JOB ANNOUNCEMENT

Job Title: **Crew Leader I – Public Utilities**

Status: **Permanent Full Time Position**

Salary: **Group 20** **Step 1-4: $13.88 to $14.95/hourly**

Open Date: **January 9, 2013** Closing Date**: January 23, 2013 at 5:00 p.m.**

Description:
The City of Taylor is seeking qualified applicants for a Crew Leader I in the Public Utilities Department. This position will supervise a crew, and participate in troubleshooting, diagnosing, repairing, and maintaining all aspects of the water distribution and wastewater collection systems in a safe, effective, and efficient manner in order to insure public health and safety; while maintaining compliance with the Texas Commission on Environmental Quality (TCEQ) rules and regulations.

Duties include but are not limited to: supervising a crew and installing, maintaining, and repairing the water distribution and wastewater collection systems, including water and wastewater mains, services, pumps, valves, manholes, lift stations, meter reading, and related infrastructure. Routinely operate equipment including backhoes, dump trucks, wastewater line cleaning and inspection equipment as required for routine and emergency operation and repairs. Must be available to work overtime and be "Primary On Call" as assigned by supervisor.

Qualifications:
High school graduation, or its equivalent, and at least two years of experience operating light equipment and/or heavy equipment; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. State of Texas Class C driver's license; must have ability to obtain a Class B CDL within three (3) months of employment. Class D license in Water and a Class I license in Wastewater Collection.

Special Requirements:
Works outdoors in hot, cold, and/or wet weather, exposure to noise and vibration from machinery, toxic chemicals and gases, work in confined spaces (trenches, manholes)

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.

JOB DESCRIPTION

Class No: 323 **Job Title: Crew Leader I**

Pay Group: 20 **EEOC Category: Skilled Craft**

Date: January 8, 2013 **FLSA Category: Non-Exempt**

BRIEF DESCRIPTION OF THE JOB: Supervise a crew, and participate in troubleshooting, diagnosing, repairing, and maintaining all aspects of the water distribution and wastewater collection systems in a safe, effective, and efficient manner in order to insure public health and safety; while maintaining compliance with the Texas Commission on Environmental Quality (TCEQ) rules and regulations.

Duties include but are not limited to: supervising a crew and installing, maintaining, and repairing the water distribution and wastewater collection systems, including water and wastewater mains, services, pumps, valves, manholes, lift stations, meter reading, and related infrastructure. Routinely operate equipment including backhoes, dump trucks, wastewater line cleaning and inspection equipment as required for routine and emergency operation and repairs. Must be available to work overtime and be " Primary On Call" as assigned by supervisor.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Utility Superintendent

Directs: This is a Limited-supervisory position.

Other: May have contact with other city departments and the general public.

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*
Evaluates daily work assignments, coordinating and delegating duties to subordinates as is necessary for timely completion of projects;	5	L	A,B,C,Q,R,S

Operates heavy equipment, such as a maintainer, backhoe, sewer jet machine, bulldozer, spreader box, air compressor, or heavy truck as required and instructed;	10	L/H	A,B,C,G,H,J,K, M,N,O,P,Q,R,S,T
Operates light equipment such as a tractor, mower, weed eater, shredder, or truck as required and instructed;	5	L/H	A,B,C,G,H,J,K, M,N,O,P,Q,R,S,T
Prepares and maintains schedules for maintenance and repair of equipment;	5	L	A,B,H,I,Q,R,S
Repairs and/or replaces water and sewer mains, valves, manholes, and fire hydrants;	15	L/H	A,B,C,D,E,F,G,H,J, K,L,M,N,O,P,Q,R, S,T
Checks oil, water, fuel, tires, and hydraulic systems and performs other routine inspections to ensure vehicle is in proper working condition;	2	L	A,C,D,G,H,J,K, M,N,O,P,Q,R,S
Installs new water and sewer taps and mains;	5	L/H	A,B,C,D,E,F,G,H,I,J, K,L,M,N,O,P,Q,R,S,T
Cleans sewer lines on a monthly basis;	9	L	A,B,C,D,E,F,G,H,I,J, K,M,N,O,P,Q,R,S,T
Lifts heavy material and equipment;	1	H	A,C,D,E,F,G,H,J, K,M,N,O,P,Q,R,S
Works outdoors in hot, cold, and/or wet weather;	20	L/H	A,B,C,D,E,F,G,H,I,J, K,L,M,N,O,P,Q,R,S,T
Repairs and/or replaces leaking pipes;	5	L/H	A,B,C,D,E,F,G,H,I,J, K,L,M,N,O,P,Q,R,S,T
Maintains inventory of materials needed;	1	L	A,B,C,D,E,G,H, I,J,K,M,N,O,Q,R,S
May install drain pipes	2	L/H	A,B,C,D,E,F,G,H,I,J, K,L,M,N,O,P,Q,R,S,T
Performs such other related duties as may be assigned.	15	L/H	A,B,C,D,E,F,G,H,I,J, K,L,M,N,O,P,Q,R,S,T

PHYSICAL DEMANDS:

1. Overall Strength Demand

__ Sedentary _ _ Light to _X_ Medium __Heavy __ Very Heavy

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

_C_A. Standing	_O_G. Reaching	_O_L. Crawling	_C_Q. Vision
_O_B. Sitting	_C_H. Handling	_O_M. Bending	_C_R. Hearing
_F_C. Walking	_F_I. Fine Dexterity	_O_N. Twisting	_C_S. Talking
_F_D. Lifting	_O_J. Kneeling	_F_O. Climbing	_F_T. Foot Controls
_F_E. Carrying	_O_K. Crouching	_F_P. Balancing	_ _U. Other
_F_F. Pushing/Pulling			

