

## **Primary Duties**

Under basic supervision, performs basic unskilled labor tasks in support of the repair and maintenance of water distribution and wastewater collection (W/WW) facilities, streets, parks, equipment and infrastructure for the City of Lorena Public Works Department.

## **Essential Functions**

- Performs general labor work and uses basic tools, vehicles and equipment to assist in the maintenance and repair of W/WW facilities, streets, parks, equipment and infrastructure; follows safety precautions in all work performed; reports problems and emergency situations; performs duties within scope of authority and training; duties may vary depending on job assignment and individual skills.
- Supports the relationship between the City of Lorena and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information.
- Performs other assigned or related duties as required.
- Driving is essential.

## **Knowledge:**

- City policies and procedures.
- Tools and equipment used in the maintenance and repair of W/WW facilities.

## **Skills:**

- Closely following verbal and written instructions and procedures and safe work practices.
- Maintaining equipment and small tools in proper operating condition.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

## **Qualifications**

### **Required:**

- High School Diploma or GED equivalent.
- Valid Texas Driver's License
- Pass pre-employment screening and background check.
- Texas Class B Commercial Driver's License required Class A preferred.

## **Physical Demands**

### **Heavy work:**

- Requires exerting up to 75 pounds of force occasionally and/or up to 50 pounds of force frequently and/or a up to 20 pounds of force constantly to move objects.
- Major activities are performed outdoors, may be exposed to all weather conditions.

## **Pay and Hours**

### **Pay:**

- Pay scale depends on experience

### **Hours:**

- Normal hours are 8 a.m. to 5 p.m. Monday through Friday.
- Overtime is required this will include occasional nights, weekends, and holidays.

# APPLICATION FOR EMPLOYMENT

## CITY OF LORENA

The following information is requested to help us make the best possible placement of employees within the City. All portions of this application pertaining to you must be completed. We appreciate the time you spend completing this application. The employer, in accordance with State and Federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, disability, or any other characteristic protected by law.

PLEASE PRINT

DATE OF APPLICATION \_\_\_\_\_ SSN \_\_\_\_\_

NAME (LAST) (FIRST) (MI)

ADDRESS (STREET) (CITY) (ZIP)

(HOME PHONE) (MESSAGE PHONE)

If hired, can you show proof of legal authorization to work in the United States? \_\_\_\_\_ YES \_\_\_\_\_ NO

If you are under 18 years of age, can you provide required proof of your eligibility to work? \_\_\_\_\_ YES \_\_\_\_\_ NO

If you are hired, when can you begin work? \_\_\_\_\_

Do you have reliable transportation to work? \_\_\_\_\_ YES \_\_\_\_\_ NO

The hours for this job are regularly 8:00 a.m. to 5:00 p.m., Monday thru Friday. Are you able to comply with this schedule? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you available to work over-time? \_\_\_\_\_ YES \_\_\_\_\_ NO

Do you have any convictions as an adult? A conviction will not necessarily disqualify you from employment. \_\_\_\_\_ YES \_\_\_\_\_ NO

What Class of Driver's License do you possess? \_\_\_\_\_

State \_\_\_\_\_ License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

EMPLOYMENT RECORD ( Please account for all time over the past 10 years, listing the most recent job first.) Use the back of this page if additional space is necessary.

Employer		Dates Employed		Work Performed	
		From	To		
Address		Hourly Rate/Salary			
Telephone Number(s)					
Job Title		Starting	Final		
Supervisor					
Reason for Leaving					
Employer		Dates Employed			Work Performed
Address		From	To		
Telephone Number(s)		Hourly Rate/Salary			
Job Title		Starting	Final		
Supervisor					
Reason for Leaving					
Employer		Dates Employed			Work Performed
Address		From	To		
Telephone Number(s)		Hourly Rate/Salary			
Job Title		Starting	Final		
Supervisor					
Reason for Leaving					
Employer		Dates Employed			Work Performed
Address		From	To		
Telephone Number(s)		Hourly Rate/Salary			
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Supervisor					
Reason for Leaving					
Employer		Dates Employed			Work Performed
Address		From	To		
Telephone Number(s)		Hourly Rate/Salary			
Job Title		Starting	Final		
Supervisor					
Reason for Leaving					

Please indicate by number which employers we may NOT contact, and the reason:

List special training, certificates, or license you may have relative to the job for which you are applying:

EDUCATION:

	SCHOOL	# YEARS ATTENDED	MAJOR/DEGREE
High School			
College			
Other			

REFERENCES

1.

