CITY OF PORT NECHES
EMPLOYMENT APPLICATION INSTRUCTIONS (07/23/2015)

Job Postings

Thank you for your interest in employment with the City of Port Neches. Job openings are posted on the Human Resources bulletin board and/or the City's website for a minimum of fifteen (15) calendar days. Posted positions are open to each person who makes proper application and meets minimum requirements as prescribed by the City of Port Neches. Applications are accepted only for posted job openings and only through the posted closing date. Applications are job-specific and a separate application must be completed for each position to be considered for employment. An application becomes void when the position is filled and a new application must be submitted for future jobs that become available. Any provision contained herein may be modified or revoked at any time without notice.

How to Obtain an Employment Application

Employment applications may be obtained from Human Resources or downloaded from the City's website. Applications and required documentation must be received by Human Resources prior to the posted closing date and time.

How to Complete an Employment Application

Applications must be hand printed in ink by the applicant. All blanks must be completed and all questions must be fully answered. If a question does not apply, "N/A" should be entered in the blank. You are responsible for obtaining correct names, full addresses, and telephone numbers requested on the application. Résumés may be attached to an application, but may not be submitted in lieu of an application, nor may they substitute for any portion of the application. Do not bind your application. After the closing date, you will receive communication regarding the acceptance or rejection of your application. Accepted applicants will receive further instruction regarding testing and/or interview.

Competitive Selection Process

Accepted applicants will participate in a competitive selection process which typically takes four weeks to complete. The process consists of several phases, depending on the position, and may include one or more of the following components: skills exam, interview, medical evaluation, drug and alcohol screening, physical assessment test, psychological evaluation, drivers record check, criminal history check, and work history check, as well as any other components deemed appropriate for the job title. Official job offers are extended only by Human Resources.

Equal Employment Opportunity

The City of Port Neches is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, or any other characteristic protected by law.

Accommodations Due to Disability

Reasonable accommodation for persons with disabilities will be made upon request to the staff member named below. Please provide at least 48 business hours advance notice in order for your request to be accommodated.

Human Resources Contact

Questions regarding the employment application procedures may be directed to the staff member named below. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding City holidays.

David L Miller, Assistant City Manager
City of Port Neches - Human Resources Department
1005 Merriman or P.O. Box 758, Port Neches, Texas 77651
Telephone: (409) 719-4201 Fax: (409) 719-4202 E-mail: dmiller@ci.port-neches.tx.us

Employment Application Packet Contents

This packet does not constitute a contract, expressed or implied, and any provision contained herein may be modified or revoked at any time without notice.

- Employment Application Instructions
- Employment Application
- Job Posting
- Pay Plan
- Classification Summary
- Job Description

CITY OF PORT NECHES
EMPLOYMENT APPLICATION (REV. 02/2014)

City of Port Neches Human Resources
P. O. Box 758, Port Neches, TX 77651
Telephone: (409) 719-4210

DISTRIBUTION
☐ City Manager
☐ Assistant City Manager
☐ Department Head
☐ Supervisor

Equal access to programs, services, and employment is available to all persons. Applicants requiring reasonable accommodation to the employment process should notify Human Resources.

Position applied for: School Crossing Guard	Posting date: March 1, 2023
Referral source: ☐ City web-site ☐ Called City job-line ☐ Referred by City employee ☐ City bulletin board ☐ Newspaper ad ☐ Other: _____ Name of source, if applicable: _____	
Date application issued:	Date application returned:
Last Name (Indicate Jr., Sr., III) First Name Middle Name	
If ever known/identified by any other name(s), please list full name(s):	Last 4 digits of Soc. Sec. No.: xxx-xx- ____ ____ ____ ____
Mailing address: Street or P. O. Box, City, State, Zip Code	
Physical address: Street, Apartment No., City, State, Zip Code	
Telephone numbers: Residence-( ) Cell-( )	
E-mail address (if you wish to receive communications via e-mail):	
Type employment desired: ☐ Full time ☐ Part time ☐ Temporary ☐ Educational Co-Op	
Have you submitted an application here before? If yes, list approximate dates:	☐ Yes ☐ No
Have you previously worked for the City of Port Neches? If yes, when and what job title?	☐ Yes ☐ No
Are you related to any member of City Council or any person now employed by the City of Port Neches? If yes, list their names and relationship:	☐ Yes ☐ No
Earliest date you will be available to begin duty, if selected: _____	
Are you able to meet attendance requirements of this position? If no, explain:	☐ Yes ☐ No
Will you work overtime if required? If no, explain:	☐ Yes ☐ No
May we contact your present employer? (Note: Former employer(s) may be contacted.)	☐ Yes ☐ No
Best time for us to call you is between _____ a.m./p.m. and _____ a.m./p.m. at ( ) _____ - _____	

