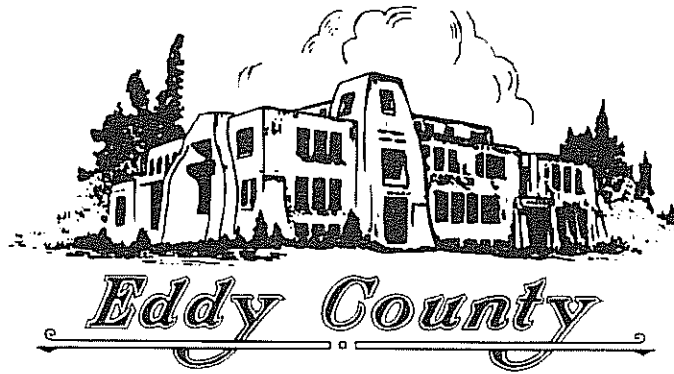


**Eddy County
Board of Commissioners**

Lewis Derrick
Tony Hernandez
Guy Lutman
Roxanne Lara
Jack Volpato



Kenney L. Rayroux
Human Resources Director

101 W. Greene Street
Carlsbad, New Mexico 88220
Phone (575) 887-9511
1-800-882-0822
Fax (575) 887-1039

July 21, 2010

**Truck Driver/Laborer
Artesia & Carlsbad**

The Road Department is charged with the maintenance of County roads utilizing a variety of equipment. Hand operated tools are also utilized in the performance of this job. Minimum qualifications: High School Diploma or GED; one year experience truck driving; posses a valid New Mexico Class A Commercial Driver's License (CDL) and be insurable with the County insurance authority. Excellent benefits. \$13.76 per hour.

Please review all instructions carefully. Application packets must include a completed job application, job specifications sheets, a current driving record, and a notarized release of information waiver. Incomplete application packets will not be considered.

CLOSING DATE: August 11, 2010 5:00 p.m

POSITION SPECIFICATIONS

POSITION TITLE:	TRUCK DRIVER/LABORER
DIVISION:	ADMINISTRATION
SECTION:	ROAD DEPARTMENT
REPORTS TO:	ROAD FOREMAN
CLASSIFICATION:	GRADE 40
STARTING SALARY:	\$13.76
DATE JOB ANALYSIS COMPLETED:	March 2003
DATE JOB ANALYSIS REVIEWED:	December 2009

JOB DESCRIPTION

The road department is charged with the maintenance of county roads utilizing a variety of equipment. Hand operated tools are also utilized in the performance of this job. Employee must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned. Employee must comply with the safety guidelines of the County and complete and pass a new-hire physical and drug screen. This position is subject to random drug and alcohol testing.

MINIMUM QUALIFICATIONS

1. High School Diploma or GED certificate.
2. One year experience truck driving.
3. Ability to understand and communicate in English; written and oral.
4. Possess a valid New Mexico Commercial Driver's License (CDL) class A and be insurable by the County insurance authority, with no more than 2 moving violations and no DWI's within the past 3 years. **MUST PROVIDE A COPY OF YOUR CURRENT DRIVING RECORD.**
5. Must live in or be willing to relocate to the area where the vacancy occurs within 30 days.
6. Ability to perform the essential duties in the working conditions with the equipment, tools and materials listed below.

ESSENTIAL DUTIES

Attendance and overtime are Essential functions of this position. May be required to work overtime, callback and irregular hours. Please **initial** each item to indicate whether you are, or are not, capable of performing that duty.

YES NO

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Repair, construct, scrape, clean and fill a wide range of County owned hard surfaced roads, dirt roads, and ditches. Patch hard road surfaces when needed. Wet down dusty or hard road surfaces. Haul and remove dirt and gravel from County owned roads. 65% |
|-------|-------|--|

Truck Driver/Laborer

- 2. Keep roads and roadsides navigable in all types of weather utilizing proper equipment and water, sand and gravel. 20%
- 3. Dig, grade, and place conduit at various property entrances or under roads to prevent or relieve flooding and washouts. 8%
- 4. Mow weeds and pick up trash when indicated. 5%
- 5. Maintain and service equipment on a daily basis. 2%

OTHER REQUIREMENTS

YES NO

- 1. Must comply with the safety guidelines of the County.
- 2. Employee must complete and pass new-hire physical and drug screen.
- 3. Must be able to generate signage and their placement using manuals and policies.
- 4. Have you used illegal drugs within the past three years?