(Name)

(Phone #)

(Address)

2.

(Name)

(Phone #)

(Address)

3.

(Name)

(Phone #)

(Address)

PLEASE READ ALL OF THE FOLLOWING BEFORE SIGNING

I certify that the information shown on this application is correct and complete to the vest of my knowledge, and that I have not knowingly withheld any fact or circumstance. I understand that falsifying or omitting information on this form may cause me to be disqualified from further consideration or dismissed from employment.

All employment offers are made contingent upon satisfactory proof of legal authorization to work in the United States according to the law. I understand that failure to provide satisfactory proof of identity and authorization to work in the United States will disqualify me from employment.

I understand that if hired, my status will be that of an employee at will, with no contractual right, expressed or implied, to remain employed. In consideration of my employment, I specifically agree that my employment may be terminated with or without cause or notice at any time, at the option of either the employer or myself.

I understand that if hired, I will be required to undergo a back-screening, along with a physical examination, drug and alcohol screening test, and that my employment will be contingent upon satisfactory results. I understand that if I should become involved in an accident while on duty, on company premises, on job sites, or in a company vehicle, or if a reasonable suspicion of drug or alcohol use exists based on my performance, appearance, and/or alcohol screening tests, and that my employment will be contingent upon satisfactory results. The examination and test will be performed at the City's expense, by the City's choice of physician.

I authorize the City to investigate, confirm, and supplement any information contained on this application and to contact the references and former employers unless otherwise stated on page 2. I authorize my former employers and references to give the City any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and I hereby release all parties from liability for any damage that may result from furnishing said information to the City.

