

CAREER NOTICE
EQUIPMENT OPERATOR I
SANITATION DEPARTMENT

The City of Levelland is accepting applications for the position of Equipment Operator I in the Sanitation Department working at the Levelland landfill located on Bobwhite Rd. Applicants must have 2-3 years experience as a heavy equipment operator with specific experience operating graders, scrapers, front-end loaders and dump trucks. Applicants may be asked to demonstrate ability to operate City equipment during interview process. Applicants must also have a valid Class B CDL Texas Driver's License with acceptable driving record and a high school diploma or equivalent. Any candidate who is offered the position will be required to pass a physical, drug test, and offer of employment may be rescinded based on results of a criminal background check and Driver's License check.

The purpose of this position is to assist with the operation of the Levelland Landfill in a safe and appropriate manner. Must conduct all activities according to the delivery and collection schedule and clean, maintain and secure equipment. Other duties may include ensuring the safety of workers and the public and interfacing with other City employees and citizens.

An applicant packet containing specifics on the job description, physical demands of the essential functions of the job and an employment application can be obtained at the City of Levelland Job Center located in the lobby of Levelland City Hall, 1709 Ave H or online at www.levellandtexas.org under the Job Opportunities button. This position will remain open until filled.

The City of Levelland is an Equal Opportunity Employer and all applicants will receive equal consideration regardless of race, color, religion, sex, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran

Publish:

03/28, 4/1, and 4/4/2020

City of Levelland

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.

HEAVY EQUIPMENT OPERATOR _____
POSITION DESIRED DATE

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

Mailing Address _____
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? _____

By Whom Interviewed? _____

Check all types of work you will accept: Permanent _____ 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. _____

Driver's License: _____ State _____ Commerical License A B C

Endorsements: _____ Trailer _____ Tank _____ Haz Mat _____ Combination _____ Passenger

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? _____ Which essential functions will you be able to perform? _____

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

Approximately what total amount of time have you been absent from a job in the last five years? (Exclude vacations) _____

High School or GED _____
Date School City/State Last Grade Completed

College Attended	Location	Date From/to	Sem. Hours	Major	Minor	Type Degree	Date

Social Skills and Qualifications - Summarize special skills, certifications 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.

Class Title: Equipment Operator I-Landfill

BRIEF DESCRIPTION:

The purpose of this position is to assist with the operation of the Levelland Landfill in a safe and appropriate manner. Must conduct all activities according to the delivery and collection schedule and clean, maintain and secure equipment. Other duties may include ensuring the safety of workers and the public 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	S	Operates equipment including dozers, scrapers, loaders graders, dump trucks and compactors to move and compact solid waste, perform site excavations, trenching, rip and haul cover materials.
2	M	Inspects and performs routine servicing of assigned equipment including lubrication, fuel checks, belt, brakes, etc; maintain service and operation records; cleans equipment as needed.
3	S	Complies with safety regulations and practices and contributes to safety inspections and investigations.
4	S	Monitors solid waste while moving, compacting or covering trash to identify and report any hazardous materials.
5	S	Performs laboring work in the maintenance and construction of the site assigned.
6	S	Performs other duties as requested.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.
Experience	Over two years up to and including three years' experience as a heavy equipment operator with specific experience operating graders, scrapers, front-end loaders and dump trucks.
Certification and Other Requirements	Valid Texas Class B CDL Operator's License with acceptable driving record.
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 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	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 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	At work sites
Sitting	F	When driving or operating equipment
Walking	F	Around work sites
Lifting	F	Tools and equipment
Carrying	F	Tools, equipment, barricades
Pushing/Pulling	F	Tools and equipment
Reaching	F	For controls when operating equipment
Handling	F	Tools
Fine Dexterity	F	For using hand tools
Kneeling	O	When servicing machine
Crouching	O	When pouring cement
Crawling	N	
Bending	F	When hot mixing, cutting branches
Twisting	F	When hot-mixing
Climbing	O	Into and out of equipment
Balancing	N	
Vision	C	When driving or operating equipment
Hearing	C	Listening to equipment
Talking	F	With other employees
Foot Controls	F	While driving or operating equipment
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Shovel, rake, broom, hand tools, claw bar, mobile 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 Hazard	W	Office Environment
Chemical Hazards	N	Extreme Temperatures	S	Warehouse
Electrical Hazards	N	Noise and Vibration	W	Shop
Fire Hazards	N	Wetness/Humidity	S	Vehicle
Explosives	N	Physical Hazards	D	Outdoors X
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:

Hard hats, gloves, safety harnesses, eye protection, hearing protection, reflective vest

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	R
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	N
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
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

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.

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 prospective 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.



LEVELLED
AFFIRMATIVE ACTION FORM

Heavy Equipment Operator

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