



Thank you for your interest in the position of

Mechanic City of Levelland

Enclosed in this packet you will find:

Job Description
Employment Application
Affirmative Action Form

In order to be considered for this position, **complete and return** the Application packet to include our Application for Employment, Affirmative Action Form and resume should you choose to include.

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 wish 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. Any offer of employment is contingent until all tests and background checks are completed and results known.

This position will remain open until it is filled.

Applications are screened by the Director of Human Resources and then forwarded to the appropriate supervisor for their review and consideration. All questions/inquiries regarding the status of your application should be directed to the Director of Human Resources.

If you have any questions regarding this packet, please refer them to Melissa Fields-Allgeyer at 806.894.0113 or mfieldsallgeyer@levellandtexas.org

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**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 (IF REQUESTED) TO THE
MAILBOX IN THE LOBBY OF CITY HALL or MAIL
TO US AS FOLLOWS:**

**City of Levelland
Attn.: Human Resources
PO Box 1010
Levelland, TX 79336**

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Class Title: Mechanic

BRIEF DESCRIPTION:

The purpose of this position is to preserve the operation of City vehicles and equipment by maintaining and repairing City vehicles. This is accomplished by diagnosing and repairing vehicles and equipment and performing preventative maintenance on vehicles. Other duties may include purchasing needed supplies and materials, maintaining records of repairs, maintaining the safety and cleanliness of the work area and interfacing with other City employees and citizens. This position provides direction to other employees.

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	L	Maintains inventory by identifying and purchasing needed materials and supplies and tracking inventory used and available.
2	S	Maintains records of repairs by documenting repairs performed and completed and tracking supplies and the amount of time needed for repairs.
3	L	Maintains the safety and cleanliness of the work area by sweeping, mopping, taking out garbage and cleaning and maintaining equipment in the shop.
4	H	Performs repairs on vehicles and equipment by diagnosing problems with equipment, replacing brakes and fixing air conditioners, changing flat tires, and checking fluid levels. Diagnostic knowledge and heavy equipment knowledge.
5	H	Performs preventive maintenance by performing tune ups and oil changes, inspecting transmissions, brakes and clutches for wear, performing visual inspections and ensuring vehicles are in working condition.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over two years up to and including three years.
Certification and Other Requirements	Class C Drivers License and CFC
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	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Managerial	Receives limited directions. The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. The assignment may be reviewed upon completion. Performance is reviewed periodically.
Budget Responsibility	Prepares budget documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Work requires regular interaction involving exchange and receipt of information.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	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.

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	F	To complete repairs on vehicles
Sitting	O	To complete paperwork and other deskwork
Walking	F	To obtain tools and parts
Lifting	O	To mount tires and remove parts from vehicles
Carrying	F	Parts to install on vehicles
Pushing/Pulling	F	To operate equipment and tools to tighten and loosen bolts
Reaching	F	To remove parts from vehicles
Handling	F	Parts and equipment for vehicles
Fine Dexterity	C	To handle small hand tools and screws
Kneeling	F	To set lift machine to raise vehicles
Crouching	F	To place hydraulic jacks under vehicles
Crawling	F	Under vehicles when lift cannot be used
Bending	C	Over the hood of vehicles
Twisting	O	To maneuver into hard-to-reach areas
Climbing	O	In and out of vehicles
Balancing	N	
Vision	C	To complete paperwork and repair tasks
Hearing	C	To listen for noises the vehicle may be making
Talking	F	To communicate over phone and with driver of vehicle
Foot Controls	C	To test vehicles and equipment under repair
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand tools, tire equipment, vehicle lift, hydraulic jacks, calculator, telephone, copier, printer, computer and related software. Mowers and weed eaters.

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 Hazards	W	Office Environment
Chemical Hazards	D	Extreme Temperatures	S	Warehouse
Electrical Hazards	N	Noise and Vibration	D	Shop X
Fire Hazards	W	Wetness/Humidity	S	Vehicle
Explosives	W	Physical Hazards	M	Outdoors
Communicable Diseases	N			Other (see 2 below)
Physical Danger or Abuse	N			
Other (see 1 below)				

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Steel toe shoes and goggles

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	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	R
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	

(3) N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this job analysis and its attachments, and I can perform all the essential functions of this position provided I have the reasonable accommodations noted below.

Signature of applicant

Date

Job Title of Supervisor

Signature of Supervisor

Date

Assistant Public Works Director
Job Title of Department Head

Signature of Department Head

Date

Please indicate accommodations needed, if any:

No Accommodations Needed

Reasonable Accommodations Needed

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.

Job Description Signature Page - Return this page with your completed application



Application For Employment
1709 Ave. H. PO Box 1010 Levelland, Texas 79336
Phone 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.

Mechanic
POSITION DESIRED DATE

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

Mailing Address _____
Number Street or Avenue City State Zip

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

Do you have any relatives employed by the City of Levelland? Yes No

Department: _____ Their Name(s): _____
Relationship _____

Have you been interviewed by the City previously? Yes No

When _____ What Position? _____ By Whom? _____

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

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

Are you a U.S. Citizen? : Yes No

If not, provide alien registration number: _____

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) are requested.

Are you able to perform the essential functions of the job? Yes No

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 _____
 School City/State Last Grade Completed

College/University: _____
 Location Sem. Hours Major Minor Type of Degree

Special 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 most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. This section must be completed despite the possible enclosure of a resumé.

May we contact your present employer? Yes No

Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> 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 the physical examination during the required 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.

Signature of Applicant

Date

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.



AFFIRMATIVE ACTION FORM
Mechanic

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.

- | | | |
|--|--|---|
| <input type="checkbox"/> Newspaper ad | <input type="checkbox"/> Tech school/college placement | <input type="checkbox"/> Employee referral |
| <input type="checkbox"/> Temporary service | <input type="checkbox"/> Recruiter | <input type="checkbox"/> State employment service |
| <input type="checkbox"/> Other _____ | | |