
JOB ANNOUNCEMENT

Job Title: **Mechanic**

Status: **Permanent Full Time Position**

Salary: **Group 20** **Steps 1-14: \$13.88-\$19.14/hour, DOQ**

Open Date: **October 14, 2013** Closing Date: **October 25, 2013 at 5:00 p.m.**

Description:

Ensures that the City's vehicles and equipment are maintained in good working condition. Duties include repairing and maintaining mechanical and automotive equipment and diagnosing engine, mechanical, and electrical problems.

Qualifications:

High school graduate, or its equivalent, plus training as a mechanic and at least one year of experience in automotive repair, diesel and gasoline engine repair experience *or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Special Requirements:

Knowledge of auto mechanics and the operation and repair of heavy equipment; repair hydraulic systems, diesel and gasoline engines, and heavy equipment; diagnose problems and repair vehicles; work with a variety of hand and power tools; perform paint and body work on automobiles. Ability to read wiring oil circuits diagram; establish and maintain cooperative working relationships with co-workers and other departments' personnel; maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and a good driving record.

Content:

A City of Taylor Application is required for this position. Please send your application to:
Mail or Deliver to: Human Resources, City of Taylor, 400 Porter St., Taylor, Texas 76574

Questions:

Email: starla.hall@taylortx.gov

Phone: 512-352-5993

Website: www.taylortx.gov

Benefits: Health, Dental and Long Term Disability Insurance (*Employee coverage paid by the City*); 7% 1 ½ to 1 match retirement with Texas Municipal Retirement System; Social Security match; Paid holidays, vacation and paid sick days.

The City of Taylor is an *Equal Opportunity Employer*. Minorities are encouraged to apply.

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JOB DESCRIPTION

Class No: 445

Job Title: Mechanic

Pay Group: 20

EEOC Category: Skilled Craft Workers

Date: October 14, 2013

FLSA Category: Non-Exempt

BRIEF DESCRIPTION OF THE JOB: Ensures that the city's vehicles and equipment are maintained in good working condition. Duties include repairing and maintaining mechanical and automotive equipment and diagnosing engine, mechanical, and electrical problems.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Fleet Services Manager

Directs: This is a non-supervisory position.

Other: Frequent contact with other city departments regarding services and repair of their vehicles and equipment.

ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

| Description of Work | Av. % of Time | Strength* | Physical Demand Code* |
|---|---------------|-----------|-------------------------------|
| Performs tune-ups, oil changes, battery checks, tire and lubrication checks, and other preventive maintenance on city automotive and mechanical equipment | 20 | H | ABCDEFGHIJ KLMNOP QRSTU |
| Overhauls vehicle and equipment engines and carburetors | 2 | VH | ABCDEFGHIJ KLMNOP QRSTU |
| Diagnoses engine, mechanical, and electrical problems and performs needed repairs on all city equipment | 15 | L | ABCDEFGHIJ KLMNOP QRSTU |

| | | | |
|---|----|---|-------------------------------|
| Rebuilds and replaces manual transmissions | 2 | H | ABCDEFGHIJ KLMNOP QRSTU |
| Repairs cooling, heating, and air conditioning systems | 5 | L | ABCDEFGHIJ KLMNOP QRSTU |
| Repairs clutches, brakes, rear ends, doors, and any other parts of city vehicles and equipment that need repair | 10 | H | ABCDEFGHIJ KLMNOP QRSTU |
| Performs automotive body work, including sanding and repainting of city trucks | 1 | M | ABCDEFGHIJ KLMNOP QRSTU |
| Repairs power and manual steering systems | 2 | M | ABCDEFGHIJ KLMNOP QRSTU |
| Repairs, replaces and balances tires | 10 | H | ABCDEFGHIJ KLMNOP QRSTU |
| Lifts heavy machinery and equipment | 5 | H | ADEGHMN PQT |
| Operates other city equipment as required, including driving a truck | 10 | L | BGHIQRST |
| Orders parts needed for repairs | 5 | S | ABGIQRS |
| Repairs small engines, industrial pumps, and lawn maintenance equipment | 10 | M | ABCDEFGHIJ KLMNOP QRSTU |
| Works outside in hot, cold, and/or wet weather | 1 | S | ABCGHMO PQRST |
| Performs such other related duties as may be assigned | 2 | S | ABCDEFGHIJ KLMNOP QRSTU |

See Physical Demands portion of job description for key to codes

PHYSICAL DEMANDS:

1. Overall Strength Demand

Sedentary Light to Medium Heavy Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

| | | | |
|-----------------------------|----------------------------|-----------------------|---------------------------|
| <u>C</u> A. Standing | <u>C</u> G. Reaching | <u>O</u> L. Crawling | <u>C</u> Q. Vision |
| <u>C</u> B. Sitting | <u>C</u> H. Handling | <u>F</u> M. Bending | <u>C</u> R. Hearing |
| <u>C</u> C. Walking | <u>F</u> I. Fine Dexterity | <u>F</u> N. Twisting | <u>C</u> S. Talking |
| <u>F</u> D. Lifting | <u>O</u> J. Kneeling | <u>F</u> O. Climbing | <u>C</u> T. Foot Controls |
| <u>F</u> E. Carrying | <u>O</u> K. Crouching | <u>C</u> P. Balancing | <u>F</u> U. Other |
| <u>F</u> F. Pushing/Pulling | | | |

