



Thank you for your interest in the position of

## **Maintenance Worker I 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 resumé 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 Andrea Corley at 806.894.0113 or [acorley@levellandtexas.org](mailto:acorley@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: Sanitation Worker I Maintenance Worker - Sanitation

## **BRIEF DESCRIPTION:**

The purpose of this position is to assist with the operation of the City of Levelland Sanitation Department in a safe and appropriate manner. He/She must conduct all activities according to the delivery and collection schedule and clean, maintain and secure equipment. In addition, the position works with the street department maintenance team to preserve safe roadways by maintaining City streets and street signs. This is accomplished by patching and repairing streets and repairing and replacing signs and signposts. Other duties may include ensuring the safety of workers and the public 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	Assists with dumping of recycled refuse into a compactor or open-top container. Prepares refuse for transfer to other recycle locations.
2	M	Assures refuse meets standards for disposal/recycling at the site; collects tipping fees and issues receipts.
3	M	Maintains logs of loads dumped and issues receipts to drivers. Performs grounds maintenance at transfer station site.
4	M	Ensures the safety of equipment by performing preventative maintenance on vehicles and equipment, cleaning and fixing components and changing the oil.
5	M	Ensures the safety of workers and the public by placing barricade and safety cones around work areas.

**JOB REQUIREMENTS:**

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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 License with satisfactory driving record. Must already have or be willing to get CDL within first 90 days of employment.
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	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
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	Very Heavy X
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	At worksite
Sitting	O	While driving
Walking	C	Around worksite
Lifting	F	Tools, supplies, trash, hot mix, signs
Carrying	F	Signs and poles
Pushing/Pulling	O	Equipment and materials
Reaching	O	When installing signs
Handling	O	Equipment, tools
Fine Dexterity	F	When using tools and equipment controls
Kneeling	F	To pick up items from the ground
Crouching	O	To pick up sign poles
Crawling	N	
Bending	F	To pick up trash containers
Twisting	F	When shoveling
Climbing	F	Ladder
Balancing	O	On ladder and barricades
Vision	C	When reading and observing work activities
Hearing	C	Listening to other employees, traffic and equipment noises
Talking	F	To other employees
Foot Controls	F	When driving
Other (Specify)		

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Backhoe, shovel, packer, street cutter, allen wrench, rakes, two-way radio

**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	M	Office Environment
Chemical Hazards	W	Extreme Temperatures	D	Warehouse
Electrical Hazards	S	Noise and Vibration	W	Shop
Fire Hazards	S	Wetness/Humidity	W	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:**

Safety vest, hard hat, boots, gloves, safety glasses

**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	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	

(3) N/A





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**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.**

\_\_\_\_\_  
Maintenance Worker I - Sanitation  
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 resume.**

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.

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**Signature of Applicant**

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**Date**

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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.**

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**AFFIRMATIVE ACTION FORM  
Water & Wastewater Director**

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 \_\_\_\_\_