I certify that all statements made herein or elsewhere in connection with my application for employment are true and correct, and that I have read, fully understand and accept all terms of the Applicant Statement at the end of this form.

_____ _____
Signature of Applicant Date Signed

WHAT IS YOUR CURRENT WORK SCHEDULE? ☐Not working

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EMPLOYMENT DISCIPLINE AND TERMINATION. If **yes** to any of the below, explain in detail on a separate page. Include employer, date of action, circumstances, etc. Be specific.

Have you ever been subjected to any type of disciplinary action at work?	☐Yes ☐No
Have you ever been subjected to any type of investigation for disciplinary or internal employment reasons?	☐Yes ☐No
Has it ever been suggested to you, or have you ever been asked to resign, from any position of employment?	☐Yes ☐No
Have you ever resigned from any position or employment while under investigation or after being notified that an investigation was contemplated?	☐Yes ☐No
Have you ever been fired or told that you were going to be fired?	☐Yes ☐No

CRIMINAL HISTORY. Answering yes to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever been convicted of a misdemeanor (higher than Class C) or felony? **If yes**, describe in full, including dates, criminal offenses, location (city and state), and disposition.	☐Yes ☐No
Have you ever pled guilty to, received probation, deferred adjudication, or been placed on any form of diversion for any criminal offense (misdemeanors and felonies)? **If yes**, describe in full, including dates, criminal offenses, location (city and state), and disposition.	☐Yes ☐No
Are you currently serving probation, deferred adjudication, or any form of diversion for any criminal offense? **If yes**, describe in full on a separate sheet, including criminal offense(s), current status, expected date of completion, and the name(s) and telephone number(s) of the probation officer or other person(s) to whom you report while on probation, deferred adjudication, or other form of diversion.	☐Yes ☐No

EDUCATION AND TRAINING. Copies of transcripts, certificates, or degrees must be submitted if required by job description.

Education	Graduated	School	Major Area of Study	Graduates list degree. Non-graduates list credits.
GED	☐Yes ☐No			
High School Diploma	☐Yes ☐No			
College/University	☐Yes ☐No			
Business/Technical	☐Yes ☐No			
Special Courses	☐Yes ☐No			

CURRENT LICENSES/CERTIFICATIONS/REGISTRATIONS (i.e. drivers license, Peace Officer license, Firefighter license, concealed handgun license, etc.)

Type	State	Number	Expiration
Drivers license: ☐-Class C ☐-Class A CDL ☐-Class B CDL			
Other:			

QUALIFICATIONS, SKILLS, EXPERIENCE AND SPECIAL TRAINING. Summarize qualifications, skills, experience and special training that qualify you for this position.

ASSOCIATIONS AND OFFICES HELD. List professional, trade, business or civic organization memberships and any offices held. Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.

Dates	Association/Organization	Membership, Offices Held

ACCOMPLISHMENTS. List special accomplishments, publications, awards, etc.. Exclude information which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.

INTEREST IN THIS POSITION. State why you are interested in this position and your reason for wanting to leave your current employer.

ADDITIONAL INFORMATION. List any additional information you wish to be considered.

REFERENCES. List three business/work references not related to you and **not** previous supervisors. If not applicable, list three school or personal references not related to you.

Name	Telephone	Describe Affiliation	Years Known
	( )		
	( )		
	( )		

UNEMPLOYMENT PERIODS. Explain any periods of unemployment.		
From	To	Reason

EMPLOYMENT HISTORY. Provide the following information for your past and current employers, assignments or volunteer activities **starting with first job ever held**. Use additional sheets if necessary. This information is subject to verification, so provide complete information.

