowledge of commercial and institutional locking systems is a must. Ability to utilize a variety of tools and operate motorized equipment related to general maintenance of facilities and structures; must have a valid Ohio Driver's License at the time of appointment, with the ability to obtain and maintain a Class-B or -A Commercial Driver's License (CDL). Must have the ability to grasp, lift and maneuver hand tools, power tools, equipment and materials, of various weights and sizes, in a manner which is safe and effective in the performance of work; must have the ability to understand and follow blue prints and construction drawings, written instructions, labels, and hazard notices; knowledge of basic math; ability to understand, follow, and communicate oral instructions; ability to exercise alertness and judgment to report possible hazards; and adequate physical condition to perform position duties. Must be available and willing to work required overtime.

Entry rate and performance/promotional opportunity maximums for Buildings Service I – II are: \$16.94/hr. (\$35,235/year) - \$27.56/hr. (\$57,325/year); excellent benefits.

To obtain required **Application Forms** and a **Work/Experience Questionnaire**, applicants should apply in person by September 10, 2010, ONLY, M - F, between the hours of 8 a.m. and 5 p.m. at:

Human Resource Department
Kettering Government Center
3600 Shroyer Road
Kettering, OH 45429

Application forms and more information are also available at: www.ketteringoh.org
Equal Opportunity Employer



CITY OF KETTERING

Application for Employment

Full-Time
Part-Time _____
Temporary _____

POSITION: Buildings Service I - Locksmith

BASIC EMPLOYMENT DATA

A. GENERAL INFORMATION

Name: _____

Address: _____

City State Zip Code

Phone No. _____ Work Phone No. _____

Cell/Other _____ E-Mail Address _____

Social Security No. _____

Military Service? YES _____ NO _____ (If yes, indicate branch, inclusive dates of service and rank at discharge.)

Criminal Record? Have you ever been convicted of a felony? YES _____ NO _____ (If yes, explain circumstances. —Existence of a criminal record does not constitute an automatic bar to employment.) _____

Do you have a valid Ohio Driver's License? YES _____ NO _____ (If yes, indicate type of license.)

Operator's _____ Commercial Driver's License _____

State here any additional information required to answer the above questions adequately or that you feel would be helpful for pre-employment inquiry. _____

B. EDUCATION AND TRAINING

Circle the highest school grade completed.

	<u>High School</u>					<u>College</u>							
	9	10	11	12		13	14	15	16	17	18	19	20

Degrees obtained or areas of study: _____

List any job-related schools attended or vocational training received: _____

**C. PAST WORK EXPERIENCE
(List most recent first)**

Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Attach additional sheet of paper if necessary to report experience adequately or if you wish to include volunteer work experience.					

**D. REFERENCES
(Relatives are not acceptable references)**

Name & Title	Occupation	Address	Phone
1.			
2.			
3.			
4.			

CERTIFICATION: I hereby certify that all the information I have provided on BOTH SIDES of this application form is true, complete and correct to the best of my knowledge and belief, and is made in good faith. I agree and understand that all statements made by me are subject to being investigated for verification. I further agree and understand that any misstatement of facts contained in this application may disqualify me for any employment or result in my removal from employment with the City of Kettering.

Signature of Applicant

Date

EQUAL OPPORTUNITY EMPLOYER

As an Equal Opportunity Employer, the City of Kettering is committed to give equal consideration to all applicants without regard to race, color, religion, gender, age, national origin, ethnic heritage, or disability.



CITY OF KETTERING

EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL SUPPLEMENT

Applicants for employment are requested, but not required, to provide the following supplementary data. Availability of this data assists in the maintenance of an Equal Employment Opportunity Program. Please DO NOT place your name on this form. THIS FORM IS VOLUNTARY AND DOES NOT AFFECT YOUR EMPLOYMENT STATUS.

1. Position: <u>Buildings Service I - Locksmith</u> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/>	2. Date of Application: _____ / _____ / <u>2010</u> mo. day year
3. Race or Ethnic Origin: White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> American Indian <input type="checkbox"/> Other <input type="checkbox"/>	4. Sex: M <input type="checkbox"/> F <input type="checkbox"/>

PLEASE DO NOT PLACE YOUR NAME ON THIS FORM.

PLEASE RETURN TO:

City of Kettering
Human Resource Department
3600 Shroyer Road, Kettering, OH 45429
FAX: 937-296-3371