

GROUNDS & BUILDING MAINTENANCE

The City of Dexter is seeking qualified applicants for employment for a full-time position for grounds and building maintenance that would report to the City Administrator.

Duties and responsibilities would include general maintenance on grounds, buildings, vehicles, and equipment to keep in the proper condition. There may be other duties as assigned.

Grounds maintenance will include mowing, landscaping, and general lawn maintenance. Building maintenance will include plumbing, electrical, and general building repairs. General maintenance will include keeping vehicles and equipment in proper working condition.

Abilities & Skills needed: Supervise 2-3 part-time seasonal workers, understand and carryout instructions, some mechanical skills, dependable and self-motivated.

High school diploma or equivalent (GED) required, some experience preferred, will be required to pass a drug screen.

Applications must be submitted to the City Clerk's office, 301 E Stoddard St, Dexter Mo 63841 by 10:00 a.m. on Monday, July 7, 2025. Applications can be obtained in the City Clerk's office, City Hall, 301 E Stoddard St, Dexter Mo.

The City of Dexter reserves the right to notify only those individuals selected for testing as to the status of their application for employment. EOE/ADA/M/F/V

EMPLOYMENT APPLICATION

City of Dexter

301 E STODDARD ST-DEXTER MO 63841

PHONE 573.624.5959 FAX 573.624.4650

BUILDING & GROUNDS FULL-TIME

POSITION APPLYING FOR:

DATE OF APPLICATION:

NAME:

DATE OF BIRTH:

ADDRESS:

CITY, STATE, ZIP CODE:

PHONE NUMBER:

POSITION: _____PART-TIME _____FULL-TIME

HAVE YOU EVER BEEN CONVICTED OR PLEAD GUILTY TO A FELONY AS AN ADULT (A CONVICTION OR A PLEA WILL NOT NECESSARILY DISQUALIFY APPLICANT)
IF YES, WHAT WAS THE NATURE OF CONVICTION/PLEA

_____YES _____NO

HAVE YOU EVER BEEN EMPLOYED BY THE CITY OF DEXTER? IF YES, PLEASE LIST DATE OF PRIOR EMPLOYMENT AND JOB TITLE.

_____YES _____NO

YOU MUST BE A CITIZEN OF THE UNITED STATES OR A PERMANENT RESIDENT ALIEN WHO IS ELIGIBLE FOR AND HAS APPLIED FOR CITIZENSHIP. CAN YOU PROVIDE SUCH IDENTIFICATION?

_____YES _____NO

EDUCATION AND TRAINING:

NAME OF HIGH SCHOOL:

DID YOU GRADUATE OR RECEIVE A G.E.D.?

_____YES _____NO

COLLEGE, TRADE OR TECHNICAL SCHOOL AND DEGREE

LIST ANY ADDITIONAL TRAINING OR SKILLS THAT WOULD BE HELPFUL IN THE POSITION FOR WHICH YOU ARE APPLYING.

EMPLOYMENT INFORMATION:

CURRENT/MOST RECENT EMPLOYER _____

ADDRESS _____

PHONE NUMBER _____ SUPERVISOR _____

DATE OF EMPLOYMENT _____

JOB TITLE _____

DESCRIBE YOUR MAJOR DUTIES AND RESPONSIBILITIES: _____

REASON FOR LEAVING _____

MAY WE CONTACT THIS EMPLOYER? _____ YES _____ NO

EMPLOYER _____

ADDRESS _____

PHONE NUMBER _____ SUPERVISOR _____

DATE OF EMPLOYMENT _____

JOB TITLE _____

DESCRIBE YOUR MAJOR DUTIES AND RESPONSIBILITIES: _____

REASON FOR LEAVING _____

EMPLOYER _____

ADDRESS _____

PHONE NUMBER _____ SUPERVISOR _____

DATE OF EMPLOYMENT _____

JOB TITLE _____

DESCRIBE YOUR MAJOR DUTIES AND RESPONSIBILITIES: _____

REASON FOR LEAVING _____

I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND I AUTHORIZE INVESTIGATION AND VERIFICATION OF ANY OF THIS MATERIAL. I UNDERSTAND THAT ANY MISSTATEMENT OR OMISSION OF INFORMATION WILL CAUSE FORFEITURE OF MY ELIGIBILITY FOR EMPLOYMENT AND WILL RESULT IN MY REMOVAL FROM THE ELIGIBILITY LIST OR MY DISMISSAL FROM CITY EMPLOYMENT. I FURTHER AGREE TO BE TESTED AND TO FURNISH PROOF OF ELIGIBILITY TO WORK IN THE UNITED STATES. I UNDERSTAND THE CITY OF DEXTER RESERVES THE RIGHT TO NOTIFY ONLY THOSE INDIVIDUALS SELECTED FOR AN INTERVIEW AS TO THE STATUS OF THEIR APPLICATION FOR EMPLOYMENT. EOE/ADV/M/F/V

SIGNATURE IN FULL

DATE COMPLETED

CITY OF DEXTER IS AN EQUAL OPPORUTNITY EMPLOYER