



East Fork Swimming Pool District  
1600 Highway 88 \* PO Box 1972 \* Minden NV 89423  
Phone 775-782-8840 \* FAX 775-782-5357 \* [hr@cvs swim.com](mailto:hr@cvs swim.com)

## Application

Thank you for your interest in employment with the Carson Valley Swim Center.

- Applications will be accepted for POSTED open positions only.
- Separate applications must be completed for each position applied for.
- Resumes are accepted when attached to a completed application.
- Resumes are not accepted in lieu of applications.
- Applications must be clear and legible. Illegible applications will not be considered.
- Each question must be answered completely – Incomplete applications will NOT be considered.
- Include copies of all applicable certificates.
- Applications and all required supporting documentation must be received before the closing date. Please be advised that there are no exceptions.
- Allow at least two weeks after the closing date for processing, before contacting our office regarding the status of the position.
- If you have a disability and believe you require reasonable accommodations during the selection process, please contact Human Resources to make the appropriate arrangements.
- Return completed application to the Carson Valley Swim Center, Human Resources.
- Applications can be emailed, mailed, faxed or hand delivered.
- If you have any further questions, please do not hesitate to contact Human Resources at phone or email listed above.

**Position Applying For: Maintenance Aide - Casual/Intermittent**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email \_\_\_\_\_

On what date would you be available to start work? \_\_\_\_\_

Desired Salary \_\_\_\_\_

Have you reviewed the job description for this position? \_\_\_\_ Yes \_\_\_\_ No

Do you understand the job requirements for this position? \_\_\_\_ Yes \_\_\_\_ No

Can you perform the requirements of this position with or without reasonable accommodations? \_\_\_\_ Yes \_\_\_\_ No

Are you at least 18 years of age? \_\_\_\_ Yes \_\_\_\_ No If No, state your age \_\_\_\_ and highest grade completed. \_\_\_\_

Have you ever been employed at the CVSC? \_\_\_\_ Yes \_\_\_\_ No

If Yes, state the years \_\_\_\_\_ and position(s) \_\_\_\_\_

Do you have relatives employed at the CVSC? \_\_\_\_ Yes \_\_\_\_ No

If Yes, please list name(s)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Are you legally eligible to work in the United States? \_\_\_\_ Yes \_\_\_\_ No

*Following an offer of employment, you will be required to submit verification of your legal right to work in the United States.*

Have you **EVER** been convicted of, pled guilty or nolo contendere (no contest), or been granted deferred adjudication (deferred judgment) for a felony or misdemeanor crime, other than a minor traffic violation. \_\_\_\_ Yes \_\_\_\_ No

If yes, state the date, location, name of court, and disposition of each offense \_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

A conviction will not necessarily disqualify you from a position. Failure to disclose all convictions, pleas of guilty, pleas of nolo contendere (no contest), or deferred adjudication (deferred judgment), other than a minor traffic violation and if hired will result in termination of employment.

Have you ever been discharged or terminated from employment? \_\_\_\_ Yes \_\_\_\_ No

If so, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

A termination will not necessarily disqualify you from employment. It will be considered in terms of work to be performed.

**EMPLOYMENT HISTORY**

Provide information regarding all paid, military, and volunteer work within the past ten years. Describe your current or most recent position first; then list other relevant positions in order, working down from the most recent. Use a separate block for each position. Use additional sheets if necessary. Do NOT use references such as "See Resume" in place of completing this section.

Insufficiently completed applications will not be considered.

Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

.....  
Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_  
Supervisor's Name/Title: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

.....  
Please attach additional sheets as needed.

May we contact all employers listed? Yes \_\_\_\_\_ No \_\_\_\_\_  
Attach a list of any exceptions with an explanation.

**CERTIFICATES/LICENSES**

List job-related Certificates/Licenses, Registrations or Training related to the position for which you are applying. (Include completed and expiration dates.)