Dates Employed (**Start with first job held.**)		Employer: Telephone-( )
From (mm/yy)	To (mm/yy)	Employer's **full mailing** address, including city, state and zip code:
		Your starting job title:
Final Wage		Your final job title:
$	per	Your immediate supervisor: Telephone-( )
		Their job title:
Reason for leaving (will be verified):		

Summarize the type of work performed and job responsibilities.

Dates Employed		Employer: Telephone-( )
From (mm/yy)	To (mm/yy)	Employer's **full mailing** address, including city, state and zip code:
		Your starting job title:
Final Wage		Your final job title:
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		Their job title:
Reason for leaving (will be verified):		

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Reason for leaving (will be verified):		

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Reason for leaving (will be verified):		

Summarize the type of work performed and job responsibilities.

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From (mm/yy)	To (mm/yy)	Employer's **full mailing** address, including city, state and zip code:
		Your starting job title:
Final Wage		Your final job title:
$	per	Your immediate supervisor: Telephone-( )
		Their job title:
Reason for leaving (will be verified):		

Summarize the type of work performed and job responsibilities.

APPLICANT STATEMENT

I certify all information I have provided in order to apply for and secure work with the City of Port Neches is true, complete and correct. I understand any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the City's service, whenever it is discovered.

LIFE OF APPLICATION. I understand this application will be void once the position applied for is filled. At the conclusion of that time, if I have not heard from the City and still wish to be considered for employment, it will be necessary to reapply and fill out a new application when there is an opening.

EEO EMPLOYER. I understand the City does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

AMERICANS WITH DISABILITIES ACT. I understand it is the City's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. Applicants may be required to perform particular job functions as a part of the testing procedure in accordance with the selection procedures designated for particular job titles. Applicants are to notify the City in advance of any reasonable accommodations necessary to perform job functions or tests.

AT-WILL EMPLOYER. I If I am hired, I understand I am free to resign at any time, with or without cause and without prior notice, and the City reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand no supervisor or representative of the City is authorized to make any assurances to the contrary and no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing, authorized by the City Council, and signed by the Mayor and the employee.

TEXAS PUBLIC INFORMATION ACT. I understand this application is subject to the Texas Public Information Act (Open Records Act) and may be released as a public document. I have the right to request that my home address, home telephone number, social security number, or information that reveals whether I have family members not be given out, as provided under Section 552.117 of the Local Government Code.

BACKGROUND INVESTIGATION. I understand that the information given in the employment process may be investigated and inquiries will be made concerning my employment, education, criminal history, drivers record and other related matters. I expressly authorize, without reservation, the City, its representatives, employees or agents to make such investigations and inquiries, and to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of the information provided by me in this application, résumé, and job interview.

I hereby waive any and all rights and claims I may have regarding the City, its representatives, employees or agents for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me. Accordingly, I hereby authorize all current and former employers and all other public and private concerns to release any and all information maintained by any such employer, concern, agency, or entity concerning my personal history.

COMMERCIAL DRIVERS LICENSE. I understand that if I am hired for a position requiring a commercial drivers license, I must comply with the Omnibus Transportation Employee Testing Act of 1991, and that I have six (6) months from my date of hire to obtain a commercial drivers license or my employment will automatically terminate.

DRUG AND ALCOHOL SCREEN. I understand any offer of employment I receive is contingent upon successful completion of a post offer drug and alcohol screen.

MEDICAL EXAMINATION. In addition, all Regular Full Time positions and Part Time and Temporary positions requiring physical labor will also be required to pass a post-offer medical examination. Some positions also require additional fitness for duty examinations.

FORM I-9. I also understand if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and federal immigration laws require me to complete an I-9 Form in this regard.

INTRODUCTORY PERIOD. I understand if I am hired I am required to abide by all rules and regulations of the City of Port Neches. I am aware that the first six months (Police Officers and Fire Fighters are one year) of employment are probationary. If I am hired to fill a Temporary position, I will not have a probationary period; I will work only as long as the position is needed.

ESSENTIAL SERVICES. I understand that all Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Port Neches's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.

CERTIFICATION. I certify that all statements made herein or elsewhere in connection with my application for employment are true and correct, and that I have read, fully understand and accept all terms of the Applicant Statement as indicated by my signature on page 1 of this form.