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

| Physical Demand | Description |
|--------------------|---|
| STANDING/WALKING | To diagnose and repair heavy equipment or machinery, walking on asphalt, gravel and grass. |
| SITTING | To complete all paperwork at desk; to drive to worksite locations. |
| LIFTING/CARRYING | Lifting and carrying equipment parts, containers of fluids, tools, stocking inventory, etc. |
| PUSHING/PULLING | Wrenches, equipment, implement jacks. Chains, hoist, etc. Moving heavy parts or equipment. |
| REACHING/HANDLING | Stocking inventory, retrieving parts and inventory from shelves. Operating hand tools, Pneumatic tools and jacks. Turning nuts/bolts/screws and fine instruments. |
| CROUCHING/KNEELING | To diagnose, repair, or inspect tools, heavy equipment, or machinery. |
| BENDING/CLIMBING | To diagnose, repair, or inspect tools, heavy equipment or machinery. |
| TWISTING | Working in confined spaces, maneuvering over equipment, moving heavy parts or equipment. |
| VISION | To fill out work orders, make repairs on equipment, operate welding equipment. |
| FOOT CONTROLS | To operate pickup trucks, equipment, jacks and other motor driven equipment. |

NON-PHYSICAL DEMANDS:

- | | |
|---|--|
| <u>F</u> time pressures | <u>F</u> noisy/distracting environment |
| <u>F</u> emergency situations | <u>F</u> tedious exacting work situation |
| <u>O</u> irregular schedule/overtime | <u>C</u> working closely with others as part of a team |
| <u>R</u> danger/physical abuse | <u>F</u> performing multiple tasks simultaneously |
| <u>F</u> frequent change of tasks | <u>C</u> other (describe below) |
| <u>O</u> varying periods of idle time interspersed with emergencies requiring intense concentration | |

C-CONSTANTLY(2/3 or more of the time), F-FREQUENTLY (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)

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Works indoors and outdoors in hot, cold, and/or wet weather, exposure to noise and vibration from machinery, toxic chemicals.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Auto mechanics and the operation and repair of heavy equipment
- Repair hydraulic systems, diesel and gasoline engines, and heavy equipment
- Diagnose problems and repair vehicles
- To work with a variety of hand and power tools
- Perform paint and body work on automobiles

Ability to:

- Read wiring oil circuits diagrams
- Establish and maintain cooperative working relationships with co-workers and other departments' personnel
- Maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent, plus training as a mechanic and at least one year of experience in automotive repair, diesel and gasoline engine repair experience *or* any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES/LICENSES REQUIRED:

Appropriate Texas driver's license.

I acknowledge that I have read and understand the duties and demands required of this position and further affirm that I can perform them as described with or without reasonable accommodations. This job description does not constitute an employment agreement and is subject to change as deemed appropriate by the City of Taylor.

Applicant or Employee:

Printed Name

Signature

Date



CITY OF TAYLOR

APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574

Phone: 512/352-5993

www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

PERSONAL DATA

 (LAST NAME) (FIRST NAME) (INITIAL)

 (STREET ADDRESS, RFD, P.O. BOX)

 (CITY) (STATE) (ZIP CODE)

Phone Numbers:(_____)_____ Social Security Number _____

(_____)_____ Position(s) Applied for _____

Date you would be available to start work? _____

Check type of work you are seeking: Regular Temporary Part time Full time

Have you ever filed an application with the City of Taylor before? Yes No If yes, when?_____

Have you ever been employed here before? Yes No If yes, when?_____

Are you related to any person employed by the City of Taylor? Yes No

If yes, list name and relationship: _____

Minimum Salary Requesting \$ _____ per _____

| FOR OFFICE USE ONLY | |
|---------------------|---------------|
| Received_____ | Ltr sent_____ |
| Refs chkd_____ | Bkgd ck_____ |
| Interview_____ | Hired_____ |

| Name of School Attended | City/State | Dates Attended From To | Certificate/Diploma or Degree Received |
|-------------------------|------------|--|--|
| | | | |
| | | | |
| | | | |

SKILLS: List any additional special skills you may have (computer software, special equipment, languages, etc.)

EMPLOYMENT EXPERIENCE: List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on a separate sheet of paper. Attach additional sheets or resume if needed.

