

Thank you for your interest in a seasonal position with one of the City of Levelland's Departments. The purpose of this position is to assist employees to preserve the appearance of City parks/cemeteries/recycle plant etc. by maintaining the grounds. This is accomplished by mowing, weeding, & trimming park lawns, cleaning and painting park facilities and maintaining park rest room facilities. Other duties may include cleaning and maintaining the City recycle center, ensuring the proper operating conditions of equipment and interfacing with other City employees and citizens. The pay for this job is \$8.00 per hour and the number of hours worked each week will depend on the needs of the department. As a temporary job, there are no benefits provided. The duration of the temporary position is unknown and, depending on the needs of the department, may end without notice. Please read over the attached job description and if you feel you have the qualifications for the position, complete the attached application and return it to City Hall.

Class Title: Seasonal Temporary Maintenance Worker: Parks/Cemetery/Department

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/cemeteries by mowing and edging lawns, landscaping grounds, picking up debris and tree limbs, assisting in 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 park/cemetery facilities, scrubbing and painting walls, benches and tables and cleaning rest room facilities.
3	M	Assists in the maintenance of park/cemetery vehicles and equipment by cleaning and fixing as needed.

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 6 months and 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 specific directions. The employee normally performs the job

	by following established standard operating procedures and/or policies. The employee will work with supervisor to 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, baler, copier

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	D	Respiratory Hazard	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. Position requires person to wear long pants at all times.

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
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.

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this job description and am able to perform the functions of this job with the following considerations:

- Can perform the job without any accommodations.
- Can perform the job with the following accommodations: _____

Signature of Applicant

Date

Social Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also 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 (____) _____	Dates Employed: From _____	To _____
Worked Performed _____		Job Title _____	
Salary: Starting _____	Final _____	Supervisor _____	
Reason for Leaving _____			
Employer _____	Telephone (____) _____	Dates Employed: From _____	To _____
Worked Performed _____		Job Title _____	
Salary: Starting _____	Final _____	Supervisor _____	
Reason for Leaving _____			
Employer _____	Telephone (____) _____	Dates Employed: From _____	To _____
Worked Performed _____		Job Title _____	
Salary: Starting _____	Final _____	Supervisor _____	
Reason for Leaving _____			
Employer _____	Telephone (____) _____	Dates Employed: From _____	To _____
Worked Performed _____		Job Title _____	
Salary: Starting _____	Final _____	Supervisor _____	
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

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 the City of Levelland 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 the City of Levelland 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 the City of Levelland and/or First Check to furnish any or all of the above mentioned information. In addition, I hereby release First Check and the City of Levelland 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 the City of Levelland 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: _____

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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.



AFFIRMATIVE ACTION FORM

SEASONAL TEMPORARY

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

