

# TRINITY BAY CONSERVATION DISTRICT

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Equipment Operator  
**REPORTS TO:** Drainage Superintendent  
**DEPT/DIV:** Drainage/Construction

**STARTING SALARY:**

**APPLICATION DEADLINE:**

### DUTIES AND RESPONSIBILITIES

**Essential Job Functions:** Operates any or all of the following light, and medium equipment used in drainage/construction: 8 to 14-yard dump truck, tractor with flair mower, tractor with bushhog, front-end loader, steam cleaner, mini excavators; performs such tasks as loading refuse onto trucks and trailers; excavates and backfills trenches; cuts and clears right of ways, ditches; loads and lays piping; inspects and reports malfunctions; makes minor repairs as needed; exercises extreme caution when operating equipment; may supervise a small crew as needed; performs manual tasks such as fence building and bridge assembly as needed.

**Other Job Functions:** Performs other duties as required. *Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

### WORKING CONDITIONS

Works outside in all types of weather and during hours of darkness; may be exposed to constant noise, insects, fumes, dust, dirt and odors, untreated sludge, chemicals, polymers, jolting; will work in trenches/ditches; subject to 24-hour call out; works Monday-Thursday 7:00 a.m.- 5:30 p.m., overtime when necessary.

### MINIMUM ESSENTIAL QUALIFICATIONS

**Knowledge:** Considerable knowledge of the operating characteristics and servicing of various types of light to heavy-duty equipment; considerable knowledge of the work hazards and safety precautions associated with assigned equipment; considerable knowledge of applicable traffic laws, ordinances and regulations involved with the operation of equipment. Knowledge of pile driving and bridge building preferred.

**Skills/Abilities:** Skilled in the operation and servicing of one or more types of light to heavy equipment. Ability to operate all equipment in assigned area of responsibility; ability to operate a slash buster; ability to supervise a small maintenance crew; ability to read and write; ability to perform basic arithmetic and use a calculator; ability to understand and follow oral and written instructions; ability to adjust to operating conditions and recognize operating deficiencies in assigned equipment; ability to perform manual labor; skill in using grease gun, wrenches, screwdrivers, sockets, and various other hand tools; ability to drive piling.

**Physical Requirements: Essential:** Constantly sees and hears; frequently requires moderately heavy physical work, twists body, cleans, climbs, kneels, sits, stands, walks, drives, speaks, reads, makes decisions, pushes, pulls, carries and lifts objects weighing up to 100 lbs., infrequently writes by hand and uses a calculator.

**Education/Experience:** High School or equivalent preferred; minimum three (3) years of experience in the operation and maintenance of light to heavy equipment; three (3) years supervisory experience preferred. Experience in pile driving and bridge building preferred.

**Other:** Must possess a valid Class A/CDL driver's license with a good driving record. Other state valid Driver's License equivalent to Texas Class A/CDL with a good driving record will be considered. Texas state law requires within 30 days of residency, you must possess a valid Texas driver's license. **Applicant selected for hire will be subject to a background investigation and drug/alcohol screen test.**

Trinity Bay Conservation District does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance contact a Human Resources representative at (409) 296-3602 or mail your request to P.O. Box 599, Stowell, Texas 77661. The District may consider all related education and/or experience in determining the applicant's minimum qualifications and starting salary.

**EMPLOYMENT APPLICATION**

**INSTRUCTIONS:**

- (1) If you need help filling out this application form, please notify the person who gave you this form and every reasonable effort will be made to meet your needs.
- (2) Please read the Notice to Applicant below.
- (3) Please complete all pages, writing your responses legibly, in ink. Use "N/A" if a question does not apply to you. Incomplete or illegible applications may be rejected.
- (4) If you need more space, please use a separate piece of paper.
- (5) Your application will only be valid for 30 days.
- (6) You must sign the Applicant Certification at the end.