May we contact your present employer? **Yes** **No**

| | | |
|------------------------------|---------------------------------|----------------------|
| Employer | Employed From: | To: |
| Employer Address | Starting salary | Ending Salary |
| Job Title | Supervisor and Phone no. | |
| Summary of job duties | Reason for leaving | |

| | | |
|------------------------------|---------------------------------|----------------------|
| Employer | Employed From: | To: |
| Employer Address | Starting salary | Ending Salary |
| Job Title | Supervisor and Phone no. | |
| Summary of job duties | Reason for leaving | |

| | | |
|------------------------------|---------------------------------|----------------------|
| Employer | Employed From: | To: |
| Employer Address | Starting salary | Ending Salary |
| Job Title | Supervisor and Phone no. | |
| Summary of job duties | Reason for leaving | |

ADDITIONAL INFORMATION: By law, you must be authorized to work in the United States in order to be employed by the City of Taylor. Are you a citizen of the United States or legally authorized to work in the United States? **Yes** **No**

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication?

Yes **No** If yes, give details below.

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

| Date of Offense Month/Year | Type of Offense | Level and Degree of Offense | | | Court Disposition (Convicted, Deferred Adjudication) |
|-------------------------------|--------------------|-----------------------------|-------------|-------------|---|
| | | Felony | Misdemeanor | Other Crime | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Do you have a current Texas Driver's License? **Yes** **No** License # _____
 Type of license: Class C CDL Other _____

If you are 18 years old or younger please give your date of birth _____

REFERENCES: List three persons not related to you who are qualified to describe your capabilities for the position you seek.

| NAME | ADDRESS | PHONE | OCCUPATION |
|------|---------|-------|------------|
| | | | |
| | | | |
| | | | |

AUTHORIZATION FOR RELEASE OF INFORMATION: I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

I understand that offers of employment are conditioned upon my passing a Drug Screening.

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an "at-will" employer and only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant: _____

Date: _____



CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574

Phone: 512/352-5993

www.taylortx.gov

EEOC STATISTICAL DATA FORM

Dear Applicant:

Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

***PLEASE NOTE:** The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.*

INSTRUCTIONS: Please check the box corresponding to the correct response(s) in each of the categories below.

SEX

- Male
 Female

AGE (in years)

- Under 40
 40 and above

RACIAL/ETHNIC GROUP

- Caucasian (Not of Hispanic Origin)
 Black (Not of Hispanic Origin)
 Hispanic Origin
 Asian or Pacific Islander
 American Indian or Alaskan Native

HOW DID YOU FIND OUT ABOUT THE JOB?

- Posted Job Announcement
 Texas Employment Commission
 Current Employee
 Friend
 Newspaper _____
 Just walked in
 Other (specify) _____

DISABILITY

Do you have a disability? Yes No

(A disability is described as: 1) physical or mental impairment which substantially limits a major life activity; 2) previous record of such an impairment; or 3) being regarded as having such an impairment.)



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APPLICATION FOR EMPLOYMENT

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Authorization for Release of Information

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Applicant's name (Print or Type)

Date

Applicant's signature

Social Security Number

Address

Phone

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, have been notified that a computerized criminal
APPLICANT or EMPLOYEE NAME)Please Print)
history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

CITY OF TAYLOR
Agency Name (Please print)

STARLA A. HALL
Agency Representative Name (Please print)

Signature of Agency Representative

Date

| |
|---|
| Please: Check and Initial each Applicable Space |
| CCH Report Printed: YES _____ NO _____ _____ initial |
| Purpose of CCH: _____ |
| Hire _____ Not Hired _____ _____ initial |
| Date Printed: _____ _____ initial |
| Destroyed Date _____ _____ initial |
| Retain in your files |



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NEPOTISM CERTIFICATION

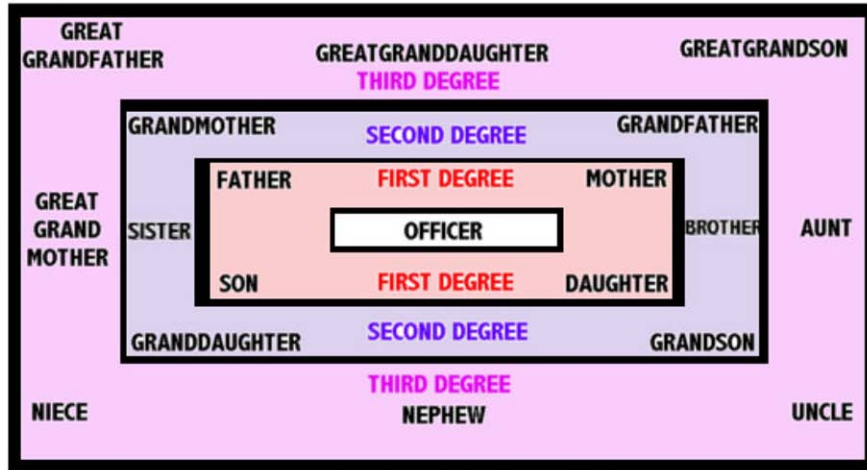
Applicant's Name _____

Position(s) Applying For: _____

No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

Are you or your spouse related by blood to any of the above parties or to your prospective supervisor in any way? Yes No If yes, please explain

Nepotism Charts



CONSANGUINITY KINSHIP CHART



AFFINITY KINSHIP CHART

* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature _____

Date _____