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

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	Reading meters walking routes; repairing water/sewer lines; installing water/sewer taps
SITTING	Driving dump truck & equipment
LIFTING/CARRYING	Loading & unloading trucks-valves & pipe-move 50lbs to 150lbs
PUSHING/PULLING	Operating jet machines & installing pipe
REACHING	To get parts on top shelves, operate levers on heavy equipment
HANDLING	Operate valves & levers, perform chlorine residual tests
CROUCHING	To accurately read meters, perform maintenance on equipment
KNEELING	To clean under equipment, to repair and/or lay lines
BENDING/CRAWLING	T repair water/sewer lines; installing water/sewer taps
CLIMBING/BALANCING	In & out of trenches; in & out of trucks and equipment
TWISTING	To maneuver inside of trenches.
VISION	Observe hand signals; repairing and installing lines and taps
HEARING/TALKING	To communicate to work on projects and daily assignments
FOOT CONTROLS	Drive trucks, backhoes and other equipment

NON-PHYSICAL DEMANDS:

__C__time pressures
__F_ emergency situations
__F__irregular schedule/overtime
__R_danger/physical abuse
__O_frequent change of tasks
__F_varying periods of idle time interspersed with emergencies requiring intense concentration

__O __noisy/distracting environment
__O __tedious exacting work situation
__C__working closely with others as part of a team
__O__performing multiple tasks simultaneously
_____other (describe below)

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:
Backhoe, front end loader, trenchers, ventilating equipment, hydraulic equipment, hand tools, electrical tools, jackhammer, sewer rodding machines, tapping machines, air compressor, pumps, signs and traffic signals, dump trucks, and other vehicles, safety vehicles, safety equipment, mowers, clippers, sandblasters and jet cleaners.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:
Works outdoors in hot, cold, and/or wet weather, exposure to noise and vibration from machinery, toxic chemicals and gases, work in confined spaces (trenches, manholes)

KNOWLEDGE AND ABILITIES:

Knowledge of: the safe operation of the equipment used; the provisions of the Texas Motor Vehicle code relating to operation of light and heavy motorized equipment; traffic control in construction zone procedures.

Skill to: operate utilized equipment effectively and safely, and service and make minor repairs on equipment. Make sound judgments concerning task at hand.

Ability to: read and understand construction and utility diagrams; understand and follow written and verbal instructions, effectively communicate with general public and other departments, establish and maintain effective working relationships; develop less experienced staff, lead and complete assignments with little or no supervision, display the ability to decide best course of action for each assigned task, and maintain Texas driver's license applicable to job responsibilities and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING:
High school graduation, or its equivalent, and at least two years of experience operating light equipment and/or heavy equipment; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES/LICENSES REQUIRED:
State of Texas Class C driver's license; must have ability to obtain a Class B CDL within three (3) months of employment. Class D license in Water and a Class I license in Wastewater Collection. .

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

FOR OFFICE USE ONLY

Received_____ Ltr sent_____

Refs chkd_____ Bkgd ck_____

Interview_____ Hired_____

_____
(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_____

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

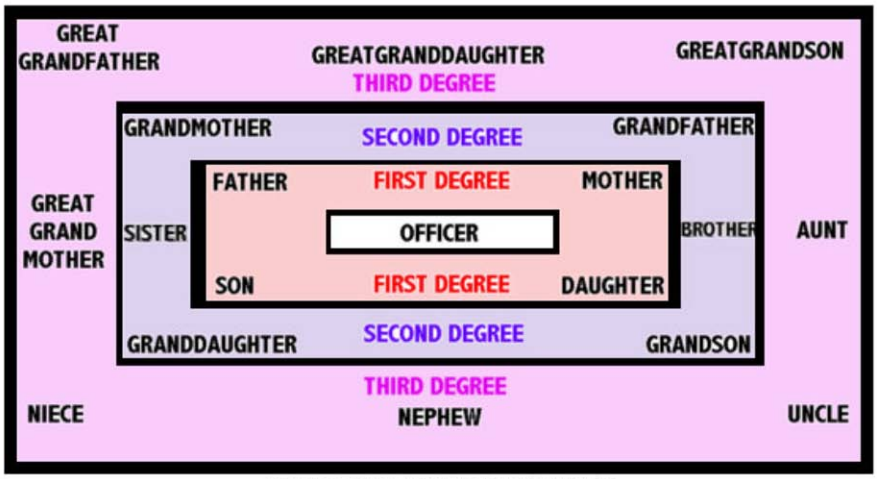
Applicant's Name _____

Position(s) Applying For: _____

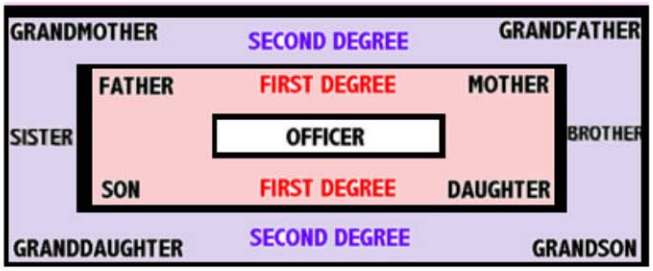
No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

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** _____