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**SPECIAL SKILLS**

List any special skills you possess and/or equipment/tools or office machines you can operate related to this position:

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Type: WPM \_\_\_\_\_

Computer/Software Skills \_\_\_\_\_

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**EDUCATION RECORD**

Did you graduate from high school? \_\_ Yes \_\_ No

Did you receive a GED certificate? \_\_ Yes \_\_ No

Did you graduate from college? \_\_ Yes \_\_ No

School/College	Graduated	Major	Degree Earned

Please state below any other information that would be helpful in determining your qualifications for this position. You may include previous career highlights, accomplishments, special interests, volunteering, or any other information that is not included in this application.

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**PERSONAL REFERENCES**

Give the name, address (home or business) and telephone number of three professional references **NOT RELATED** to you who have knowledge of your character, work experience, ability and accomplishments.

Name	Occupation	Phone	Email

**AGREEMENT**

I certify that all statements contained on this application are true and correct. I authorize the CVSC to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. In the event I am employed by the CVSC, I agree to comply with all rules and policies.

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

This application is the property of the CVSC and will become part of the employee’s personnel file if hired.  
CVSC is an Equal Opportunity Employer and a Drug and Alcohol Free Workplace.  
CVSC requires pre-employment and random drug testing for continued employment.

# Carson Valley Swim Center

## JOB DESCRIPTION

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**Maintenance Aide**

**Seasonal/Fulltime**

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### **SUMMARY OF JOB PURPOSE**

Under the general direction of the Maintenance Supervisor, performs a variety of unskilled to semiskilled maintenance tasks including repair, custodial and upkeep of various areas, buildings, grounds, pools, pool equipment and other duties as assigned.

### **ESSENTIAL FUNCTIONS**

1. Performs work for the East Fork Swimming Pool District (EFSPD) including pool water system operation, building and equipment maintenance and repair , grounds upkeep and other projects as assigned.
2. Performs general building maintenance and custodial upkeep, include painting, window cleaning, basic plumbing and minor carpentry and minor electrical repair, such as changing of light bulbs, light switches and ballasts; maintains cleanliness of all areas; assists with pest control; cleans up spills and unsanitary/unsafe conditions when they occur and ensures compliance with applicable OSHA regulations and understands the use of personal protective equipment.
3. May operate various electrical, gas and diesel powered equipment, power tools and hand tools while performing repair and preventative maintenance of facilities and grounds.
4. Assists in the inspections of buildings, grounds and other areas relative to safety and security; assists with repairs and/or modifications of all fixtures and components.
5. Performs work when necessary, including early/late hours, weekends and Holidays.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **EDUCATION and/or EXPERIENCE**

High School Diploma or General Education Degree (GED) Must have the ability to understand and follow instructions and learn new skills. Applicant must be at least 18 years old.

#### **LANGUAGE SKILLS**

Ability to read and interpret safety rules, operating and maintenance instructions, and diagrams.  
Ability to communicate effectively with staff and patrons.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

**OTHER KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of the basic methods and tools used for safe work practices. Ability to establish and maintain work relationships with those contacted in the course of the work. Must be self motivated.

**CERTIFICATES, LICENSES & REGISTRATIONS**

Valid Driver’s License and acceptable driving record preferred.

**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, walk and sit; use hands and fingers to handle or feel ; reach with hands and arms; talk and hear. Must have mobility to work in a typical office or shop setting; use standard office equipment and drive a motor vehicle. The employee frequently is required to climb to a height of 40 feet, balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or carry up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORKING ENVIRONMENT**

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; outside weather conditions, wet and/or humid conditions, high precarious places, fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and the noise level in the work environment is usually loud. Varied work hour with the probability of needing to work early, late, split, holiday and weekend shifts.

**I have read and received a copy for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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CVSC is an Equal Opportunity Employer and Drug Free Workplace  
This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions expected of the employee. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. The employee may be asked to perform other duties as required. This is an at-will position with no guarantee of hours.