JOB ANNOUNCEMENT

Job Title: **Utility Maintenance Worker I**

Status: **Permanent Full Time Position**

Salary: **Group 17** **Step 4: $12.89/Hourly**

Open Date: **December 28, 2012** Closing Date**:** **January 14, 2013 at 5:00 p.m.**

Description:
The City of Taylor is seeking a qualified applicant for a Utility Maintenance Worker I. This position is responsible to repair and maintain the City's water distribution and wastewater collection systems in a safe, effective, and efficient manner in order to protect public health and safety; while ensuring compliance with the Texas Commission on Environmental Quality (TCEQ) rules and regulations.

Duties include but are not limited to 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 "On Call" as assigned by supervisor.

Qualifications:
High school graduate, or its equivalent; *or* any equivalent combination of experience and training that provides the required knowledge, skills and abilities. Appropriate Texas driver's license, must be able to obtain a D Water or D Wastewater Certification from TCEQ.

Special Requirements:
Works outdoors in hot, cold, and/or wet weather, exposure to noise and vibration from machinery, toxic chemicals and gases, works 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

Title:	Utility Maintenance Worker I	EEOC Category:	Skilled Craft Workers
Class No:	713	FLSA Category:	Non-exempt
Pay Group:	17	Date:	May 7, 2012

BRIEF DESCRIPTION OF THE JOB:
Repair and maintain the city's water distribution and wastewater collection systems in a safe, effective, and efficient manner in order to protect public health and safety; while ensuring compliance with the Texas Commission on Environmental Quality (TCEQ) rules and regulations.

Duties include but are not limited to 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 "On Call" as assigned by supervisor.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Utility Superintendent

Directs: This is a non-supervisory position.

Other: Has occasional contact with other employees at the water or wastewater treatment plant, contractors, and has daily contact with the 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*
Installs and repairs water and sewer lines, water meters, valves, manholes, fire hydrants and other equipment	50	L/H	A,B,C,D,E,F,G, H,I,J,K,L,M,N,O, P,Q,R,S,T
Operates heavy and motorized equipment including backhoe, dump trucks and front end loader	5	L	A,B,F,G,H,I,N,O, P,Q,R,T
Assists contractors and other personnel in raising manholes, accessing sewer lines, taps and valves	4	L/VH	A,C,D,E,F,H,J,K, M,Q,R,S,T
Makes and repairs sewer and water taps	20	L/H	A,B,C,D,E,F,G,

			H,I,J,K,L,M,N,O, P,Q,R,S,T
Keeps shop clean, area, equipment, and department vehicles	5	M	A,C,D,E,F,G,H, M,N,O,P,Q,T
Assists other departments as time permits	4	M	A,B,C,D,E,F,G, H,I,J,K,L,M,N,O, P,Q,R,S,T
Performs such other labor duties as may be assigned	11	M	A,B,C,D,E,F,G, H,I,J,K,L,M,N,O, P,Q,R,S,T

OTHER IMPORTANT DUTIES:

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Serves in extension of current duties as required for emergency management, particularly in the areas of response and recovery	1	M	All
Provides quality customer service to city staff, the general public, and all other work contacts	Constant	N/A	N/A

PHYSICAL DEMANDS:

1. Overall Strength Demand

__ **S**edentary __ **L**ight _X_ **M**edium __ **H**eavy __ **V**ery **H**eavy

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

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

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

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	On uneven terrain, asphalt, concrete, through water, mud, rocks; to work at sites; to go door-to-door notifying residents of shut off
SITTING	To drive to and from job sites
LIFTING/CARRYING	Nine inch to 30" inch pipe (154 to over 200 lbs.) - lifted and carried by 2 to 3 people to load or unload the truck and to string the pipe out and lay the pipe in the trenches; power saw (28 lbs.) shovel (16 lbs.); 8 inch gait valve (over 210 lbs.); 6 inch gait valve (90 lbs.); 8 inch by 6 inch tee (102 lbs.); HTH chlorine (up to 100 lbs.); cutting machine, tamper, jack hammer, tools, and other equipment (up to 150 jack hammer, tools, and other equipment (up to 150 lbs.); fire hydrant (25 lbs.); trailer pump; Sacrete (90 lbs.); 400 LB manhole covers lifted by 2-3 people
PUSHING/PULLING	Pull pipe in trenches to align; load and unload the truck (see weights above); release tail gate (23 lbs. of exertion); hand brake (50 lbs. pressure); push and pull dirt from trenches to backfill over pipe; push hand rods trough sewer pipe (50-60 feet)
REACHING/HANDLING/ FINE DEXTERITY	Overhead with shovel and dirt (16 lbs.); from trenches; to connect pipe; to weld joints; release tail-gate; operate equipment and use tools; to work with nuts, bolts, clamps and other small parts on lines to meters
BENDING/TWISTING	To lay out pipe; repair leaks, load and unload truck; to operate heavy equipment; to operate weedeater
CLIMBING/BALANCING	Into and out of trenches; into equipment; into dump truck (1st step - 18 inches, 2nd step - 14 inches); hydrolift (1st step - 20 inches)
VISION	To lay out pipe; connect pipe; operate power saw; to observe hand signals from fellow workers
KNEELING/CROUCHING/ CRAWLING	To work in trenches, and in meter boxes
HEARING/TALKING	To give/receive work instructions; to listen for proper operations of equipment and warning buzzers/beeps
FOOT CONTROLS	To drive (brake - 29 lbs. of exertion, gas pedal - 22 lbs. of pressure)