CITY OF PORT NECHES
JOB POSTING

Job Title:	**School Crossing Guard**
Department :	**Police**
City Classification:	**Part-Time**
FLSA Classification:	**Non-Exempt (Hourly)**
Base Pay Rate:	**$40.00 per day – (Averages 1 hour in the morning and 1 hour in the afternoon, depending upon crossing assignment)**
Benefit Eligibility:	**No**
Work Schedule:	**School Days – Mornings and Afternoons** **7:30 a.m. – 8:30 a.m.** **2:30 p.m. – 3:30 p.m.**
Applications Accepted:	**March 1, 2023 Until Filled**

Applications may be downloaded from www.ci.port-neches.tx.us or picked up at:

City of Port Neches Human Resources
1005 Merriman
Port Neches, TX 77651
Telephone (409) 719-4201 Facsimile (409) 719-4202

Completed applications must be received by Human Resources no later than the posted closing date and time.

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David Miller, Assistant City Manager
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CITY OF PORT NECHES
HUMAN RESOURCES

RECRUITMENT
PAY PLAN

Job Title:	School Crossing Guard
Pay Grade:	106
City Classification:	Regular Part Time
FLSA Classification:	Non-Exempt (Hourly)

BASE HOURLY RATE FOR FISCAL YEAR 10/01/2022 - 09/30/2023
$40 / Day

Work Schedule	Employees work an average of one hour per morning and one hour per afternoon, for a daily average of 2 hours. Therefore, employees average 10 hours per week. Employees average 20 hours per bi-weekly payroll check, resulting in a bi-weekly gross average of $400.

CITY OF PORT NECHES
HUMAN RESOURCES

RECRUITMENT
CLASSIFICATION SUMMARY

Date:	**March 1, 2023**
Position:	**School Crossing Guard**

DISCLAIMER

This summary is drawn from the City of Port Neches Employee Policy Manual and other benefit documents. The application, interpretation, and specific coverage provisions of compensation and benefits are governed solely and expressly by these documents. This summary does not constitute a contract, expressed or implied, nor is it a guarantee of any benefit. Any provision contained herein may be modified or revoked at any time without notice as allowed by law.

Port Neches Police Department

The City of Port Neches Police Department consists of one (1) Police Chief, one (1) Assistant Police Chief, one (1) Captain, five (5) Sergeants, twelve (12) Police Officers, one (1) Animal Control Officer, one (1) Department Secretary, one (1) Municipal Court Clerk, two (two) part-time Clerks, and four (4) School Crossing Guards. The Police Department serves a population of 13,040.

CLASSIFICATION

The essential functions, job requirements, and demands of each job title classification are documented in written job descriptions. Job titles are assigned to a formal base pay structure with a salary range defined by minimum and maximum dollar limits. Annual increases to base pay, if any, are determined by City Council.

The typical work schedule for this position is Monday – Friday consisting of approximately one hour in the morning and one hour in the afternoon. Hours are determined by the Police Chief and based on the City and Port Neches-Groves Independent School District needs.

This position is a part-time position that requires working independently with minimal supervision. Primary responsibilities include the escort of school children safely across city streets, monitor their behavior and ensure their well-being while arriving at and leaving schools.

Requires a dependable individual with the skills necessary to communicate with adults and children of various ages. Must be able to make decisions with minimal to no supervision to ensure the safety of children travelling to and from school.

WORK SCHEDULE AND OVERTIME PROVISIONS

The work schedule is based on the City and Port Neches-Groves Independent School District's needs as determined by the Police Chief. The work schedule may be modified due to holidays, special programs and staff absences. The typical work schedule for this position is:

Monday - Friday: Approximately one hour in the morning and one hour in the afternoon, depending upon assigned school location.

VACATION AND SICK LEAVE BENEFITS

- Vacation

  School Crossing Guards are not eligible for vacation benefits.

- Sick Leave

  School Crossing Guards are not eligible for sick leave benefits.

ESSENTIAL SERVICES REQUIREMENTS

School Crossing Guards are not considered to be Essential Services employees and are therefore not required to work before, during, or immediately after a hurricane or other emergency situation.

