



**GENERAL INFORMATION**

Person to be notified in case of emergency  
 Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
                     P.O./Street                      City                      State                      Zip

**Stevens County Public Works Department**

Current Employee                      Former Employee                      Date Terminated  
 Yes \_\_\_\_\_ No \_\_\_\_\_                      Yes \_\_\_\_\_ No \_\_\_\_\_                      \_\_\_\_\_

Available Immediately \_\_\_\_\_ Other Start Date \_\_\_\_\_

- |  |        |
|--|--------|
|  | Yes/No |
| 1. Have you ever been discharged from a job (fired)?   | _____  |
| 2. Have you ever resigned in lieu of discharge?  | _____  |
| 3. Have you been convicted of a crime or been released from Prison within the last seven (7) years?<br>If so, explain: _____.                        | _____  |
| 4. Are you related to a current employee?<br>If so, list relative(s) and explain relationship(s) _____.  | _____  |
| 5. Can you provide proof of citizenship, visa or alien registration upon being hired?  | _____  |
| 6. Do you have any activities or responsibilities that may prevent you from meeting attendance requirements?   | _____  |
| 7. Do you possess a valid Driver's License?<br>If so, State of issue is _____ No. _____.<br>If a Commercial License, Class _____ Endorsements _____. | _____  |
| 8. Does your Driver's License carry any restrictions?<br>If so, explain: _____.  | _____  |
| 9. Have you received any moving traffic citations within the last five (5) years?<br>If so, explain: _____.  | _____  |

**MILITARY SERVICE**

Branch of Service : \_\_\_\_\_ Date Entered: \_\_\_\_\_ Date Separated: \_\_\_\_\_  
 Discharge Status: \_\_\_\_\_ Honorable \_\_\_\_\_ Other \_\_\_\_\_  
 Are you subject to annual reserve duty? \_\_\_\_\_

**ABILITY REFERANCES**

List three (3) responsible persons (other than relatives or former immediate Supervisors) who have knowledge of your qualifications.

Name	Address	Occupation	Telephone	Years known

<b>EMPLOYMENT HISTORY</b>	
Beginning with your present, or most recent employment and working back, list the last five positions you held. If more space is needed, attach an additional sheet. Be sure that you give us a clear description of your job duties, the time spent doing that work, equipment used and anything else which will help us understand the nature of your work.	
May inquiry be made of your present employer? _____ Yes _____ No	
Employer _____ Address _____ Job Title _____ Work Performed _____ _____ Reason for Leaving _____	Dates of Employment (Mo/Yr) From _____ To _____ Ending Salary _____ Supervisor _____ Business Phone _____ Hours of Work/Week _____
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Read the following section carefully and acknowledge your understanding, agreement and consent by signing your name in the space provided.

**UNDERSTANDING . AGREEMENT . CONSENT**

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I certify that all of the statements made by me on this application for employment are true, correct, and complete to the best of my knowledge.

**1. Consent To Conduct Background Investigation**

As a condition of and in consideration for Stevens County's consideration of this application, I give permission to Stevens County to investigate my personal and employment history. I understand that this background investigation will include, but not be limited to, verification of all information on this application, as well as interviews with past employers. I further give permission to Stevens County to conduct this investigation in connection with my application for employment.

**2. Consent To Contact Past Employers**

I give my permission to Stevens County to contact all employers listed in this application (except those specifically excluded) for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with Stevens County, consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation of other claims based upon any statements they make to any representative of Stevens County. I further waive all rights I may have under state law to receive a copy of any written statement provided by any of my former employers to Stevens County. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this release.

**3. Consent To Contact Government Agencies**

I give permission to any agent, attorney or representative of Stevens County to receive a copy of any information obtained in the file of any federal, state or local court, government agency, law enforcement agency or investigator concerning or relating to me. I further consent to the release of such information and waive any right under state law concerning notification of the request for a release of such information. In the event a state law does not provide for prospective employers to have access to information, I hereby delegate Stevens County as my agent for receipt of information. I understand that the scope of this investigation will be limited to criminal and/or civil records that relate to my honesty, integrity and/or abilities.

\_\_\_\_\_  
Applicant's Initials

**4. Cooperation With Investigation**

I agree to fully cooperate in Stevens County's background investigation, and to sign any waivers or releases that may be necessary to obtain access to relevant information. In the event that any former employer or federal, state, or local government agency will not release reference information or criminal history information directly to Stevens County, I agree to personally request such information to the extent permitted by law.

