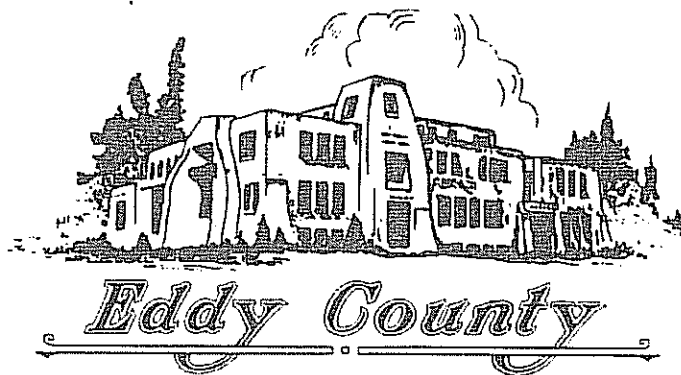


**Eddy County
Board of Commissioners**

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

January 6, 2012

Truck Driver/Laborer

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; possess a valid New Mexico Class A Commercial Driver's License (CDL) and be insurable with the County insurance authority. Excellent benefits. \$14.11 per hour. EOE M/F V/D

Excellent benefits - paid vacation, sick leave and holiday pay; PERA retirement; health insurance paid at 100% for full-time employees and at 60% for their dependents.

Detailed job specifications and applications may be obtained at the Department of Labor or on the Internet at www.co.eddy.nm.us. Please review all instructions carefully. Application packets must include: completed job application, job specifications sheets and a notarized release of information waiver; and a copy of your current driving record. Incomplete applications will not be considered.

CLOSING DATE: January 25, 2012 @ 5:00 p.m

POSITION SPECIFICATIONS

POSITION TITLE:	TRUCK DRIVER/LABORER
DIVISION:	ADMINISTRATION
SECTION:	ROAD DEPARTMENT
REPORTS TO:	ROAD FOREMAN
CLASSIFICATION:	GRADE 41
STARTING SALARY:	\$14.11
DATE JOB ANALYSIS COMPLETED:	March 2003
DATE JOB ANALYSIS REVIEWED:	February 2011

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 required.
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 have no illegal drug use within the last three years.
6. Must live in or be willing to relocate to the area where the vacancy occurs within 30 days.
7. 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. Employee may be required to work overtime, callback and irregular hours. Please review each item and determine if you are capable of performing that duty.

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

FUNCTION ANALYSIS

Please review each item and determine if you are capable of performing that function.

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.
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 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

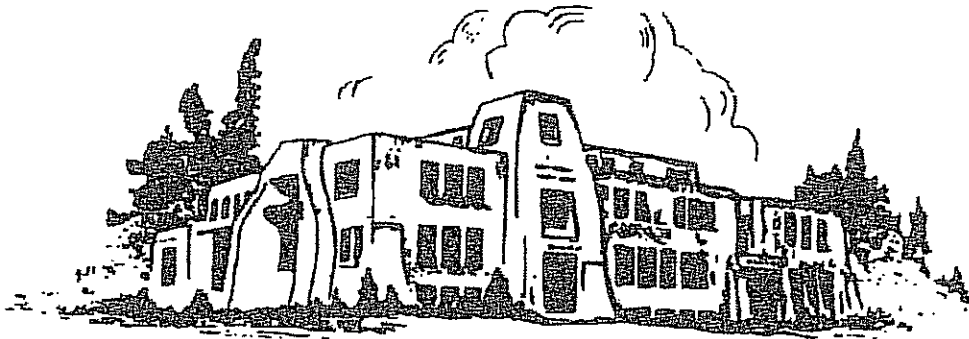
In witness hereof, I acknowledge that the above and foregoing document was signed before me this
_____ day of _____, 20_____.

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? <small>Comments</small>	YES	NO
---	-----	----

Have you previously been employed by Eddy County, New Mexico? If so, when? <small>Comments</small>	YES	NO
---	-----	----

Are you presently employed on a part-time basis? <small>Comments</small>	YES	NO
---	-----	----

Will you work shift work, weekends and overtime? <small>Comments</small>	YES	NO
---	-----	----

Do you have any outside business interests? <small>Comments</small>	YES	NO
--	-----	----

Have you ever been fired or placed on a "Do not rehire" list by a previous employer? Explain. <small>Comments</small>	YES	NO
--	-----	----

Have you used any illegal drugs in the last 3 years? <small>Comments</small>	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: _____