



Grant County Road Department Employment Opportunity Temporary Laborer

FLSA: Temporary/Full-time/Exempt from Bargaining Unit
Salary: \$11.50 per hour
Deadline to apply: November 15, 2016 @ 5:00 pm

Applicant must complete a Job Specific Packet with the Grant County Human Resources. Packets are available at the County Manager's Office.

Job Summary:

Temporary / full-time position that performs a wide variety of manual labor duties relating to the maintenance of new and existing roads within Grant County.

Essential Duties:

- Assist crew members in digging, filling and patching holes in the roads, trim trees within the road right-of-way and dispose of any debris in accordance with state and local standards.
- Prepare and clean highway work zones, set up traffic markers, barricades and cones, and direct traffic passing near, in and around work areas.
- Load, unload and distribute materials to the correct location according to project specifications.
- Required to mix and spread concrete, asphalt, gravel and other materials.
- Perform duties of digging, spreading gravel and leveling dirt.
- Under close supervision will assist carpenter on County projects.
- Perform vehicle inspections, maintain and clean Grant County owned vehicles and equipment
- Maintain a clean work environment.
- Prepare and submit daily reports to supervisor.
- Required to work overtime and weekends if necessary.
- Perform other duties as assigned.

Qualifications:

- High School or GED
- Must be 18 years of age
- Two (2) years full-time construction and/or road maintenance work experience.
- Must have a valid New Mexico unrestricted driver's license and possess a good driving record.
- Successful candidate will be required to pass a drug and alcohol test, background check, driver's license record check and complete a medical exam.

Preferred Qualifications

- Ability to speak Spanish is a plus

NOTE: Grant County is an Equal Opportunity Employer and does not discriminate against anyone otherwise qualified because of race, age, religion, color, national origin, ancestry, sex or mental physical disability.



Employment Application Grant County Road Department Temporary Laborer

Name _____

Address _____

Date: _____

Phone Number: _____

e-mail address: _____

READ the following information before completing this application.

- All information contained on this application is subject to verification.
- A background investigation is required of successful applicants.
- Any omission, misstatements, or falsifications will be cause for rejection of this application, elimination from further completion, removal of your name from an eligibility list or discharge from employment.
- The information provided by you on this application will be used to determine your qualifications for employment.
- Use black ink and print



The attached documents must be filled out completely and returned to the County Manager's Office/Human Resources **by November 15, 2016.** The Human Resource office is located in the Grant County Administration Building. This is a *summary of instructions* and you must complete every question for the specific job you are applying.

1. The **application** should be filled out completely. All applications taken by this entity are by law public record and will be handled as such. Make sure that you sign and date the application.
2. Read the **Position Specifications** carefully. All items must be read and answered whether you *can or cannot* perform duties.
3. Attach (5) Personal References. References must have complete mailing addresses and telephone numbers.
4. You will be required to complete the **Confidential Records Release Form** and submit a copy of your driver's license.
5. Please attach a copy of your military release DD 214 form if identifying as a Veteran.
6. You are welcome to attach your resume and/or copies of any relevant training or coursework to your application.

**** Any returned mail not deliverable due to incorrect addresses could result as an incomplete application.**



Grant County Road Department
Laborer
Temporary/Full-time//Exempt from Bargaining Unit

SALARY RANGE: \$11.50 per hour
REPORTS TO: Road Superintendent

Job Summary:

Temporary full-time position that performs a wide variety of manual labor duties relating to the maintenance of new and existing roads within Grant County.

Essential Duties:

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- Perform other duties as assigned.

Qualifications:

- High School or GED
- Must be 18 years of age
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- Must have a valid New Mexico unrestricted driver's license and possess a good driving record.
- Successful candidate will be required to pass a drug and alcohol test, background check, driver's license record check and complete a medical exam.

