



# Maintenance Workers Eligibility Test



## ALL GOOD THINGS CLOSE TO HOME



### Work

Concrete, asphalt, sign-shop, snow-plowing, street-sweeping, tree-cutting, and other equipment operations.



### Knowledge

Accredited high school diploma or G.E.D., valid State of Illinois Class 'D' driver's license, ability to communicate and understand verbal and written instruction.



### Experience

Prior construction experience, a plus. Excellent physical condition, stamina, and the ability to perform heavy manual labor for extended periods under adverse weather conditions.

## INFORMATION SHEET

- POSITION:** Maintenance Worker
- APPLICATIONS:** Applications are available at the Oak Forest City Hall and online at [www.oak-forest.org](http://www.oak-forest.org) beginning Wednesday, September 11, 2024. All completed applications and required documents must be returned no later than 4:00 P.M. on Friday, October 11, 2024 to the attention of the human resource manager, Bridget Parfitt, at the Oak Forest City Hall, 15440 South Central Avenue, Oak Forest, IL 60452.
- FEES:** No application fee. \$40 to Joliet Junior College for the physical agility examination (POWER card).
- POSITION HOURS:** Regular scheduled hours are Monday through Friday, 7:00am-3:30pm. Emergency call outs as necessary.
- SALARY/BENEFITS:** Starting rate: - \$26.53 an hour for 90 days. Rate increases to \$35.12 an hour after 90 days. Probationary period is 210 days. This is a full time, union, position and includes excellent benefit options that include health insurance, paid vacation and participation in the Illinois Municipal Retirement Fund. Additional voluntary benefits are available to you through employment at the City of Oak Forest
- ELIGIBILITY:** To apply, applicants must be a United States Citizen and be at least 18 years of age at the time of application. High School diploma or GED required. Applicants must also possess a valid Class 'D' driver's license to be considered for employment. Documents required with the submission of an application include a copy of the applicant's valid driver's license, and copy of the physical agility test results from Joliet Junior College (*See the attachment concerning the Physical Agility Test*). Prior to hiring, all applicants must pass a pre-employment/post offer background check, physical, and drug screen. Civil Service rules and EEOC guidelines apply. *If Military points are to apply, proof of Honorable Discharge (Form DD 214) must be furnished with the application. Residency points may also apply. However, only one set of points will be allowed (either military or residency, but not both).*
- EXAMINATIONS:** All applicants are required to attend the orientation and an absence from the orientation constitutes as a disqualification from the testing process. **The date for the orientation is still pending.** Applicants who attend the orientation will be notified and provided instructions for returning for the written exam, oral interview and practical test conducted by the Oak Forest Civil Service Commission.
- NOTES:** A cumulative score of seventy percent (70%) is required for applicants to be placed on the final eligibility list. Applicants will be notified of their final scores within 30 days of completing all phases of the testing process.
- Upon employment, the applicant must obtain a minimum State of Illinois Class 'B' Commercial Driver's License, or better, within 90 days.

## **REQUIRED DOCUMENTATION**

Application packets will be available at the City of Oak Forest City Hall, at 15440 S. Central Ave. starting Wednesday, September 11, 2024 at 9:00 a.m., until Friday, October 11, 2024 at 4:00 p.m. Applicants must schedule a time to take the physical agility test through Joliet Junior College before the application deadline as results are required to be submitted with the completed application. Details for scheduling the physical agility test can be found at the end of this packet.

### **Required Documentation due by October 11, 2024:**

- Completed employment application;
- Copy of physical agility results from JJC;
- Copy of a valid driver's license;
- Signed authorization for a background investigation;
- Signed waiver of liability for all tests conducted by the City of Oak Forest.

\*Information for the mandatory orientation and written test is pending approval by the Oak Forest Civil Service Commission and will be shared with applicants as soon as that information is available.



# CITY OF OAK FOREST

15440 Central Ave Oak Forest IL 60452 708-687-4050 Fax 708-687-8817

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

			DATE
LAST	FIRST	MIDDLE	
PRESENT ADDRESS		STREET	CITY STATE
PERMANENT ADDRESS		STREET	CITY STATE
E-MAIL ADDRESS			
PHONE No.	REFERRED BY		

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### EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	
EVER APPLIED TO THE CITY OF OAK FOREST BEFORE? <input type="checkbox"/> Yes <input type="checkbox"/> No	WHERE?	WHEN?