FUNCTION ANALYSIS

(Please **initial** each item to indicate whether you are, or are not, capable of performing that duty.)

MENTAL FUNCTIONS

- 1. Must be able to ask questions of foreman, listen to and follow verbal directions in English. Must be able to read and understand written directions in English.
- 2. Must be knowledgeable of all traffic laws and regulations.
- 3. Must be able to communicate verbally with co-workers.
- 4. Must be able to read accurately all gauges on equipment and make correct judgments in the operation of equipment.
- 5. Must be able to accurately estimate distances in order to maintain safety while operating equipment.

PHYSICAL FUNCTIONS

- 1. Ability to lift up to 60 lbs. occasionally (i.e. up to one-third of work day), from round to waist level. Ability to lift up to 30 lbs. frequently to constantly (i.e., from one-third up to entire work day), from ground to shoulder level.
- 2. Ability to sit up to five hours at one time, and up to nine and one-half hours total per day.

Truck Driver/Laborer

- ___ ___ 3. Ability to stand and/or walk up to five hours at one time, and up to ten hours total per day.
- ___ ___ 4. Ability to climb in and out of equipment cabs at least six times daily at estimated heights of six to seven feet.
- ___ ___ 5. Ability to crouch, kneel, and remain in a prone position for up to 30 minutes at one time, and up to one-third of work day.
- ___ ___ 6. Ability to bend at waist and twist/rotate waist if necessary for up to one-third of work day.
- ___ ___ 7. Ability to work with arms extended and bent for up to five hours at one time, nine and one-half hours total per day.
- ___ ___ 8. Ability to push/pull arms with a force of up to 5 lbs. for up to five hours at one time, and nine and one-half hours total per day. Ability to push/pull with arms with a force of up to 50 plus lbs. while performing labor work.
- ___ ___ 9. Ability to use hands and wrists to screw/unscrew oil caps and filters as part of maintenance routine.
- ___ ___ 10. Ability to maintain balance while climbing in and out of equipment cabs.
- ___ ___ 11. Ability to push with legs up to 40 lbs. of force to operate foot controls to five hours at one time, and nine and one-half hours total per day. Ability to twist/rotate legs in operating foot controls.
- ___ ___ 12. Ability to use hands and fingers to grasp/manipulate levers and steering wheel in a bilaterally coordinated manner.
- ___ ___ 13. Ability to coordinate use of hands and eyes in operation of equipment.

WORKING CODITIONS

- ___ ___ 1. Performs work both indoors and outdoors. Most cabs are enclosed and may or may not have heating and air conditioning units.
- ___ ___ 2. Temperature depends on weather conditions.
- ___ ___ 3. Worker is exposed to intermittent noise and vibration factors.
- ___ ___ 4. Worker is exposed to exhaust fumes, dust, and mists.
- ___ ___ 5. Work is conducted primarily during daylight hours.
- ___ ___ 6. Work is performed on even or uneven terrain, while operating equipment and performing general labor work. Surface may be wet or dry, on hard surfaces or

Truck Driver/Laborer

dirt roads. Grease or oil may be found on working surfaces. Work may be performed on inclines.

- ___ ___ 7. Work hazards include gas/electrical lines, and exposure of skin to gasses and fumes.