Preferred Qualifications

- Ability to speak Spanish is a plus

Knowledge, Skills and Abilities:

Basic knowledge of:

- Principles, practices, techniques and procedures used in road construction
- Safe and effective use of related machinery, tools, materials and equipment
- Principles, techniques and practices of effective and respectful customer service
- Occupational and Environmental safety and health hazards and safety practices
- Principles of record keeping and records management

Ability to:

- Perform a variety of duties and responsibilities in an accurate and timely matter to meet deadlines and ensure achievement of goals and objectives.
- Use appropriate safety equipment, follow safety procedures and recognize safety hazards.
- Perform functions with minimal supervision
- Safely operate associated hand and power tools, equipment and motor vehicles.
- Detect needed repairs and report accordingly.
- Follow established policy and procedures and use sound judgement in decision-making with routine operations
- Communicate appropriately and effectively verbally and in writing
- Establish and maintain effective and appropriate working relationships with employees and the public

Skills in:

- Efficient and effective use of related equipment, tools, and techniques required to successfully perform the functions of the position
- Maintaining complete and accurate records
- Performing basic reading, writing and mathematical calculations
- Safely operating equipment

Physical and Environmental Factors

- Essential duties are performed 100% outdoors with exposure to all types of weather conditions.
- Heavy physical work involving bending, stooping, climbing, crouching, kneeling, balancing, reaching and squatting.
- Must be able to lift, move, carry or re-position items weighing up to 50 pounds; occasionally will push/pull items that weigh in excess of 100 pounds using supportive equipment or help; ability to move around the maintenance area; ability to enter/exit vehicles.
- Work is performed in an environment of varying conditions which may include exposure to temperatures and humidity, airborne particles, potentially toxic and/or caustic chemicals and extreme temperatures.
- May be exposed to fumes, dust, grease and fluids, which may cause burns or irritate the skin.
- While performing the duties on this job, the employee is regularly required to stand, sit, demonstrate manual dexterity, climb stairs and ladders, work on elevated platforms, comply with safe lifting and carrying practices, safe handling and storage practices for a variety of maintenance tools, supplies, equipment and machines.
- Ability to maintain awareness of occupational hazards and safety precautions.
- Skilled in following safety practices and recognizing hazards.



**Supplemental Questionnaire
Temporary Laborer
Grant County Road Department**

- * 1. I understand that in order for my application to receive every consideration in the selection process, I must complete the following Supplemental Questions and provide concise but detailed answers. I understand these responses must match the information I provide in the Work Experience and Education sections of my application. I have read and understand the above instructions.

Yes No

- * 2. Are you 18 years of age or older?

Yes No

- * 3. Which best describes your level of education?

- Less than High School or GED
- High School or GED
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate

- * 4. Do you have two (2) years work experience as a laborer?

Yes No

- * 5. Please list the job(s) from your application where you gained the experience described in question #4.

- * 6. Do you have a valid unrestricted (not including restrictions for corrective lenses) New Mexico Driver's License?

Yes No

*Required Question

Essential Duties:

Please use your initials to indicate whether you are or are not capable of performing each duty listed below, with or without reasonable accommodation:

YES NO

- Assist crew members in digging, filling and patching holes in the roads, trim trees within the road right-of-way and dispose of any debris in accordance with state and local standards.
- Prepare and clean highway work zones, including set up traffic markers, barricades, cones, and direct traffic passing near and around work areas.
- Load, unload and distribute materials to the correct location according to project specifications.
- Required to mix, spread concrete, asphalt, gravel and other materials.
- Perform duties of digging, spreading gravel and leveling dirt.
- Under close supervision will assist carpenter on County projects.
- Perform vehicle inspections, maintain and clean Grant County owned vehicles and equipment
- Maintain a clean work environment.
- Prepare and submit daily reports to supervisor.
- Required to work overtime and weekends if necessary.
- Perform other duties as assigned.

