



## TOWN OF LAKESIDE

### JOB DESCRIPTION

**JOB TITLE: Public Works Technician I**

**SALARY RANGE: \$20,800 - \$43,305**

**DEPARTMENT: Water**

**FLSA Status: Non-Exempt**

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

#### **GENERAL SUMMARY**

To perform work necessary for the maintenance and repair of water mains, fire hydrants, wells, pump stations and customer water and sewer service lines, lift stations and sewer mains ensuring all safety regulations are followed to maintain public health. Maintains streets, ROWs, easements, parks and public buildings, as well as other duties as assigned by the Public Works Superintendent.

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives general supervision from the Water and Sewer Superintendent. This position does not supervise any other positions.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include but are not limited to the following:

- Assists in maintenance and repair operations, including, but not limited to, water leaks, meter change outs, lift stations, water and sewer lines, wells, pumps and other operations related to water and sewer operations
- Reads meters
- Operates equipment used in maintenance and repair of water and sewer projects
- Mows and maintains easement, parks and ROWs.
- Makes oral and written reports regarding daily progress
- Maintains building and grounds housing Town facilities

- Assists in street department activities when required
- Other duties as assigned

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

High School diploma or General Education Degree; some construction-related experience and plumbing knowledge is preferred; must be able to use hand tools, power tools and other equipment used in maintenance of water and sewer systems; basic knowledge of materials used in water and sewer systems.

### **LICENSES AND CERTIFICATES**

Valid Class C Texas driver license; ability to obtain a Class D Groundwater license and minimum wastewater license within two years of employment

### **PHYSICAL ABILITIES**

Ability to see. Ability to communicate, read and write in the English language. Ability to carry items weighing more than 50 pounds and lift to a height of 3-5 feet. Ability to walk, stand and kneel for extended periods of time. Ability to perform heavy manual labor in extreme heat or cold, and in the presence of extreme noise, dust, filth and possible mechanical or chemical hazards. Ability to use hand and power tools. Ability to drive in a safe and responsible manner. Ability to follow oral and written instructions. Ability to develop and maintain a positive working relationship with fellow employees and the general public.

The Town of Lakeside is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the Town of Lakeside will provide reasonable accommodations to qualified individuals with disabilities.



## APPLICATION FOR EMPLOYMENT

Town of Lakeside

9830 Confederate Park Road, Lakeside, Texas 76108

Phone (817) 237-1234 Fax (817) 238-9187

www.lakesidetexas.us

The Town of Lakeside is an equal employment opportunity (EEO) employer and does not discriminate on the basis of race, color, religion, national origin, age, or disability in accordance with applicable federal, state and local laws.

<b>GENERAL INFORMATION</b>			
Last Name:		First Name:	
Social Security Number:		Middle Initial:	
Address (include city, state & zip):			
Business Phone:		Home Phone:	Cell Phone:
Email (Optional):			
Do you have a current Driver's License?		Have you ever worked for the Town?	
<input type="checkbox"/> Yes	DL Number:	<input type="checkbox"/> Yes	Dates: From:
<input type="checkbox"/> No	State:	<input type="checkbox"/> No	To:
Class:			
Do you have any relatives or friends who work for the City? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, Name:			
If hired, can you furnish proof that you are legally entitled to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>AVAILABILITY</b>			
Position you are applying for:			Date Available:
If offered the position, will you accept the current starting salary?			
If No, what salary is desired:		Interested in (circle): Full Time Part Time Seasonal	
<b>EDUCATION</b>			
School	Name & Location		
High School			Diploma or GED obtained?
			Dates Attended:
			Course of Study:
Trade School			Degree obtained?
			Dates Attended:
			Course of Study:
College			Degree obtained?
			Dates Attended:
			Course of Study:
Graduate/ Other			Degree obtained?
			Dates Attended:
			Course of Study:

<b>Work Experience (Beginning with most recent)</b>			
<b>Employer</b>	<b>Dates</b>		<b>Duties (Please summarize duties and attach resume' for details).</b>
<b>Your Job Title:</b>	<b>From:</b>	<b>To:</b>	
<b>Employer Address:</b>			
<b>Supervisor Name &amp; Telephone #:</b>			
<b>Reason for Leaving:</b>	<b>Wage/Salary:</b>		
	<b>Start:</b>	<b>End:</b>	
<b>If you are currently employed, may we contact your employer?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</b>			
<b>Employer</b>			
<b>Your Job Title:</b>	<b>Dates</b>		<b>Duties (Please summarize duties and attach resume' for details).</b>
	<b>From:</b>	<b>To:</b>	
<b>Employer Address:</b>			
<b>Supervisor Name &amp; Telephone #:</b>			
<b>Reason for Leaving:</b>	<b>Wage/Salary:</b>		
	<b>Start:</b>	<b>End:</b>	
<b>Employer</b>			
<b>Your Job Title:</b>	<b>Dates</b>		<b>Duties (Please summarize duties and attach resume' for details).</b>
	<b>From:</b>	<b>To:</b>	
<b>Employer Address:</b>			
<b>Supervisor Name &amp; Telephone #:</b>			
<b>Reason for Leaving:</b>	<b>Wage/Salary:</b>		
	<b>Start:</b>	<b>End:</b>	
<b>Employer</b>			
<b>Your Job Title:</b>	<b>Dates</b>		<b>Duties (Please summarize duties and attach resume' for details).</b>
	<b>From:</b>	<b>To:</b>	
<b>Employer Address:</b>			
<b>Supervisor Name &amp; Telephone #:</b>			
<b>Reason for Leaving:</b>	<b>Wage/Salary:</b>		
	<b>Start:</b>	<b>End:</b>	

<b>Employer Address:</b>		
<b>Supervisor Name &amp; Telephone #:</b>		
<b>Reason for Leaving:</b>	<b>Wage/Salary:</b>	
	<b>Start:</b>	<b>End:</b>

**EXPLAIN IN DETAIL ANY TIME LAPSES IN THE ABOVE EMPLOYMENT RECORD DUE TO UNEMPLOYMENT OR OTHER REASONS:**

**SKILLS**

List all computer software experience:

Licenses, Certificates, Certifications, Honors, Recognitions, other relevant Skills and Training (Please summarize):

Languages (other than English):

**Driving Background**

Please note below the number and date of any moving traffic violations and/or at-fault accidents in the last three (3) years. Please describe each violation and the date of occurrence. Include any violations for which you were convicted, served probation, took deferred adjudication or attended driving school.

**Supplemental Work & Criminal History**

The Town of Lakeside conducts criminal history checks on all employees. Please answer the following question in full. Have you ever been convicted, placed on deferred adjudication or community supervision, or pled guilty or no contest to a felony or misdemeanor offense (other than to class C traffic violations as listed above)? Yes No

If Yes, Please explain, include the location (state & county), date of occurrence, type and class of offense (example: class B misdemeanor), and any other relevant information.

Are you or have you ever been registered as a sex offender in Texas or any other State: Yes  No

Have you ever been discharged (fired) or disciplined by an employer? Yes  No

If Yes, please explain including employer and date of occurrence.

Please describe any other incident/situation with your work or criminal history that may be revealed through previous employer or public record reference checks.

**Service in the U.S. Armed Forces**

Have you ever served in the U.S. Armed Forces? Yes  No

If yes, what type of discharge did you receive?

If yes, please list any job-related experience:

**Read Carefully Before Selecting "I Agree".**

I understand that all information submitted and considered is subject to verification. I understand and hereby authorize and give permission for the Town of Lakeside to conduct verification and/or investigations including but not limited to criminal history, driving record, character, employment history, reputation and any other job-related investigations as are necessary to determine my qualifications for employment. I authorize schools, persons, previous employers and other organizations to provide the Town with any and all information about me. I hereby release any such schools persons, previous employers and other organizations or individuals from any and all liability for damages of whatever kind which may result to me, including, but not limited to, claims for negligence, which they might otherwise incur as a result of disclosing the information about me.

I understand that if I am offered employment with the Town of Lakeside, I will be required to take a post-offer physical exam which will include drug testing. Any offer of employment that I may receive will be conditioned upon my passing the post-offer physical exam and all other background checks. In addition, positive results of the post-offer drug test will disqualify me from employment. I also understand that if I become employed with the Town of Lakeside, I will be required to comply with the Town's drug testing program.

I understand also that I am required to abide by all rules and regulations of the Town. The Town shall have the right to amend, modify or revoke its rules and regulations at any time. I will familiarize myself promptly with such rules and regulations now or hereafter in effect.

In consideration of my employment, I agree to conform to the rules and regulations of the Town of Lakeside. I further acknowledge and understand that all other employees are at-will and may be terminated at any time with or without cause. I understand that no employee or officer of the Town has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I certify that all statements and answers to all questions in this application are true, complete and correct and are made in good faith. I understand that falsification of any answers I have given will have serious consequences, including disqualification for employment and/or termination of employment.

My employment shall be in accordance with the terms of this application, City rules and regulations and any amendments thereto. The City shall have the right to amend, modify or revoke its rules and regulations at any time. I will familiarize myself promptly with such rules and regulations now or hereafter in effect.

I AGREE

**Applicant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_