EQUIPMENT, TOOLS, AND MATERIALS

- ___ ___ 1. Operate a variety of equipment including the following: front-end loader, tank truck, 5 and 12 yard dump trucks, pickup truck, tractor and mower, brush hog, service truck, pneumatic roller, tandem truck, and steel wheel roller.
- ___ ___ 2. Utilize the following hand operated tools: Shovel, rake, ax pick, pitchfork, chainsaw, digging bars, hand held weed trimmer, sledge hammer, hand tools, (i.e. hammer, screw driver, wrenches), tamper, jack hammer, auger and cutting torch.
- ___ ___ 3. Work around and in contact with petroleum products, grader blades, tire chains, construction signs, paint, water, weeds, salt, sand, and canvas.
- ___ ___ 4. Perform duties while wearing eye goggles, gloves, reflecting vests, cones, hardhats and flags used as safety precautions.
- ___ ___ 5. Safety steel toed footwear required.

EMPLOYEE DECLARATION

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Signature: _____ Date: _____

**EDDY COUNTY
101 W. GREENE
CARLSBAD, NM 88220
505-887-9511 – fax 505-887-1039**

RELEASE OF INFORMATION WAIVER

I consent and hereby authorize Eddy County, by means of Eddy County Sheriff's Department, the police departments or other entity/person who is suitable to and chosen by the County, to investigate my past and present work, character, credit record, former employment, and police records to ascertain any and all information which may concern my suitability for employment with Eddy County.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I direct you to release such information upon request of the duly accredited representative of the County of Eddy regardless of any agreement I may have made with you previously to the contrary. The release of any and all information is authorized whether same is of record or not and I do, hereby, release all persons, firms, agencies, companies or groups, whomsoever, from any damages because of, or resulting from, furnishing such information to the Eddy County Sheriff's Department, the Eddy County Human Resources Department, the County government, and its employees from any damages or claims which may otherwise result from use or release of such information.

Applicant, Printed

Date

Signature

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DATE OF BIRTH _____ SOCIAL SECURITY _____

PLACE OF BIRTH -
CITY _____ STATE _____

DRIVER'S LICENSE # _____ STATE _____

OTHER LAST NAMES USED _____

State of New Mexico
County of Eddy

In witness hereof, I acknowledge that the above and foregoing document was signed before me this
_____ day of _____, 20_____.

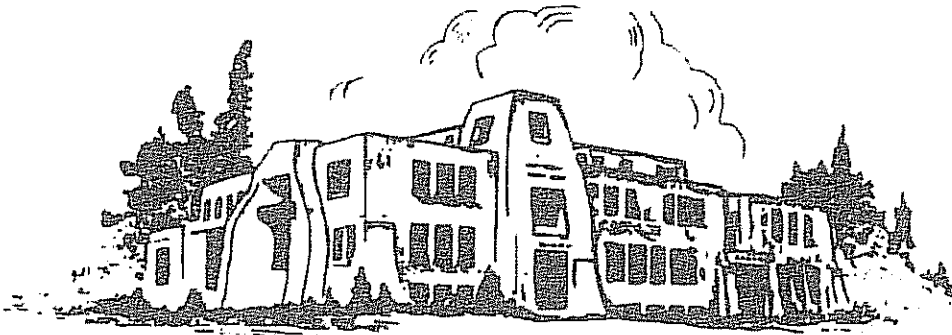
My commission expires:

NOTARY PUBLIC

NAME _____ SS# _____

POSITION _____

COUNTY OF EDDY
STATE OF NEW MEXICO



EMPLOYMENT APPLICATION

Eddy County will adhere to all federal and state laws governing the provisions of equal opportunity to both employees and prospective employees. Our policy is to hire, promote, develop and compensate individuals without regard to race, color, religion, sex, age, national origin, sexual orientation, physical or mental handicap, or their status as a veteran of the Vietnam Era. You must be able to supply evidence of work authorization and identification if an offer of employment is made to you. Provide all materials required in the posting of the position for which you are applying. Unsolicited and incomplete applications are not accepted.