**NOTICE TO APPLICANT:** This application is intended to be used to evaluate your qualifications for employment. This is not an employment contract. If you do not answer all questions completely and accurately or if you provide false or misleading statements—either in this application or in an interview, if applicable—that will be grounds for terminating the application process or terminating employment if you have been hired. All applicants will be considered regardless of race, color, religion, sex, national origin, age, disability, or any other protected status under the law.

**PERSONAL INFORMATION:**

Date: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Full Name: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Driver's License/ID Card Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Other Names You Have Used: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Are you Eligible to Work in the United States: \_\_\_\_\_

Dates of Previous Employment Here, if any: \_\_\_\_\_

Dates of Previous Applications Here, if any: \_\_\_\_\_

**AVAILABILITY:**

What date can you start work: \_\_\_\_\_

Describe the days and hours you are available to work: \_\_\_\_\_

**EDUCATION:**

Please state whether you have a high school diploma or GED: \_\_\_\_\_

Please state whether you have attended any trade or vocational school, and if so, what school, what trade, and what certification or license did you obtain: \_\_\_\_\_

Please state whether you have attended any college or university, and if so, what school and what degree(s) were earned: \_\_\_\_\_

Please describe any other education you have that may qualify for the position(s) sought: \_\_\_\_\_

**WORK HISTORY:**

Starting with your most recent employer, and in reverse chronological order, please provide the information requested below relating to your prior work history. Please also explain any gaps in employment.

**Most Recent Employer**

Company/Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Final Pay Rate: \_\_\_\_\_ May We Contact: \_\_\_\_\_

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

**Second Most Recent Employer**

Company/Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Final Pay Rate: \_\_\_\_\_ May We Contact: \_\_\_\_\_

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

**Third Most Recent Employer**

Company/Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Final Pay Rate: \_\_\_\_\_ May We Contact: \_\_\_\_\_

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

Fourth Most Recent Employer

Company/Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Final Pay Rate: \_\_\_\_\_ May We Contact: \_\_\_\_\_

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

**JOB SKILLS:**

Please describe any other job skills you have that qualify you for the position(s) you are seeking: \_\_\_\_\_

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

**PERSONAL REFERENCES:**

Please identify three personal references who are not current or former employers or relatives.

First

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Second

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Third

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**CRIMINAL HISTORY:**

Please note that a conviction record will not necessarily be a bar to employment. Factors such as a whether the offense relates to the duties of the position(s) sought, your age at the time of the offense, how long it has been since the offense, the seriousness and nature of the offense, and rehabilitation will all be considered.

If you have ever been convicted, pled guilty, pled no contest or nolo contendere, placed on probation/deferred adjudication, or paid a fine, or if you are currently awaiting trial for any criminal offense, please identify the offense, date of the offense, and location of the court. You need not identify minor traffic offenses (Class C Misdemeanors).

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**AUTHORIZATION TO INVESTIGATION**

I hereby authorize employer to contact and obtain information from all references, employers, and educational institutions, and to otherwise take action to verify the accuracy of the information in this application. I hereby release from liability the employer and its representatives for any act or omission taken in furtherance of verifying the accuracy of the information in this application. I hereby release from liability any person or entity who provides information to employer to verify the accuracy of the information in this application.

**APPLICANT CERTIFICATION:**

By signing below, I certify that:

- (1) I completed this application, and all information contained in the application is true and complete to the best of my knowledge;
- (2) I understand that failing to answer all questions completely and accurately or providing false or misleading statements—either in this application or in an interview, if applicable—will be grounds for terminating the application process or terminating employment;
- (3) If I am hired, my employment will be “at will,” meaning that either I or the employer may terminate the employment relationship at any time, for any reason or no reason at all;
- (4) I understand that only \_\_\_\_\_, has the authority to enter into an employment agreement with me for any period of time, and that any such agreement must be in writing and signed;
- (5) I understand I must successfully complete a pre-employment drug screening and/or pre-employment physical examination; and
- (6) I understand I will be required to provide verification of my identity and authorization to work in the United States.

Applicant Signature: \_\_\_\_\_