**5. Falsification Statement**

I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application, or if discovered after an offer of employment, for immediate dismissal.

**6. Employment "At Will"**

In consideration of my employment, I agree to conform to the rules and regulations of Stevens County, and my employment and compensation is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either Stevens County or myself, except as otherwise provided by law. I understand that no manager or representative of Stevens County, other than the Board of County Commissioners, has authority to enter into any agreement for employment for any specific period of time or to make any agreement or contract to the foregoing, and that any promises to the contrary will only be relied upon by me if they are in writing and signed by the Board of County Commissioners of Stevens County.

**7. Alcohol and Drug Testing**

I understand that Stevens County has a Drug Free Workplace Policy concerning alcohol and drug use and that I may be required to take and pass a drug-screening test. I also understand that if I become employed by Stevens County, I will be subject to the conditions as defined by the Stevens County Drug Free Workplace Policy.

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

\_\_\_\_\_  
Date

**NOTE:**

**This Application for employment must have an applicant's resume' attached.**

STEVENS COUNTY DEPARTMENT OF PUBLIC WORKS  
Job Description

**JOB TITLE: SHOP TECHNICIAN I**

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DIVISION: Shop REVIEW (INITIAL/DATE):  
SUPERVISOR: Shop Lead Tech Dept Head \_\_/ \_\_ - \_\_ -  
EXEMPT (Y/N): No Union Off \_\_/ \_\_ - \_\_ -  
LAST REVISED: April 1, 1996  
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**SUMMARY:** Performs varied repair and maintenance tasks on diesel and gasoline driven industrial equipment in the shop and field requiring a semi-skilled technical background and an ability to work with some instruction; assignments generally involve performance of preventive maintenance activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Service County equipment including diesel and gasoline powered vehicles; complete appropriate documentation; and inform the Shop Foreman of needed maintenance or repair work discovered.
- Change tires, adjust air brakes, change or recharge batteries, and replace broken or non-functioning parts. Maintain a spare tire inventory.
- Assists other Shop personnel with repair work on diesel and gasoline engines, drive trains, hydraulic and electrical systems and other features related to County equipment.
- Assist with the repair or maintenance of shop equipment and tools.
- Loads or unloads materials, supplies and equipment used in road maintenance and construction work or those which are used by the shop.
- Assist with metal fabrication.

**OTHER DUTIES AND RESPONSIBILITIES:** Includes other assignments in the field consistent with the technical expertise of an employee of this classification.

**WORK ASSIGNMENTS:** Assignments are generally in the form of oral instructions. Work is performed under the direction of the Shop Supervisor and Fleet Manager and reviewed by them upon completion for quality and quantity.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES include the following:

- Ability to read and interpret documents, to communicate oral and written information clearly and effectively, to make simple mathematical calculations, to make responsible decisions consistent with the level of education and experience requirements set forth elsewhere herein.

EDUCATION AND/OR EXPERIENCE include the following:

- An A.A. Degree in Diesel Mechanics; or
- A minimum of two (2) years prior experience in performing work of the same or similar nature; or
- Any combination of education/training and experience during which time the applicant has demonstrated an ability to satisfactorily perform the essential functions of this job.

CERTIFICATES, LICENSES, AND REGISTRATIONS: As a condition of employment with the Public

Works Department, an employee occupying a Shop Technician I position shall possess valid certificates,

licenses and registrations as follows:

- Washington State Commercial Drivers License, Class A with endorsements for tank vehicle and hazardous material, and have the restriction for air brakes removed, within six (6) months of employment; and
- A Flagging and Traffic Control Card and a First Aid Card, within six (6) months of employment.

PHYSICAL DEMANDS:

- Sitting; Occasionally.
- Standing/Walking; Continually, on concrete or outside terrain.
- Stooping/Bending; Continually, sometimes with heavy weight.
- Lifting/Moving; Up to 75 pounds, may work with heavier weights by sliding or dragging.
- Twisting/Climbing; Continually, sometimes with heavy weight.
- Leg/Foot use; Continually.

- Fingering/Handling/Grasping; Continually.
- Talking/Hearing; Within normal acceptable limits.
- Vision; 20-40 corrected, Spatial/Color perception within normal acceptable limits.

WORK ENVIRONMENT: While performing the duties of this job, the employee normally works in indoor shop conditions.

The employee occasionally is exposed to fumes or airborne particles; and toxic or caustic chemicals.

The noise level in the work environment varies from quiet to loud.