PERSONAL INFORMATION

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/D

FULL NAME LAST			FIRST	MIDDLE	SOCIAL SECURITY NUMBER	PHONE NUMBER ()	
STREET ADDRESS:		Number	Street	City	State	Zip Code	
MAILING ADDRESS:		Number	Street or PO Box #	City	State	Zip Code	
Position Applied For:				Date Available:			
Do you meet New Mexico's minimum legal age requirements for employment? <small>Age verification may be required</small>					(Circle One)	YES	NO
Are you legally able to obtain employment in the United States?						YES	NO
Are you related to anyone currently employed by Eddy County? If so, who? Comments						YES	NO
Have you previously been employed by Eddy County, New Mexico? If so, when? Comments						YES	NO
Are you presently employed on a part-time basis? Comments						YES	NO
Will you work shift work, weekends and overtime? Comments						YES	NO
Do you have any outside business interests? Comments						YES	NO
Have you ever been fired or placed on a "Do not rehire" list by a previous employer? Explain. Comments						YES	NO
Have you used any illegal drugs in the last 3 years? Comments						YES	NO
List any other name(s) under which you have worked:							
List membership in any trade or professional organizations of which you are a member.							
How were you referred?							

NAME:

Begin with present or most recent employer. Provide a minimum of three employment references that includes a minimum of six years work history. Attach additional pages if necessary. Circle yes or no on contact employer question.

EMPLOYMENT HISTORY

COMPANY NAME		ADDRESS		PHONE #	
Contact This Employer?		YES	NO		
JOB TITLE	EMPLOYED	MO/YEAR	MO/YEAR	SALARY	
	FROM		TO	START	END
DUTIES			TYPE OF BUSINESS		
IMMEDIATE SUPERVISOR		NAME		TITLE	REASON FOR LEAVING

COMPANY NAME		ADDRESS		PHONE #	
Contact This Employer?		YES	NO		
JOB TITLE	EMPLOYED	MO/YEAR	MO/YEAR	SALARY	
	FROM		TO	START	END
DUTIES			TYPE OF BUSINESS		
IMMEDIATE SUPERVISOR		NAME		TITLE	REASON FOR LEAVING

COMPANY NAME		ADDRESS		PHONE #	
Contact This Employer?		YES	NO		
JOB TITLE	EMPLOYED	MO/YEAR	MO/YEAR	SALARY	
	FROM		TO	START	END
DUTIES			TYPE OF BUSINESS		
IMMEDIATE SUPERVISOR		NAME		TITLE	REASON FOR LEAVING

DO NOT complete this section with "See Resume" or other similar notes. This section must be answered for your application to be complete. Incomplete applications are not accepted. You may attach a resume or other relevant information that will assist Eddy County in determining your qualifications for this position.

NAME:

EDUCATION					
HIGH SCHOOL	NAME and LOCATION	MAJOR	YEARS COMPLETED 1 2 3 4	DID YOU GRADUATE? YES NO	DEGREE RECEIVED
COLLEGE	NAME and LOCATION	MAJOR	YEARS COMPLETED 1 2 3 4	DID YOU GRADUATE? YES NO	DEGREE RECEIVED
COLLEGE	NAME and LOCATION	MAJOR	YEARS COMPLETED 1 2 3 4	DID YOU GRADUATE? YES NO	DEGREE RECEIVED
GRADUATE SCHOOL	NAME and LOCATION	MAJOR	YEARS COMPLETED 1 2 3 4	DID YOU GRADUATE? YES NO	DEGREE RECEIVED

OTHER TRAINING / SKILLS		Other schools or training (such as trade, vocational, military, etc.). Provide the name, location, dates, subject matter and type of training received and if a certificate was issued.	
TYPE OF TRAINING	NAME AND LOCATION OF FACILITY	LENGTH OF TRAINING	COMPLETED COURSE

REFERENCES	Give name, address and telephone number of three references who are not related to you and are not a previous employer. Indicate whether the reference is personal or professional. (professional preferred)
1.	
2.	
3.	

Briefly describe your immediate and long-term career goals: _____

NOTICE - In making this application for employment with Eddy County, I understand and agree that:

1. Any misrepresentations made by me in this application will be sufficient cause not to hire or cause to terminate my employment;
2. As a condition of employment I am to be governed by all county ordinances, resolutions, rules, policies and procedures;
3. Refusal to submit to search by authorized personnel of my person or property while on county premises is grounds for discharge; and
4. As a condition of employment I must and pass a physical examination, a drug/alcohol test and submit to random tests as perscribed by County policy.

