JOB ANNOUNCEMENT

Job Title: **Crew Leader II – Public Works**

Status: **Permanent Full Time Position**

Salary: **Group 22** **Step 1-13: $15.32 to $20.61/hourly**

Open Date: **January 14, 2014** Closing Date**: January 28, 2014 at 5:00 p.m.**

Description:
The City of Taylor is seeking qualified applicants for a Crew Leader II in the Public Works Department. This position will lead, direct, and participate in all Street/Park maintenance operations performed by city crews. Work requires contact with the public.

Knowledge of street and drainage maintenance procedures and requirements, the Texas Manual on Uniform Traffic Control Devices, applicable safety requirements, equipment preventive maintenance procedures, materials used in roadway construction and pavement maintenance. Use of personal computers.

Qualifications:
High School Graduation or GED, five (5) years experience in roadway and drainage maintenance-related work. Three (3) years in a leadership capacity. Technical training in maintenance, construction, or engineering activities will be considered when evaluating for qualifying applicant. Must possess a valid Texas Commercial Drivers License (Class A) and have a driving record, which meets current city insurance liability requirements. Must be able to acquire a Non-Commercial Political Pesticide Applicators License within six (6) months of employment.

Special Requirements:
Required to work weekends and holidays, work hours other than 8 to 5, work under exposure to inclement weather conditions, be able to report for duty within 30 minutes of notification on a 24-hour basis, pass a drug test prior to employment for commercial driver and safety sensitive position.

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: 322

Job Title: Crew Leader II (Public Works)

Pay Group: 22

EEOC Category: Skilled Craft Workers

Date: January 14, 2014

FLSA Category: Non-Exempt

BRIEF DESCRIPTION OF THE JOB: Under general supervision, leads, directs, and participates in all Street/Park maintenance operations performed by city crews. Work requires contact with the public.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Public Works Superintendent

Directs: Crew Leader I, Operators III, Operators II and Operator I.

Other: Has contact with other city divisions, co-workers, contractors, and developers. 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*
Assist with planning, scheduling and preparations of daily work activities. Responds to customer complaints.	10%	L/H	A,B,C,D,E,F,G, H,I,J,K,L,M,N O,P,Q,R,S,T
Oversees pavement repairs, level-up and pothole operations. Ditch cleaning, culvert installations, channel maintenance. Utility locates. Parks grounds maintenance.	15%	L	A,B,F,G,H,I,N O,P,Q,R,T

Curb and gutter repairs, herbicide operations, Inlet and drain cleaning/maintenance. Sweeping operations.	10%	L/VH	A,C,D,E,F,H,J, K,M,Q,R,S,T
Street signage repair/maintenance. New sign installation, modification or upgrade. Installation of object markers, guard rail and traffic control setups.	10%	L/H	A,B,C,D,E,F,G H,I,J,K,L,M,N, O,P,Q,R,S,T
Oversees maintenance in the cemetery, parks and other facilities. Perform a variety of task related jobs.	10%	M	A,C,D,E,F,G,H M,N,O,P,Q,T
Operates heavy and light equipment. Operates, complex equipment such as: Motor Grader, Gradall, Street Sweeper, and Herbicide Applicator, Asphalt Distributor.	10%	M	A,B,C,D,E,F,G H,I,J,K,L,M,N, O,P,Q,R,S,T
Estimates materials and equipment necessary to complete work assignments. Monitors material stockpiles, orders materials as needed.	10%	M	A,B,C,D,E,F,G H,I,J,K,L,M,N O,P,Q,R,S,T
Performs administrative duties such as processing work orders, maintaining records on materials and equipment. Performs other duties as assigned.	10%	L	A,B,C,D,E,F,G,H I,J,K,M,N,Q,R,S
Trains crew members on proper use of equipment. Safe operating practices. Trouble shooting and performing skilled repairs	10%	M	A,B,C,D,E,F,G,H I,J,K,L,M,N,O,P Q,R,S,T
Performs preventive maintenance inspections on vehicles and equipment.	5%	M	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 ___ Medium X Heavy __ Very Heavy

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

C__A. Standing
F__B. Sitting
F__C. Walking
C__D. Lifting
C__E. Carrying
C__F. Pushing/Pulling
_C__G. Reaching
_C__H. Handling
_C__I. Fine Dexterity
_F__J. Kneeling
_F_K. Crouching
_R__L. Crawling
_C__M. Bending
_C__N. Twisting
_F__O. Climbing
_F__P. Balancing
_C__Q. Vision
_C__R. Hearing
_C__S. Talking
_F__T. Foot Controls
___U. Other

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, door-to-door
SITTING	To drive to and from job sites. At desk operating personal computer.
LIFTING/CARRYING	Move/lift 50 to 100 pounds. Hand tools, other equipment, etc.

HANDLING / REACHING	Hand tools, levers on machinery, signs, mounting hardware, nuts ,bolts and other small parts. Materials, traffic control devices, etc.
PUSHING/PULLING	Culvert pipe, loading/unloading trucks and machinery. Releasing tail gate on dump truck.
FINE DESTERITY	Writing, filing reports, work orders, issuing work orders. Budget preparation.
KNEELING/CROUCHING	Maintaining machinery, in excavated areas, confined spaces- storm sewers, drainage structures.
CRAWLING	Confined spaces- box culverts, storm sewers etc.
BENDING/TWISTING	Load and unload truck; to operate heavy equipment; to operate hand tools and powered tools.
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	Operating machinery; to observe hand signals from fellow workers, writing, driving, filing reports, work orders, personal computers.
HEARING/TALKING	To give/receive work instructions; to listen for proper operations of equipment and warnings, buzzers/beeps.
FOOT CONTROLS	To drive (brake-29 lbs. Of exertion, gas pedal-22 lbs. of pressure) operating heavy machinery.

