

The City of Moundville is taking applications to fill the position of Public Works Crew Worker. Minimum qualifications require that this individual possess a high school diploma or equivalent and possess a valid State of Alabama Drivers License. This position is subject to on-call status and must live within a 30 mile radius of the City of Moundville. Experience in related work preferred. Must pass physical and drug screening.

Pickup Application and a more detailed job description at Moundville City Hall, 410 Market Street, Moundville, AL 35474. Monday – Friday 7:30 a.m. to 4:00 p.m. Application must be returned by Friday, April 14, 2023 by 2:00 p.m.

The City of Moundville is an Equal Opportunity Employer.

**CITY OF MOUNDVILLE  
PUBLIC WORKS  
CREW WORKER**

**Job Description:**

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Performs manual work functions associated with construction, maintenance, and repair of roadways, storm drains, and water/sewer lines and meters, specifically but not limited to: locating water lines/meters, digging holes or trenches, installing or repairing pipe, patching roads, shoveling materials, clearing trees, mowing grass, and running weed eater.

Flags traffic as assigned; sets up safety work zones at job sites using traffic cones and warning signs; leaves job site in a safe condition for the public.

Cleans and maintains roadways, storm drains, or water/wastewater distribution and collection facilities, lines and systems, specifically: cleaning/maintaining water/wastewater lines, cleaning dumpsters and maintaining dump site, and cleaning ditches and right-of-ways.

Operates equipment, machinery and tools used in construction, maintenance and repair project, specifically: using a pick-up truck, tractor, packer, tap machine, pump, mower, weed eater, rake, drill press, boring machine, tamp, shovel, pick, ax, pipe saw, power saw, chainsaw, jackhammer, air compressor, surveyors tools, air dill, construction tools, and mechanic tools.

Performs maintenance tasks to keep machinery, equipment, tools, buildings and facilities in good working condition, specifically: inspecting equipment: greasing equipment; and washing/cleaning equipment.

Gathers equipment, tools and materials for use on projects or at work sites.

Transports, loads and unloads various equipment and materials used in projects.

Communicates via cell phones; provides information; takes and relays messages; responds to requests for service.

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Recommends policies and procedures that guide and support the provision of quality services by the Department.

Incorporates continuous quality improvement principles in day to day activities.

Must meet regular attendance requirements; work overtime when need; be on call after hours and on weekends at times.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other related duties as required.

### **Minimum Qualifications:**

High school diploma or GED required; six months of experience in operating equipment and performing manual labor work or construction/maintenance work or related field. Must possess and maintain a valid Alabama driver's license. Alabama Commercial Driver's License (CDL) (Class B) is required.

### **Minimum Requirements to Perform Essential Job Functions:**

The following requirements are normal for this classification. Specific requirements may not apply to all positions with this classification, but are determined by the normal requirements for the particular position.

### **Physical Requirements:**

Must be able to operate a variety of construction, mechanical and automated office equipment which may include a pick-up truck, tractor, packer, tap machine, pump, mower, weed eater, excavator, rake, drill press, boring machine, tamp, shovel, pick, as pipe saw, power saw, chainsaw, jackhammer, air compressor, surveyors tools, air drill, construction tools, mechanic tools, etc., as applicable to assigned department. Physical demand requirements for some positions within this classification may at time be at levels of those for heavy work.

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**HOURS OF WORK**

80 Hours per pay period every two weeks. Hours of work: 6:00 a.m. to 2:30 p.m. 30 minute lunch. On Call at times. Some overtime may be required. But, may vary as needed.

The City of Moundville is an equal opportunity employer.

# Employment Application

City of Moundville  
P.O. Box 98  
Moundville, AL 35474

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In accordance with Federal Law and the U.S. Department of Agriculture's policy, this institution is prohibited from discrimination on, national origin, sex, age or disability.

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(PLEASE PRINT)

Position Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

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If you are under 18 years of age, please provide required  
Proof of you eligibility to work?  Yes  No

Have you ever been employed with us before?  Yes  No

If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this  
Country because of Visa or Immigration Status?  
*Proof of citizenship or immigration status will be required upon employment*  Yes  No

On what date would you be available for work? \_\_\_\_\_

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

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City of Moundville

Employment Application

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Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony?  Yes  No

If Yes, please explain \_\_\_\_\_

\_\_\_\_\_

Driver's license # \_\_\_\_\_ State: \_\_\_\_\_

EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
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GRAMMAR SCHOOL

HIGH SCHOOL

COLLEGE

TRADE, BUSINESS OR  
CORRESPONDENCE  
SCHOOL

Describe any job-related training received in the United States Military

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any specialized training or skills

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES Give below the names of three persons not related to you.

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*City of Moundville  
Employment Application*

EMPLOYMENT HISTORY (Begin with most recent position):

Date of Employment: From   /  /   To   /  /   Position(s) Held: \_\_\_\_\_

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Ending Salary and Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference  yes  no

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Date of Employment: From   /  /   To   /  /   Position(s) Held: \_\_\_\_\_

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Ending Salary and Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference  yes  no

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Date of Employment: From   /  /   To   /  /   Position(s) Held: \_\_\_\_\_

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Ending Salary and Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference  yes  no

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Date of Employment: From \_\_\_ / \_\_\_ / \_\_\_ To \_\_\_ / \_\_\_ / \_\_\_ Position(s) Held: \_\_\_\_\_

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Ending Salary and Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference  yes  no

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*I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquire of my personal, employment, educational, financial, and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or individuals from all liability when responding to inquires in connection with my application.*

*In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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APPLICATIONS ARE KEPT ON FILE FOR A 12 MONTH PERIOD. AFTER 12 MONTHS YOU WILL NEED TO REAPPLY.



To Whom It May Concern:

I am an applicant for a position with the City of Moundville. The City needs to thoroughly investigate my employment background and personal history, credit checks to evaluate my qualifications to hold the position for which I have applied. My employment history may be disclosed to the City of Moundville.

I consent to your release of any and all public and private information that you have concerning me, my work record, my background and reputation, my military service records, records including any arrest, any information contained in investigation files, efficiency ratings, complaints or grievances filed by or against me.

I hereby release you, your organization, and all other from liability or damages that may result from furnishing the information requested, including liability or damages pursuant to any state or federal laws.

A photocopy or fax copy of this release form will be valid as an original thereof, even though the said photocopy or fax copy does not contain an original writing of my signature.

I am aware that I will have to pass a drug screening before I may be hired for the position that I am applying for...

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
City

State

Zip Code