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## NEPOTISM CHARTS

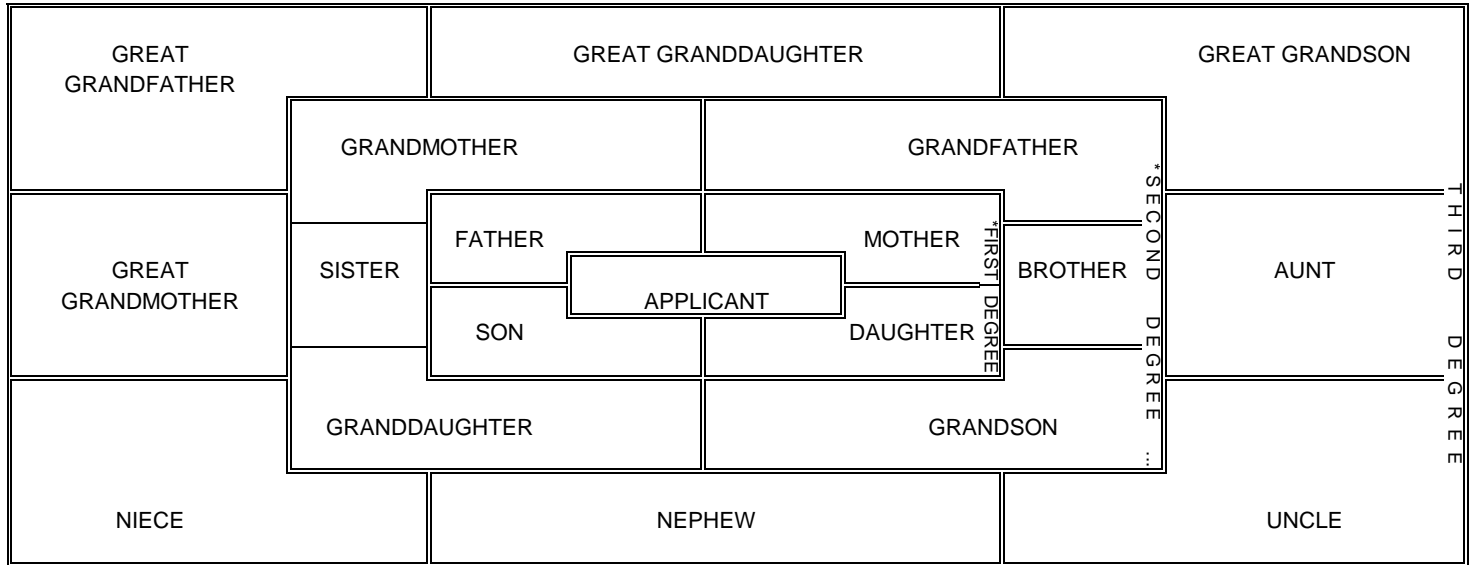


FIGURE 1 - CONSANGUINITY KINSHIP CHART

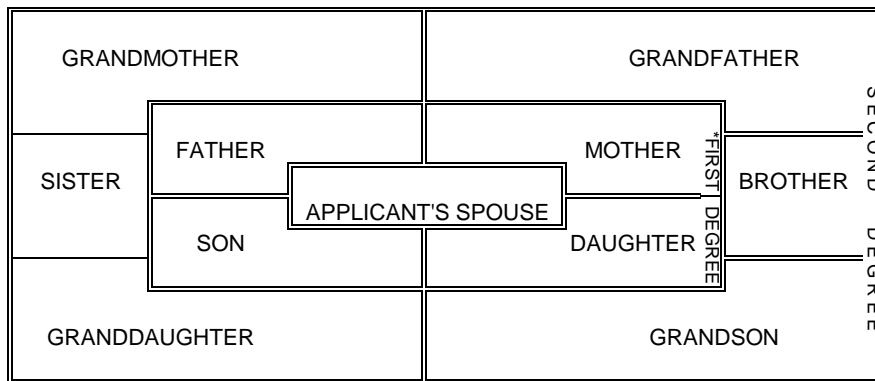


FIGURE 2 - AFFINITY KINSHIP CHART

\* Spouses of relatives within the first or second degree of consanguinity (i.e., son-in-law, mother-in-law, aunt-in-law, nephew-in-law, etc. are also included in the prohibition.

## NEPOTISM CERTIFICATION

APPLICANT'S NAME

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POSITION APPLYING FOR

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NO PERSON MAY BE EMPLOYED BY THE CITY OF LORENA 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 SECRETARY, OR ANY OTHER OFFICER OF THE CITY OR TO ANY EMPLOYEE WHO WOULD SUPERVISE HIS OR HER JOB PERFORMANCE.

PROHIBITED DEGREES OF RELATIONSHIP ARE DEFINED IN FIGURES 1 AND 2 ON THE FOLLOWING PAGE.

ARE YOU RELATED BY BLOOD TO ANY OF THE ABOVE PARTIES OR YOUR PROSPECTIVE SUPERVISOR IN ANY OF THESE WAYS?

IS ANY CITY OFFICIAL OR YOUR PROSPECTIVE SUPERVISOR RELATED TO YOUR SPOUSE IN ANY OF THESE WAYS?

SPOUSES OF THESE RELATIVES (I.E., SON-IN-LAW, MOTHER-IN-LAW, AUNT-IN-LAW, NEPHEW-IN-LAW, ETC.) ARE ALSO INCLUDED.

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SIGNATURE

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DATE

# CRIMINAL RECORD CHECK

## CITY OF LORENA

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Other names by which you have been known (if any) \_\_\_\_\_

Note: May include maiden names or names that were changed for other reasons

I give permission for the City of Lorena to conduct a background check on me which may include a review of criminal records maintained by governmental agencies. I understand that if appointed, my position is conditional upon the city receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the City of Lorena, its officers and employees, or any other person or organization that may provide such information.

Applicant's Full Legal Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License # \_\_\_\_\_ State of Issue \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



[illegible]