NON-PHYSICAL DEMANDS:

_F_ time pressures
_O_ emergency situations
_F_ irregular schedule/overtime
_R_ danger/physical abuse
_F_ frequent change of tasks
_F_ noisy/distracting environment
_O_ tedious exacting work situation
_C_ working closely with others as part of a team
_F_ performing multiple tasks simultaneously
__ other (describe below)
_R_ 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:
Motor grader, gradall, street sweeper, front-end loader, dump truck, asphalt distributor, traffic control devices, personal computer, welding equipment, and any other apparatus inherent to the job.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:
Works outdoors in hot, cold, and/or wet weather, exposure to noise and vibration from machinery, toxic chemicals.

KNOWLEDGE AND ABILITIES:

Knowledge of: Street and Drainage Maintenance procedures and requirements, the Texas Manual on Uniform Traffic Control Devices, applicable safety requirements, equipment preventive maintenance procedures, materials used in roadway construction and pavement maintenance. Use of personal computers.

Reading: Read and comprehend operation and safety manuals; signs, maps, office memos, labels, blueprints, work orders, etc.
Writing: Ability to take notes, messages and fill out work orders.
Math: Ability to perform calculations for volume, capacity and area.
Reasoning: Ability to assess problems and make prompt, reliable repairs and determine safe solutions.
Knowledge: Safe operation of heavy equipment and proper use of applicable tools and equipment of the trade.

Ability to: Move 50 pounds, occasionally move 100 pounds, lead the work of others, communicate effectively, plan coordinate, analyze, problem solve, work in heavy traffic, cramped and sometimes confined spaces, and variable weather conditions, train other crew members, maintain effective working relationships, prepare and maintain records, files and reports.

ACCEPTABLE EXPERIENCE AND TRAINING:
High School Graduation or GED, Five (5) years experience in roadway and drainage maintenance-related work. Three (3) years in a leadership capacity. Technical training in maintenance, construction, or engineering activities will be considered when evaluating for qualifying applicant.

CONDITIONS OF EMPLOYMENT:
Required to work weekends and holidays, work hours other than 8 to 5, work under exposure to inclement weather conditions, be able to report for duty within 30 minutes of notification on a 24-hour basis, pass a drug test prior to employment for commercial driver and safety sensitive position.

CERTIFICATES/LICENSES REQUIRED:
Must possess a valid Texas Commercial Drivers License (Class A) and have a driving record, which meets current city insurance liability requirements. Must be able to acquire a Non-Commercial Political Pesticide Applicators License within six (6) months of employment.

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
512/352-5993 or Fax 512/352-6037
www.ci.taylor.tx.us

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**

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Summary of job duties	**Reason for leaving**

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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:_____

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APPLICATION FOR EMPLOYMENT

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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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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
_____	

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NEPOTISM CERTIFICATION

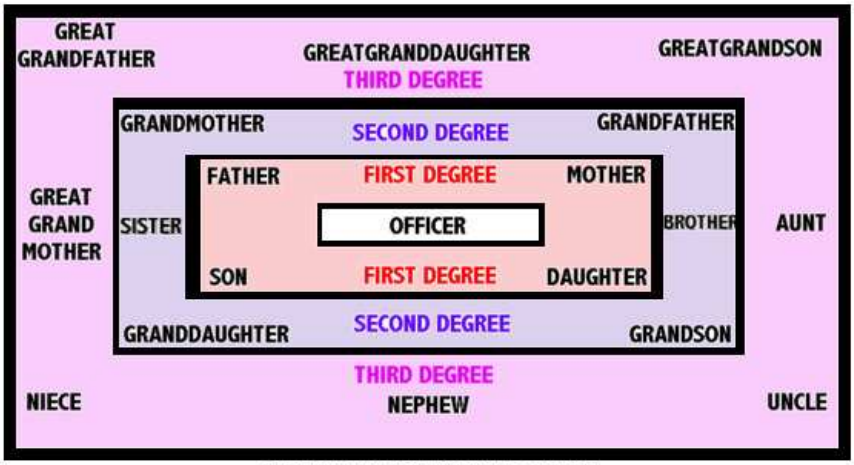
Applicant's Name _____

Position(s) Applying For: _____

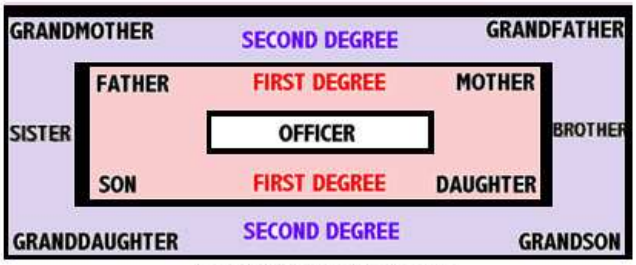
No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

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** _____

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