

Thank you for your interest in the position of
Maintenance Worker I :
City of Levelland Parks Department.

Enclosed in this packet you will find:

Job Description
Employment Application
Applicant Notification / Release of Information Form
Criminal History Report Release Form
Affirmative Action Form

In order to be considered for this position, **complete and return** the Application, Affirmative Action Form and Application Notification/Release of Information Form.

The Affirmative Action Form is voluntary and will not adversely affect any consideration you may receive for employment. Leave it blank if you do not want to provide that information.

The City of Levelland is a drug-free workplace and any candidate for a City position is required to pass a drug test before an offer of employment can be made. A physical exam and background check are also conducted before an offer of employment can be made. A driving records check will be done after the offer of employment is made. If we find that you do not have a valid license, or you do not have a satisfactory driving record, your employment may be terminated.

This position will remain open until it is filled. Although qualified candidates may be contacted by the city at any time after submitting an application, no hiring decision will be made prior to that date.

Applications are forwarded to the appropriate department head for consideration. The department head for this position is John Cobb. Questions regarding the status of your application should be directed to him.

If you have any questions regarding this packet, please refer them to Beth Walls @ 894-0113 or citysec@levellandtexas.org.

**PLEASE REMOVE AND KEEP THIS MEMO AND THE
JOB DESCRIPTION FOR YOUR RECORDS**

**RETURN YOUR COMPLETED APPLICATION,
AFFIRMATIVE ACTION FORM and RELEASE OF
INFORMATION FORM TO THE MAILBOX IN THE
LOBBY OF CITY HALL.**

Class Title: Maintenance Worker Parks

BRIEF DESCRIPTION:

The purpose of this position is to preserve the appearance of City parks by maintaining Park grounds. This is accomplished by landscaping park lawns, cleaning and repairing park facilities and assisting with funerals. Other duties may include cleaning and maintaining the City pool, ensuring the proper operating conditions of equipment and interfacing with other City employees and citizens.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	H	Maintains City parks by mowing and edging lawns, landscaping grounds, picking up debris and tree limbs, cutting down and planting trees, trimming trees and shrubs, moving water pipes and cleaning and repairing park facilities.
2	H	Cleans and maintains the city pool by draining water, scrubbing and painting walls and refilling pools with water.
3	M	Maintains vehicles and equipment by cleaning and fixing components and changing the oil.
4	H	Assists with funerals by helping dig graves.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Over one year up to and including two years.
Certification and Other Requirements	Valid Texas Driver's License
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	None.
Managerial	Receives general directions. The employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy. Performance is reviewed periodically.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little or no analysis or judgment.
Interpersonal / Human Relations Skills	Work requires regular interaction involving exchange and receipt of information.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	O	At work sites
Sitting	O	While driving and operating equipment
Walking	O	Around work sites
Lifting	F	Equipment, tools, supplies
Carrying	O	Equipment, tools, supplies
Pushing/Pulling	O	Equipment
Reaching	O	For tools above head
Handling	F	Tools and equipment
Fine Dexterity	F	When using hand tools
Kneeling	O	Picking up trash and repairing equipment
Crouching	O	Picking up trash and repairing equipment
Crawling	N	
Bending	O	Picking up trash and repairing equipment
Twisting	O	When shoveling
Climbing	O	Ladders
Balancing	O	On ladders
Vision	C	When driving, observing work tasks

Hearing	C	Listening to traffic and equipment
Talking	F	With personnel
Foot Controls	F	When driving and operating equipment
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Shovel, truck, packer, street cutter, wrenches, hand tools, welder, grinder, cutting torch, drill, mowers, tractors, chain saws, weed-eaters, edgers, mobile radio, rakes, copier

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	D	Respiratory Hazardz	W	Office Environment
Chemical Hazards	M	Extreme Temperatures	D	Warehouse
Electrical Hazards	S	Noise and Vibration	W	Shop
Fire Hazards	S	Wetness/Humidity	M	Vehicle
Explosives	N	Physical Hazards	D	Outdoors X
Communicable Diseases	N			Other (see 2 below)
Physical Danger or Abuse	D			
Other (see 1 below)				

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, gloves, safety glasses, ear plugs, reflective vest, boots

NON-PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.



