



Thank you for your interest in the position of  
**Utility Operator in Training:  
Wastewater 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 Job Description Signature Page, Job Application, and the Application Notification/Release of Information Form. You should keep this letter and the job description for your personal information.

The Affirmative Action Form is voluntary and will not adversely affect any consideration you may receive for employment. If you choose to submit it, please include it with your application.

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.

This position will remain open until it is filled.

Applications are forwarded to the appropriate department for consideration. The hiring manager for this position is Landon Durham.

If you have any questions regarding this packet, please refer them to Human Resource Director/City Secretary, Beth A Walls @ 894-0113 or [citysec@levellandtexas.org](mailto:citysec@levellandtexas.org).

**PLEASE RETURN YOUR COMPLETED APPLICATION TO THE MAILBOX IN THE LOBBY OF CITY HALL, MAIL IT TO PO BOX 1010, LEVELLAND, TX 79336, EMAIL IT TO [citysec@levellandtexas.org](mailto:citysec@levellandtexas.org), OR FAX IT TO 806-894-0119.**



# Class Title: Utility Operator in Training

## **BRIEF DESCRIPTION:**

The purpose of this position is to preserve safe water and sewer utilities by maintaining City water and sewer systems. This is accomplished by repairing water and sewer lines and reading and repairing meters. Other duties include assisting with the maintenance of pump stations and equipment, laboratory sampling and testing, maintaining City grounds and interfacing with other City employees and citizens. This position does not provide 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	M	Reads and repairs meters by picking-up and completing work orders and changing out broken meters.
2	H	Maintains sewer lines by digging, cutting and splicing lines, piecing in cover-ups, cleaning, marking and repairing lines, correcting stoppages, locating sewer lines, flagging locations, cleaning lines with jet cleaners, and making any other necessary repairs.
3	H	Assists with the maintenance of pump stations, lift stations and equipment by repairing pumps and pump stations, checking levels at lift stations, cleaning lift stations and replacing packing.
4	M	Perform laboratory sampling and testing procedures for process control and permitting requirements.
5	L	Maintains City grounds by cutting the grass and weed eating as needed and performing various on-call duties.
6	H	Maintains water lines by marking, digging, cutting and splicing lines, covering holes, assisting with the installation, repair and maintenance of water mains, valves, hydrants, meters and wells, logging water lines and making any other necessary repairs.
7	S	Ensures safe water conditions for residents by collecting water samples for analysis.

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	Under and including one year.
Certification and Other Requirements	Valid Texas Driver's License; Selected candidate will be required to achieve at minimum a Class "D" water or wastewater license within 12 months 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.

<b>JOB REQUIREMENTS CONTINUED</b>	
Managerial	Receives directions: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results with some directions when making selections among a few, easily identifiable choices. Assignment is reviewed upon completion.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
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	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	F	At job site, lab
Sitting	F	At desk, when operating equipment, lab
Walking	F	Around job site, lab
Lifting	F	Boxes, supplies, equipment
Carrying	F	Boxes, supplies, equipment
Pushing/Pulling	F	Equipment
Reaching	F	For tools
Handling	F	Tools
Fine Dexterity	F	Operating equipment, using hand tools, lab
Kneeling	F	Reading meters
Crouching	F	Reading meters
Crawling	R	Reading meters
Bending	F	Reading meters, lab
Twisting	F	Reading meters, lab
Climbing	O	In and out of holes
Balancing	R	In boat on wastewater ponds
Vision	C	Observing work activities, lab results
Hearing	C	Listening to other employees
Talking	F	To other employees
Foot Controls	F	When driving and operating equipment
Other (Specify)		

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

Backhoe, wrenches, files, ratchets, other hand tools, shovels, jackhammer, sledgehammer, pipe, trucks, laboratory probes and meters, computers

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

- (1) Laboratory setting
- (2) Confined Spaces

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat, gloves, safety glasses, back belt, steel-toed boots, reflective safety vest, eye and ear protection

**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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<b><i>NON-PHYSICAL DEMANDS</i></b>	
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
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	

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

**SIGNATURE:**

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

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.



**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.**

Utility Operator in Training- Water/WasteWater Dept. \_\_\_\_\_  
 POSITION DESIRED DATE

NAME \_\_\_\_\_  
 (Last Name) (First Name) (Middle Name)

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 applied with the City previously? \_\_\_ When \_\_\_ What Position? \_\_\_\_\_  
 Were you interviewed? \_\_\_ 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 per month \_\_\_\_\_

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	From/to	Date	Sem.	Minor	Degree
			Hours	Major		Type

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 including drug screens, 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: \_\_\_\_\_

\*

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.**

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**AFFIRMATIVE ACTION FORM**

**Utility Operator in Training**

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