Other Requirements

YES NO

- Employee must comply with the safety guidelines of Grant County and the Grant County Road Department
- Employee must be able to pass a post-offer drug and alcohol test
- Employee must complete a pre-employment physical

Knowledge, Skills and Abilities:

Knowledge of:

YES NO

- Principles, practices, techniques and procedures used in road construction
- Safe and effective use of related machinery, tools, materials and equipment
- Principles, techniques and practices of effective and respectful customer service
- Occupational and Environmental safety and health hazards and safety practices
- Principles of record keeping and records management

Ability to:

YES NO

- Perform a variety of duties and responsibilities in an accurate and timely manner to meet deadlines and ensure achievement of goals and objectives.
- Use appropriate safety equipment, follow safety procedures and recognize safety hazards
- Safely operate associated hand and power tools, equipment and motor vehicles.
- Detect needed repairs and report accordingly.
- Perform functions with minimal supervision
- Follow established policy and procedures and use sound judgement in decision-making with routine operations
- Communicate appropriately and effectively verbally and in writing
- Establish and maintain effective and appropriate working relationships with employees and the public

Skills in:

YES NO

- Efficient and effective use of related equipment, tools, and techniques required to successfully perform the functions of the position
- Maintaining complete and accurate records
- Performing basic reading, writing and mathematical calculations
- Safely operating equipment

Physical and Environmental Factors

YES NO

- Essential duties are performed 100% outdoors with exposure to all types of weather conditions.
- Heavy physical work involving bending, stooping, climbing, crouching, kneeling, balancing reaching and squatting.
- Must be able to lift, move, carry or re-position items weighing up to 50 pounds; occasionally push/pull items that weigh in excess of 100 pounds using supportive equipment or assistance; ability to move around the maintenance area; ability to enter/exit vehicles.
- Work is performed in an environment of varying conditions which may include exposure to temperatures and humidity, airborne particles, potentially toxic and/or caustic chemicals and extreme temperatures.
- May be exposed to fumes, dust, grease and fluids, which may cause burns or irritate the skin.
- While performing the duties on this job, the employee is regularly required to stand, sit, demonstrate manual dexterity, climb stairs and ladders, work on elevated platforms, comply with safe lifting and carrying practices, safe handling and storage practices for a variety of maintenance tools, supplies, equipment and machines.
- Ability to maintain awareness of occupational hazards and safety precautions.

Employee Declaration:

I have read the above position specifications (Temporary Laborer) and I understand the demands and expectations of the position described and to the best of my knowledge I can perform these duties with or without reasonable accommodation.

Signature: _____

Date: _____



GRANT COUNTY, NM

APPLICATION FOR EMPLOYMENT

Grant County considers applicants for employment 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

Last Name:

First Name:

Middle Initial:

Mailing Address:

City:

State:

Zip Code:

Home Number

Cell

Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work? If yes, please attach to back of application.

 Yes No

Have you ever filed an application with Grant County before?
If yes, give date _____

 Yes No

Have you ever been employed with Grant County
If yes, give date _____

 Yes No

Are you currently employed?

 Yes No

If yes, may we contact your present employer?

 Yes No

Are you prevented for lawfully becoming employed in the U.S.
because of Visa or Immigration Status?

 Yes No

Proof of citizenship or immigration status will be required upon employment

On what date would you be available to work?

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall?

 Yes No

Can you travel if the job required it?

 Yes No

Do you have any relatives working for Grant County? If so, list names and relationships.

EDUCATION:

	Name and Address of School	Course of Study	Credit Hours Completed	Diploma or Degree
High School				
Undergraduate College or University				
Graduate/ Professional				
Technical/ Vocational				
Other				

Indicate any other language, other than English, you can speak, read and/or write

	FLUENT	WELL	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship; skills and extra-curricular activities that you possess that may be helpful to the position.

Describe any training that you receive in the United States Military that may assist you in the position for which you have applied.

EMPLOYMENT EXPERIENCE:

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

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

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

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Employer	Dates Employed From To		Work Performed
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Address			
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If you need additional space, please continue on a separate sheet of paper and attach it to the end of the application.

List of any professional, trade, business or civic activities.

APPLICANT'S STATEMENT:

Please read the following statements carefully and indicate your understanding and acceptance by signing in the space provided.

1. I certify that answers given herein are true and complete to the best of my knowledge
2. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
3. I understand that the submission of this application does not indicate an offer of employment nor does it establish any obligation on behalf of Grant County,
4. 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 employee policies of Grant County.

Signature of Applicant:

Date:

**GRANT COUNTY
DRUG AND ALCOHOL POLICY
APPLICANT'S OVERVIEW FORM**

Grant County has a commitment to a drug-free workplace and is a leader in promoting a drug-free work force.