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED*	DEGREE OR CERTIFICATE?	AREA OF STUDY
HIGH SCHOOL			<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE			<input type="checkbox"/> Yes <input type="checkbox"/> No	
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			<input type="checkbox"/> Yes <input type="checkbox"/> No	

\*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age.

### GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

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RELEVANT SKILLS FOR THE POSITION APPLIED FOR

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WHAT FOREIGN LANGUAGES DO YOU SPEAK FLUENTLY?

	READ	WRITE
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U.S. MILITARY OR NAVAL SERVICE RANK PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES  Yes  No

(CONTINUED ON OTHER SIDE)

**FORMER EMPLOYERS** (List below last four employers, starting with the last one first.)

DATE: MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM TO				
FROM TO				
FROM TO				
FROM TO				

**REFERENCES** Below, give the name of three prior Supervisors.

NAME	BUSINESS	PHONE NUMBER	YEARS ACQUAINTED

**PHYSICAL RECORD**

DO YOU HAVE ANY PHYSICAL OR MENTAL CONDITION THAT WOULD PRECLUDE YOU FROM PERFORMING ANY WORK, WITH OR WITHOUT REASONABLE ACCOMMODATION, THAT IS REQUIRED FOR THE JOB CONSIDERED?  Yes  No

IF SO, EXPLAIN.

IN CASE OF  
EMERGENCY NOTIFY

NAME ADDRESS PHONE No.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATIONS OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

**AGREEMENT:** BY SIGNING THIS ELECTRONIC SIGNATURE ACKNOWLEDGMENT FORM, I AGREE THAT MY ELECTRONIC SIGNATURE IS THE LEGALLY BINDING EQUIVALENT TO MY HANDWRITTEN SIGNATURE. WHENEVER I EXECUTE AN ELECTRONIC SIGNATURE, IT HAS THE SAME VALIDITY AND MEANING AS MY HANDWRITTEN SIGNATURE. I WILL NOT, AT ANY TIME IN THE FUTURE, REPUDIATE THE MEANING OF MY ELECTRONIC SIGNATURE OR CLAIM THAT MY ELECTRONIC SIGNATURE IS NOT LEGALLY BINDING.

I understand that checking this box constitutes a legal signature confirming that I acknowledge and warrant the truthfulness of the information provided in this document.

DATE ELECTRONIC  
SIGNATURE

TYPE YOUR FIRST AND LAST NAME

**DO NOT WRITE BELOW THIS LINE**

INTERVIEWED BY

DATE

**REMARKS**

NEATNESS		CHARACTER	
PERSONALITY		ABILITY	

HIRED  Yes  No FOR DEPT. POSITION START DATE SALARY WAGES

**APPROVED:**

H.R. DIRECTOR INITIALS: DATE: FOR DEPT. HEAD INITIALS: DATE: CITY ADMINISTRATOR INITIALS: DATE:

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting discrimination on the basis of an applicant's sex or minority status. Questions directly or indirectly reflecting such status have been included ONLY where needed to determine a bona fide occupational qualification or for any other permissible purposes. Such questions are appropriately noted on the application. Notwithstanding these efforts, the City of Oak Forest does not assume responsibility and hereby disclaims any liability for inclusion in this form of any questions upon which a violation of State and Federal fair employment practice laws may be based.

## PHYSICAL ABILITY EXAMINATION WAIVER

*This form must be signed before you will be permitted  
to participate in the Civil Service testing process.*

I understand and agree the City of Oak Forest public works maintenance worker testing process will involve physical effort and by participating I am acknowledging that I am physically capable of participating in these tests. I hereby waive any and all claims for or arising out of any injury I might sustain or incur as a result of participating in the testing process for the position of maintenance worker, which includes: the candidate physical ability examination, the written test, the practical exam, and the oral interview. I voluntarily participate as part of my application for employment.

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*LAST NAME (please print)*

*FIRST NAME*

*MI*

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*APPLICANT SIGNATURE*

*DATE*

City of Oak Forest  
Background Check Authorization – Release of Information  
**Confidential**

Print Name: \_\_\_\_\_  
(First) (Middle) (Last)

Former Name(s) and Dates Used: \_\_\_\_\_

Current Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Driver's License Number/State: \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge.