CITY OF PORT NECHES
HUMAN RESOURCES

RECRUITMENT
COMPENSATION AND BENEFITS SUMMARY

Position:	School Crossing Guard
Date:	March 1, 2023

DISCLAIMER

This summary of benefits is drawn from the City of Port Neches, Texas Employee Policy Manual and other benefit documents. The application, interpretation, and specific coverage provisions of these benefits are governed solely and expressly by these documents. This summary of benefits does not constitute a contract, expressed or implied, nor is it a guarantee of any benefit. Any provision contained herein may be modified or revoked at any time without notice. School Crossing Guards are ineligible for benefits, including, but not limited to, insurance, retirement and paid leave. School Crossing Guards do not accrue any seniority, nor is any promise of promotion or future permanent employment made or implied.

- Classification and Compensation Plan
  The essential functions, job requirements, and demands of each job title classification are documented in written job descriptions. Job titles are assigned to a formal base pay structure with a salary range defined by minimum and maximum dollar limits. School Crossing Guards do not receive step increases and salary adjustments are made based upon the City Council approved budget each fiscal year.

- Work Period
  The official work period for the City is a seven day period beginning at 12:01 a.m. on Monday and ending at 12:00 a.m. the following Sunday. Overtime does not accrue until after the 40th hour in a seven day work period. Employees are paid on a bi-weekly basis, every other Friday. The specific work schedule for each department is established by the department.

- Workers' Compensation
  The City provides Workers' Compensation insurance through TML-IRP (www.tmlirp.org). This coverage provides medical and salary continuation payments to employees who receive a bona fide, on-the-job, work related injury.

- Social Security
  The City contributes to the Social Security System on behalf of each employee.

- Paid Leave
  School Crossing Guards are ineligible for paid leave, such as vacation, sick leave, and jury duty.

- Holidays
  School Crossing Guards are ineligible for paid leave, such as vacation, sick leave, and jury duty.

Job Title: School Crossing Guard

FLSA Status: Non-Exempt
Revised: May 17, 2006

BRIEF DESCRIPTION:

The purpose of this position is to escort school children safely across city streets, to monitor their behavior and to ensure their well being while arriving at and leaving schools.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Ensures that Port Neches Police Department procedures for the safe crossing of children in school crossing zones are followed.
2	L	Escorts children safely across city streets when children are arriving at or leaving from school.
3	L	Directs traffic as needed to ensure student safety.
4	L	Interacts in a positive manner and works as a team member with children, parents, teachers, and school administrators.
5	L	May perform other duties as assigned.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires a level of knowledge equivalent to four years of high school or equivalency. Applicant must successfully pass Department training.
Experience	No experience required.
Cert./Other Requiremts.	None required.
Reading	Basic - Ability to effectively communicate in the English language both verbally and in writing. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-

	study.
Writing	Basic – Ability to effectively communicate in the English language both verbally and in writing. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Managerial	Receives general direction: The employee normally performs the job by following established standard operating procedures and/or policies. Performance is reviewed periodically.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Work requires positive interaction with children, parents, teachers, and school administrators.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	C	Directs traffic and ensures child safety
Sitting	N	
Walking	C	Walks children across school crossings
Lifting	C	Holds traffic control signs
Carrying	C	Traffic control sign
Pushing/Pulling	N	
Reaching	N	
Handling	N	
Fine Dexterity	N	
Kneeling	R	Kneels to talk with children
Crouching	N	
Crawling	N	
Bending	N	

Twisting	O	To observe traffic and students
Climbing	N	
Balancing	N	
Vision	C	Monitors children and traffic
Hearing	C	Monitors environment and vehicle traffic
Talking	C	Communicates with students, parents, etc.
Foot Controls	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:
Uniform, handheld traffic control devices

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Respiratory Hazards	D	Office Environment	
Chemical Hazards	D	Extreme Temperatures	S	Warehouse	
Electrical Hazards	N	Noise and Vibration	D	Shop	
Fire Hazards	N	Wetness/Humidity	M	Vehicle	
Explosives	N	Physical Hazards	D	Outdoors	X
Communicable Diseases	W			Other	
Physical Danger or Abuse	D				

PROTECTIVE EQUIPMENT REQUIRED:
Safety Vest

NON-PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs

NON-PHYSICAL DEMANDS	
Time Pressure	N
Emergency Situation	R
Frequent Change of Tasks	N
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	C
Noisy/Distracting Environment	C

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	_____	_____
	Signature of Employee	Date
_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date
_____	_____	_____
Job Title of Department Head	Signature of Department Head	Date

Comments: _____

_____

_____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so described in this position. This job description is subject to change as the needs and requirements of the job change.