NON-PHYSICAL DEMANDS:

R time pressures

O emergency situations

F irregular schedule/overtime

____ danger/physical abuse

O frequent change of tasks

____ varying periods of idle time interspersed with emergencies requiring intense concentration

F 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 (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)

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:

Backhoe, front end loader, trenchers, ventilating equipment, hydraulic equipment, hand tools, electrical tools, jackhammer, tapping

machines, air compressor, pumps, signs and traffic signals, dump trucks, and other vehicles, safety equipment, mowers, clippers, and Hydraulic sewer cleaning equipment, video inspection equipment.

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/SKILLS/ABILITIES:
Ability to operate heavy machinery; ability to understand written and verbal instruction; ability to work safely and effectively with others

Reading:	Read and comprehend operation and safety manuals; signs, maps, office memos, labels, blueprints, etc.
Writing:	Ability to take notes and messages
Math:	Ability to perform calculations for volume, capacity and area
Reasoning:	Ability to assess problems and make prompt, reliable repairs and determine safe solutions
Advanced Theoretical Knowledge:	Knowledge of first aid and CPR procedures

ACCEPTABLE EXPERIENCE AND TRAINING:
High school graduate, or its equivalent;

OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities

CERTIFICATES/LICENSES REQUIRED:
Appropriate Texas driver's license must be able to obtain a D Water or D Wastewater Certification from the Texas Commission on Environmental Quality.

SIGNATURE:

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 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.)

CITY OF TAYLOR
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

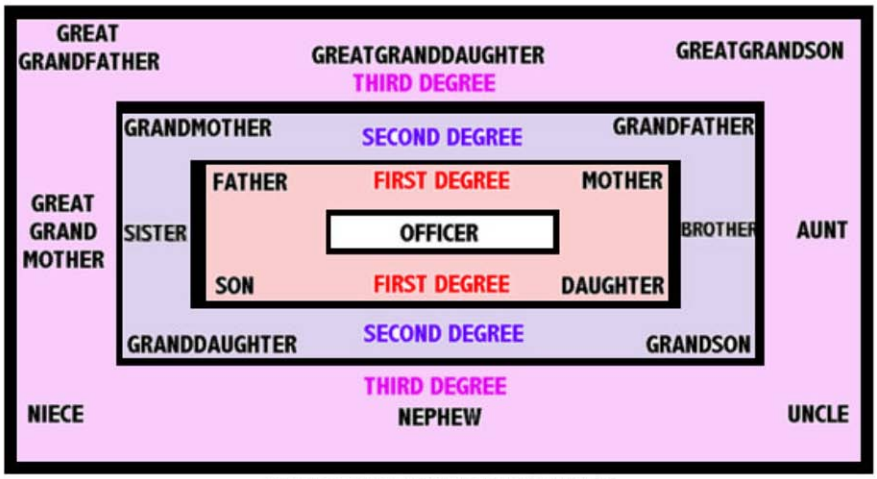
Applicant's Name _____

Position(s) Applying For: _____

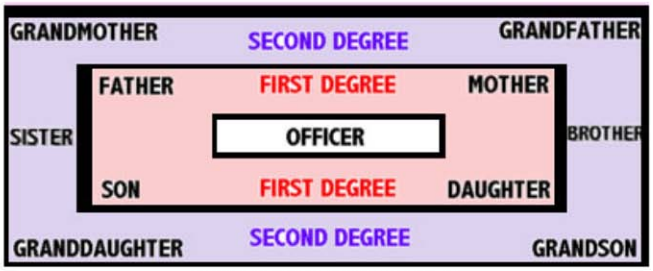
No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

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** _____