I hereby authorize the City of Oak Forest and its designated agents and representatives to conduct a comprehensive review of my background. This may include, but not be limited to, causing a consumer report and/or an investigative report to be generated for employment purposes. I understand that the scope of the consumer and/or investigative report(s) may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to the City of Oak Forest or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. Designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses, social security numbers, and date of birth.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the City of Oak Forest. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable or responsible for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

A photocopy or electronic document copy of this release form will be as valid as an original thereof, even though the photocopy or electronic document copy does not contain an original writing of my signature.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **MAINTENANCE WORKER**

### **City of Oak Forest**

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#### ***Nature of Work***

The Public Works Maintenance Worker is an entry level position. The positions performs manual labor, general unskilled or semi-skilled work; other duties performed often involve the use of acquired skills, including supervised semi-skilled duties in minor repair of equipment and vehicles; and completion of other tasks as required. Work is performed under the general supervision of the Superintendent of Streets.

#### ***Distinguishing Features of Position***

Employees of this class must have the ability to perform heavy physical labor, requiring strength and endurance, in an efficient manner. Some work will involve the use of skills acquired through experience or on-the-job instruction, including but not limited to, welding, sign-shop operations, paint shop operations, machine shop operations, snow-plowing operations, street sweeping operations, tree-cutting and other equipment operations. This class of employee normally will work under the supervision of the Superintendent of Streets, but will occasionally be supervised by other senior lead workers such as the Heavy Equipment Operators. Work orders will be issued in either a written or verbal format and work will be inspected at the conclusion of any specific task.

#### ***Illustrative Examples of Work***

- Clean gutters, culverts, sewers and other drainage structures;
- Load and unload stone, gravel, dirt, asphalt, timber, snow, salt and heavy mechanical equipment;
- Patching streets, shovel mix off of truck, place in holes and tamp;
- Assists in semi-skilled work such as plumbing, carpentry, electrical, auto repair, concrete stirring, operate and carry hand tools, carry or lift lumber, replace light bulbs or run errands;
- Sweep streets, gutters and sidewalks by hand, mows lawns with hand power mower, rakes leaves and cuts brush;
- Performs a variety of other heavy manual labor in connection with the maintenance and construction of sidewalks, streets, sewers, water mains and parks;
- Drives truck to and from job site and works as a driver on other types of automotive equipment;
- Works with rodding crew in the cleaning of sewers;
- Digs post holes and sets posts;
- Helps paint center lines using a motor-drive painting machine;
- Operates street sweeper and snow plow, spreads salt and sand on slippery streets;
- Operates tractor mower and other mowing equipment;

- Helps assemble, paint and install traffic lights and bases, helps to install underground and overhead cables for signals and lights, and repairs damaged signals;
- Operates high lift bucket truck;
- Performs a variety of semi-skilled building maintenance, carpentry, painting and masonry tasks;
- Digs and braces sewer and water lines and ditches;
- Raises and lowers manholes and performs masonry work involved;
- Builds forms for sidewalks and works as a cement finisher;
- Makes water taps and cuts water on and off, answers sewer trouble calls and takes proper action;
- Frequently operates dump trucks with snow plows, front end loaders, backhoe, and other equipment;
- Makes installation of new water mains, hydrants, control valves, bends and tees, establishes the line and grade as provided in engineer's and architect's prints;
- Operates chain saws, jackhammers and related equipment;
- Repairs and sharpens tools and small equipment;
- Performs a variety of semi-skilled equipment maintenance and repair tasks;
- Operates painting equipment for vehicles and signs, maintain garage, and cleans floors and paints walls;
- Assists mechanics in the repair of the vehicle engines, does routine maintenance of vehicles;
- Operates motor grader and paving machines when assigned;
- When not working as a skilled laborer, works as an unskilled laborer as assigned;
- Completes necessary job work orders and other related reporting and record keeping;
- Monitors work practices and worksite conditions to maintain personal safety in the performance of emergency and routine tasks; and
- Performs other duties as assigned.

### ***Required Knowledge, Skill and Ability***

Required: accredited high school diploma or G.E.D, and the possession of a valid State of Illinois Class 'D' Driver's License (within 90 days, the employee must obtain and maintain a State of Illinois Class 'B' Commercial Drivers License, or better). The position requires the ability to read and write legibly in the English language, comprehend manual instruction, and to understand verbal and written instruction.