I authorize Eddy County to investigate all statements made in this application. I agree not to hold Eddy County or any of my previous employers or references liable in any matter concerning the information they may provide.

APPLICANT SIGNATURE: _____ DATE: _____

APPLYING FOR WORK WITH EDDY COUNTY GOVERNMENT

Please read these instructions before you complete your application.

1. We accept applications ONLY when we have a posted/advertised vacancy. To find out which jobs are available and posted/advertised:
 - a. Check local newspapers' classified sections.
 - b. Look at the job postings on the second floor of ECAC.
 - c. Check with the Department of Labor.
 - d. Check our website: www.co.eddy.nm.us

2. You may obtain an application by:
 - a. Picking one up in Human Resources at ECAC.
 - b. Visiting the New Mexico Department of Labor in Carlsbad or Artesia.
 - c. Downloading one from our website

3. Complete the entire Eddy County employment application. Stating "**please see resume**" in place of filling out the application is not acceptable. Copies are accepted as long as the signature and date are original. Faxed and e-mailed applications are accepted if complete and legible.

4. Make sure to state what position you are applying for. Stating "position advertised" or "any available" may result in confusion and/or disqualification from consideration. A separate application and job specification form are required for every position. Copies are accepted as long as the signature and date are original.

5. You may attach a resume to the application, but resumes are not accepted in lieu of completing the application.

6. The "Release of Information Waiver" must be completed and notarized before we can process your application.

7. We request that you fill out the voluntary Confidential Applicant Profile. It is for statistical purposes only and will not be submitted to the hiring department with the application or in any way used during the consideration of your application. It will be filed separate and apart from your application.

8. Answering “yes” to the question regarding criminal conviction does not automatically eliminate you from consideration. Time since conviction, nature of the offense, truthfulness, and position applied for will be taken into consideration.
9. Complete applications should be submitted only to the Human Resources Department or the Department of Labor Workforce Development Center.
10. Hiring departments do not personally interview each applicant. All applicants not selected for interview are notified by letter to the address listed on the application. If you are selected for an interview, you will be contacted by the hiring department or Human Resources. If you are interviewed, but not selected for a position, you will be notified by letter.

APPLICATION AND EMPLOYMENT POLICY

HOW TO APPLY - To be considered for a position with Eddy County, we require applicants to complete our application form. It is our policy not to accept unsolicited applications and/or resumes. We only accept applications when there is a job opening available, advertised and/or posted on our "Job Openings" board. Only signed and completed applications will be considered. All positions are also posted with the New Mexico Department of Labor through the local Workforce Development Centers. We do accept faxed applications. All applications are held in the Human Resources Department until after the closing date of the application period; then they are processed with all applications received.

CITIZENSHIP/RESIDENCY POLICY - Eddy County hires only individuals who have a legal right to work in the United States. Some positions may have specific residency requirements; those requirements will be stated in the job specifications.

EQUAL OPPORTUNITY EMPLOYMENT - Eddy County does not discriminate in its employment practices or in its programs, services and facilities on the basis of race, color, national origin, religion, sex, physical or mental disability, sexual preference, marital status, age, gender identity, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era, except where sex or age is a bona fide occupational qualification.

DRUG & ALCOHOL ABUSE POLICY - Eddy County has established all County premises as a drug free workplace. The County will not permit employees to work, remain on County property or perform County business while under the influence of prohibited and/or controlled substances. The County will not permit employees or any other persons to use, possess, manufacture, sell or distribute prohibited and/or controlled substances at work, when on County premises, or on County business. The County has a drug and alcohol abuse policy that requires all employees to be tested pre-employment, post-accident, and random with reasonable suspicion. All safety sensitive employees and those that must comply with Department of Transportation Drug Testing Policy are subject to quarterly random testing that includes testing for both drugs and alcohol.