Application For Employment
1709 Ave. H. PO Box 1010 Levelland, Texas 79336
806-894-0113 Fax 806-894-0119

Important: Read carefully and sign this application. Answer every question concisely but completely. Incomplete applications will not be considered.

Maintenance Worker I- Parks Dept. _____
POSITION DESIRED DATE

NAME _____
(Last Name) (First Name) (Middle)

MailingAddress _____
Number Street or Avenue City State Zip

Telephone No: Home () _____ Cell () _____ E-Mail _____ @ _____

Do you have relatives employed by the City of Levelland? Yes ___ No ___
Department _____ Their Names: _____
Relationship _____

Have you been interviewed by the City previously? ___ When ___ What Position? _____
By Whom? _____

Check all types of work you will accept: ___ Full Time ___ Temporary ___ Part Time

When will you be able to report for work? _____ Minimum salary requirement _____

Are you a U.S. Citizen? _____ If not, provide alien no. _____

Have you ever been convicted of a felony: Yes _____ No _____
Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as is related to the job applied for. Details (charges, penalties, where, when currently on parole, probated sentence.

Can you perform the essential functions of the job? _____ If no, which essential functions will you be able to perform? _____

What reasonable accommodations would help you to perform the essential functions?

High School or GED _____

	Date	School	City/State	Last Grade Completed		
College Attended	Location	Date From/to	Sem. Hours	Major	Minor	Type Degree

Social Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised.

EMPLOYMENT RECORD - Start with your present or last job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include employment history since leaving high school. Explain breaks in employment. Attach additional pages if necessary. **This section must be completed despite the possible enclosure of a resume.**

May we contact your present employer? Yes _____ No _____

Employer _____ Telephone (____) _____
Job Title _____ Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per ____ Hour ____ Week ____ Year
Supervisor _____
Worked Performed _____
Reason for Leaving _____
Employer _____ Telephone (____) _____
Job Title _____ Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per ____ Hour ____ Week ____ Year
Supervisor _____
Worked Performed _____
Reason for Leaving _____
Employer _____ Telephone (____) _____
Job Title _____ Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per ____ Hour ____ Week ____ Year
Supervisor _____
Worked Performed _____
Reason for Leaving _____
Employer _____ Telephone (____) _____
Job Title _____ Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per ____ Hour ____ Week ____ Year
Supervisor _____
Worked Performed _____
Reason for Leaving _____

READ CAREFULLY BEFORE SIGNING

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to physical examination during drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons show under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

Date	Signature of Applicant
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The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.

Applicant Notification / Release of Information

In connection with my application for employment, I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, mode of living, residency, general reputation, performance, experience, and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that prospective employer and/or First Check may make inquiries but not limited to my consumer credit history, education, professional licensing, and criminal history and driving history. Furthermore, I understand that prospective employer and/or First Check may request information from various federal, state and other agencies that maintain records concerning my past driving history, credit history, criminal history, military history, civil and other experiences.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my perspective employer from a Consumer Reporting Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and the scope of the investigation as well as the name of the reporting agency or sources of information.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by prospective employer and/or First Check to furnish any or all of the above mentioned information. In addition, I hereby release First Check and prospective employer from any and all liability for damages arising from the investigation and disclosure of the employees and other persons, who, in good faith provide to prospective employer and/or First Check the above mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I will allow a photocopy of this authorization to be as valid as the original.

Print Full Name: _____

Social Security: _____ *Date of Birth _____ / _____ / _____

Current Address: _____

City/State/Zip _____

Drivers License # _____ State _____

Prospective Employer City of Levelland _____

Applicant's Signature: _____

*Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes. **Only when requested.

Please list all misdemeanor and felony criminal matters, other than minor traffic safety violations for which no arrest was made, in which you were convicted, served probation, participated in deferred adjudication or other program to avoid a conviction, or made restitution or participated in pre-trial diversion or other program to avoid prosecution.



**AFFIRMATIVE ACTION FORM
Maintenance Worker I- Parks Dept.**

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex: ___ Male ___ Female

Race/ethnicity:

___ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

___ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

___ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

___ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

___ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

___ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

___ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

___ Veteran: ___ Non-veteran

Please identify where you learned about an employment opportunity with this organization.

___ Newspaper ad ___ Tech school/college placement ___ Employee referral
___ Temporary service ___ Recruiter ___ State employment service
___ Other