### ***Required Experience and Training***

The position requires 1-2 years experience in a construction related capacity including the use and operation of hand and power tools. Prior experience with working in the trades, construction or Public Works is strongly desired. Additionally, excellent physical condition, stamina, and the ability to perform heavy manual labor for extended periods under adverse weather conditions are required as the work is performed mostly outdoors.

Attendance at National Incident Management System (NIMS) training at the appropriate level is mandatory.

### ***Required Physical Demands***

While performing the duties of this job the employee is frequently exposed to heavy machinery, dim and bright light, dust, heat, cold, odors and humidity. The employee is occasionally exposed to toxic agents, disease, vibration and noise.

Additional requirements:

- Hand-eye coordination is necessary to operate equipment;
- While performing the duties of this job the employee is frequently required to walk, bend, stand, talk and hear, lift up to 100 pounds and 50 pounds overhead and use hands and fingers to handle or feel objects, tools or controls;
- Must have the ability to reach with hands and arms; sit, climb, kneel, crouch and crawl;
- Due to prolonged visual concentration, specific vision abilities required by the job include close vision and the ability to adjust focus; and
- Must have the ability to work in a high lift bucket truck up to a height of 55 feet.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodation may enable individuals with disabilities to perform the essential duties.

## **Physical Agility Information**

As part of the maintenance worker application process, candidates are required to attend, and successfully pass, the physical agility test conducted at the Joliet Junior College Fitness Center. In order to take the physical agility test, applicants must pre-register for a test date and time and pay the \$40.00 fee to JJC.

You can register for the test using the information below:

Janet Graham  
Telephone (815) 280-2437 or (815) 280-2674  
Email: [jgraham@jjc.edu](mailto:jgraham@jjc.edu)

The Physical Abilities Test (PAT) is a fitness assessment designed to determine a worker's ability to meet the general physical demands required for a specific job. The assessment is a benefit to both the employer and employee. A baseline level of fitness can increase the likelihood of successful job performances and productivity, and decrease the risk of injury and indemnity.

The assessment is performed by qualified fitness professionals. Each individual test involves national testing protocols and comparisons to national norms. Results are immediately available.

### **PHYSICAL ABILITY TEST**

#### ***Sit and Reach Flexibility Test***

The Sit-and-reach test is the most common assessment of flexibility of the hamstring muscles, hip joint and lower back. The practical significance of this test is the wide spread problems of low back pain and joint soreness, generally associated with decreased hamstring and low back flexibility.

Following a brief warm-up for the targeted muscle groups, the participant performs the sit and reach assessment. Seated on the floor, both feet flat against a testing box, the participant should slowly reach forward keeping knees straight and on the floor. The score reflects the inches reached (best of three attempts is recorded), and compared to national norms for gender and age.

#### ***1 Minute Sit-up Test***

The 1 Minute Sit-up Test is designed to measure the muscular endurance of the abdominal muscles, important for maintaining core strength, posture and minimizing low back problems.

The participant performs full sit-ups in the bent leg position for 1 minute. The score is compared to national norms based on gender and age.

#### ***1 Mile Walk/Run (treadmill)***

The 1 Mile Walk Test is designed to measure aerobic or cardiovascular fitness. Following a brief warm-up, the participant will walk a distance of one mile on a treadmill. The time to complete the one mile is recorded and compared to national norms based on age and gender.

### ***3 Minute Step Test***

The 3 Minute Step Test assesses a participant's recovery heart rate which is used to determine level of cardiovascular fitness. (Participating in this exercise and completing 3 minutes of stepping generally represents a lack of knee or lower back problems).

Participants step up and down at 24 cycles a minute (metronome setting of 96) for 3 minutes. Immediately following 3 minutes of stepping, the score is compared to national norms based on gender and age.

### ***Shoulder Press***

This assessment is used to establish that a participant is able to lift a weight of 50lbs overhead. The participant is seated at the weight machine with the back and neck supported. The seat height is adjusted so that the feet are flat on the floor and the handles are level with the shoulders. Holding each handle, the participant pushes straight up above the head, then slowly lowers the weight with control.

\*\* This assessment does not compare to national norms since the weight lifted is a required minimum for a particular job. Maximum weight lifted may be adjusted to individual job requirements.

### **Campus Directions – P.A.T. Testing Location (G Building)**

