

Thank you for your interest in the position of

Truck Driver:

City of Levelland Street 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 Application and the Application Notification/Release of Information Form

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 a final offer of employment can be made.

This position will remain open until it is filled. Qualified candidates may be contacted by the city at any time after submitting an application.

If you have any questions regarding how to complete this packet, please refer them to Beth Walls @ 894-0113 or citysec@levellandtexas.org.

Applications are forwarded to the appropriate department head for consideration. The department head for this position is Kevin Hurn. Once you have submitted your application, any questions should be referred to him at 894-0113.

PLEASE REMOVE THIS COVER SHEET AND THE JOB DESCRIPTION FROM THIS PACKET AND RETURN YOUR COMPLETED APPLICATION TO THE MAILBOX IN THE LOBBY OF CITY HALL.

You can also return the packet by fax at 806-894-0119, by mail to PO Box 1010, Levelland, TX 79336 or by email to citysec@levellandtexas.org .

Class Title: Truck Driver

BRIEF DESCRIPTION:

The purpose of this position is to preserve safe streets, alleyways and drainage systems by operating small and large trucks and motorized equipment. This is accomplished by driving and maintaining small and large trucks and motorized vehicles and hauling materials such as dirt and gravel. Other duties may include assisting in street repairs, maintaining traffic control devices, grading ditches and alleys and interfacing with other City employees and citizens. This position does not provide direction 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	May perform landscaping duties by mowing right of ways, city lots, landfills and the airport.
2	L	Drives truck by operating and maintaining small and large trucks, removing and distributing materials from the road and hauling dirt, gravel, sand, rock, and pea gravel.
3	M	Maintains streets, alleys and signs by assisting in hot and cold mixing to repair streets, patching potholes, sealing cracks and assisting in the installation, maintenance and repair of traffic control devices.
4	L	Maintains drainage systems and ditches by operating equipment and grading ditches, alleys and drainage systems.

JOB REQUIREMENTS:

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 two years up to and including three years.
Certification and Other Requirements	Valid Texas CDL/Operator's License, CPR Certification
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	X	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.

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	While repairing streets
Sitting	O	When driving vehicle
Walking	F	To and from work sites
Lifting	O	Tools, equipment, supplies, dirt
Carrying	O	Tools, dirt
Pushing/Pulling	F	Equipment, tools
Reaching	O	For supplies
Handling	F	Heavy equipment, tools
Fine Dexterity	C	Using power tools and equipment
Kneeling	F	To pick up debris
Crouching	F	To check equipment, tools, and to pick up items
Crawling	O	To check items underneath truck
Bending	F	When using tools
Twisting	F	Climbing in and out of truck
Climbing	F	In and out of truck
Balancing	F	On equipment
Vision	C	Observing work site
Hearing	C	Listening to personnel and equipment
Talking	F	With personnel
Foot Controls	F	While driving
Other (Specify)		

City of Levelland, TX

Truck Driver

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Tractor, mower, dump truck, front end loader, maintainer, rake, hoe, picks, brooms

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

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, earplugs, safety glasses, hard hats, reflective safety 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	F
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	R
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.

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 current 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 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.



LEVELLAND

AFFIRMATIVE ACTION FORM

Truck Driver

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