

BUTLER COUNTY ROAD DEPARTMENT
EMPLOYMENT APPLICATION
108 PETTIBONE ROAD
GREENVILLE, ALABAMA 36037

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

PLEASE PRINT

Position applied for: _____ Date of application: _____

Name: _____

Address: _____

Telephone #: _____ Social Security # _____

Are you a citizen of the United States? _____ Place of Birth _____

If you are under 18 years of age, can you provide required proof of your eligibility to work:

Yes _____ No _____

Driver's License No. _____ CDL Class: _____

Have you ever filed an application with us before? Yes _____ No _____

If yes, what date: _____

Have you ever worked for the county before? Yes _____ No _____

If yes, give date and reason for leaving: _____

Are you currently employed? _____ If so, may we contact your employer? _____

Have you been convicted of a felony within the last 7 years? _____

(Conviction will not necessarily disqualify an applicant from employment)

If yes, please explain: _____

Have you ever tested positive on a drug or alcohol test before? _____

If yes, please explain: _____

Have you ever refused to take a drug or alcohol test before? _____

If yes, please explain: _____

On what date would you be available for work? _____

Are you available to work: Full Time _____ Part Time _____

Education

Please list name and address of school, course of study, years completed, and diploma degree.

Elementary School _____

High School _____

Undergraduate College _____

Other (Specify) _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Employment Experience

Start with your present or last job.

1. Employer: _____ Dates : _____

Address: _____

Telephone Number _____ Supervisor _____

Position held: _____

Reason for leaving: _____

2. Employer: _____ Dates : _____

Address: _____

Telephone Number _____ Supervisor _____

Position held: _____

Reason for leaving: _____

3. Employer: _____ Dates : _____

Address: _____

Telephone Number _____ Supervisor _____

Position held: _____

Reason for leaving: _____

Applicant's Statement

I certify that answers given here in are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at any employment decision.

This application for employment shall be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date



Alabama Background Check (ABC) Report Waiver



Pursuant to §49-9-594, Code of Alabama 1975, the Alabama Criminal Justice Information Center (ACJIC) may supply employee criminal records and may provide the procedure for obtaining the records. The purpose of this waiver is to provide my employer/prospective employer with sufficient identifying information about myself to allow my employer/prospective employer to obtain my criminal record by querying the ACJIC Alabama Background Check (ABC) system.

By signing this waiver I, _____, certify that all of the personal identifying information provided herein is accurate. I understand that by providing this information and signing this document I agree to allow my employer/prospective employer to receive a copy of my report through ACJIC.

I understand that ABC reports may contain reported felony and misdemeanor arrests, violations, and court records included in databases maintained by the State of Alabama. I further understand that ABC reports contain personal information from motor vehicle records included in records maintained by the State of Alabama. Personal information is information that identifies the individuals on whom the ABC report is conducted, including photograph, social security number, driver identification number, name, address, telephone number, and medical or disability information. Juvenile, youthful offender, sealed and/or expunged records will not appear on any ABC report.

I further understand that any information supplied on an ABC report is derived from a **name-based** search using only the identifiers submitted by my employer/prospective employer or this employer's authorized Third Party User based on the information provided by me on this form. ACJIC in no way guarantees that criminal history record information provided through this system is for the person named in the request. Fingerprint based searches are the most reliable way to conduct criminal record checks and the least likely to result in either a false positive or false negative search result. This is not a fingerprint based search.

I understand that this waiver may be sent to ACJIC electronically in a form prescribed by ACJIC.

I understand that the results of my ABC report may be verified by submitting fingerprints to the Alabama Department of Public Safety.

PLEASE PRINT ... *Asterisks denote required information.

Last Name* (required)	First Name* (required)	Middle Name	Maiden Name
Street Address		City, State and Zip Code	
Sex / Gender* (required)	Race* (required)	Date of Birth* (required)	
Social Security Number* (required)		Place of Birth	
Drivers License State		Drivers License #	
Signature* (required)		Date of Signature* (required)	
Name of Employer/Prospective Employer			

EQUIPMENT OPERATOR I,II,III
DEPT CLASS RANGE

NATURE OF WORK

Operator I

Under the direction of the Foreman, Operator II or III who give specific assignments to the Operator I and review the work through observation, the Operator I performs semiskilled work in the operation of mowing equipment, motor graders and other construction equipment. The employee is responsible for the operation of selected road equipment in the reconstruction and maintenance of County roads, drainage ditches and bridges. May perform related manual work using weed eaters, sling blades, bush axes, power saws, jack and wood chippers to clear and maintain county right of way. Work is normally performed within an assigned district of the County. Assists with daily maintenance of the equipment.

Operator II

Same as Operator I, except with more experience with a wider variety of equipment.

Operator III

Same as Operator II, except that the employee can operate and instruct others on how to safely operate all of the equipment used by the County. Also makes decisions on road repairs within department guidelines as work progresses.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Operator I - Entry level equipment operator - Operates highway type tractors with mowing equipment such as bush-hogs, broom tractors, sheet and steel rollers. Operates trucks up a maximum of 26,000# - without Commercial Drivers License (CDL). Over 26,000# with a CDL. Operates motor grader and dozier, usually after additional training. Services and maintains equipment using oil, tire gauge hand tools and water to ensure that the equipment is in good working condition. Completes maintenance report.

Operator II - Experienced equipment operator - Operates all road equipment. May act as a temporary supervisor. Uses level and maps to determine proper slope and road grades. Fills out daily reports as required.

Operator III - Highly experienced equipment operator - Operates all road equipment including dozers and back hoes. May be assigned an area of responsibility with temporary supervisory for other operators/county employees working in the assigned area. Able to instruct others on the safe operation of the equipment. Uses levels and maps to determine proper slope and road grades. Fills out daily reports as required.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Performs other duties as may be assigned.

REQUIREMENTS OF WORK

KNOWLEDGE OF: County road system, including road numbers, bridges, right of way boundaries and communities. County department policies and procedures regarding road maintenance and repair procedures. Safety operating procedures, safety precautions and the use of safety equipment for all of the county equipment. Materials used in road maintenance, repair and reconstruction. Methods and techniques for equipment daily/minor maintenance. Capabilities and limitations of each piece of equipment.

ABILITY TO: Use the equipment in such a manner so as to precisely dig, grade, slope or blade roads and right of way. Inspect, service and make minor repairs to equipment. Read operator manuals and apply the instructions contained therein. Assign and supervise the work of Operators, Laborers and other county personnel assigned to a job site.

SKILL IN: The operation of all of the assigned equipment. Performing all basic maintenance and simple repairs or adjustments of the equipment such as changing oil, transmission fluid, hydraulic oil and filters, greasing fittings and general lubrication.

REQUIRED TRAINING AND EXPERIENCE

Operator I - One year of experience in the operation of equipment in a construction setting. Must be able to operate at entry a tractor mower system and the various rollers. Must be able to pass both the written and driving portions of the Commercial Drivers License tests with one year of employment.

Operator II - Three years of experience in the operation of all of the equipment assigned to the county road department. CDL license with any required indorsement(s).

Operator III - Six years of experience in the operation of all of the equipment assigned to the county road department. Three years of supervisory experience in a construction setting. CDL license with any required indorsement(s).

DESIRED TRAINING AND EXPERIENCE

Operator I, II, III - Experience (listed above) in a county or municipal setting.

PHYSICAL ABILITIES

See and hear within normal ranges (corrected, if required).

WORK ENVIRONMENT

All work will be performed outside at various sites and locations.

This work will be performed both in professional (office) settings and in the field in all types of weather.