All applicants, upon a conditional offer of employment may be required to submit to a pre-employment alcohol/drug screen. A job applicant who refuses to consent to a drug and alcohol test, fails to report to collection site, or fails (tests positive) such test will be denied employment.

If a sample is positive the applicant will be given the opportunity to report any medications that have been recently used to the Medical Review Officer (MRO).

Positive Test Confirmation: Before a confirmation test is declared positive, the employee will be contacted by the Medical Review Officer (MRO) and given the opportunity to demonstrate that there was a legitimate medical explanation for the positive test result. If the MRO determines that a legitimate medical reason does exist, the test result will be reported to the county as "negative." If the MRO determines that a legitimate medical reason does not exist, the test result will be confirmed as positive. An employee whose test is reported as positive may request a test of the split sample that was taken at the time of the original urine collection. A split sample test must be requested through the MRO. An employee-requested test must be conducted at an NIDA facility and will be at the employee's expense.

All employees are subject to a Drug and Alcohol Policy depending upon their jobs, which may include testing under the following conditions: post-vehicle accident, post-incident, reasonable suspicion, random or firearm discharge.

I certify that I have read the above overview of Grant County Drug and Alcohol Policy and consent to comply with all provisions of the policy.

Social Security Number

Printed Name

Signature

Date

State of New Mexico - Taxation & Revenue Department
MOTOR VEHICLE DIVISION



CONFIDENTIAL RECORDS RELEASE

(Pursuant to Section 66-2-7.1, NMSA 1978)

TYPE OR PRINT PLAINLY (INQUIRIES THAT CANNOT BE READ WILL NOT BE PROCESSED)

Provisions of the New Mexico Motor Vehicle Code make personal information about an individual confidential, and restrict disclosure. This form authorizes the release of Driver or Vehicle information containing personal information to:

- an individual, or an individual's authorized representative; or
- a requestor, if the requestor has obtained the written consent of the individual to whom the information pertains.

Note: For purposes of this Release, the term "personal information" means:

- with respect to **vehicle records**, the driver license number, date of birth, address, city and state.
- with respect to **driver records**, the name, address, city, state, social security number, driver license number, date of birth, height, weight, medical restrictions, image and signature.

REQUESTOR / AUTHORIZED REPRESENTATIVE NAME & ADDRESS

REQUESTOR'S NAME - Company or Individual - (Last, First, MI):

GRANT COUNTY

Requestor's SS # or Employer ID #

85-6000218

Mailing Address (Number & Street):

1400 Hwy 180 E. / P.O. Box 898

City, State, Zip Code:

SILVER CITY, NM 88062

PERSON TO WHOM INFORMATION PERTAINS

NAME (Last, First, MI)

Mo./ Day / Yr. of Birth

Mailing Address (Street & Number)

Social Security #

City, State, Zip Code

Telephone #
()

Driver License / ID Card Number (If Applicable)

Vehicle License Plate / Identification Number(s) (If Applicable)

TYPE OF INFORMATION REQUESTED

DRIVER RELATED

- Motor Vehicle Record
- Copies of Citations or Withdrawal Notices
- Copy of License / ID Card Application

Other: _____

VEHICLE RELATED

- Printout of Vehicle Registration / Owner Information
- Copy of Vehicle or Title or MSO
- Copy of Bill of Sale

Other: _____

Provide additional information to accurately and specifically identify the information requested above: _____

Pursuant to the National Driver's Privacy Act, Public Law 103-322, I hereby swear and affirm that this requested release of information is permissible and will be used according to law.

The undersigned takes full responsibility for any violations of this Act.

I authorize the release of my personal information to: Me Authorized Representative Requestor

Signature of Person

to Whom Information Pertains _____ Date _____

If personal information is to be released to anyone other than the individual, this Release must be notarized.



NOTARY: Subscribed and sworn to before me at _____,

this _____ day of _____, 19 ____.

Signed _____

My commission expires: _____

**THIS RELEASE IS
VALID FOR 30 DAYS
FROM DATE OF AUTHORIZATION**

SEAL