

APPLICATION FOR EMPLOYMENT
BRYAN CO. RURAL WATER, SEWER & SOLID WASTE MANAGEMENT DISTRICT #2
 P.O. BOX 119
 9077 US 70
 MEAD, OK 73449

INSTRUCTIONS: Please answer all questions. Application must be completely filled out to be considered. Bryan Co. Rural Water, Sewer & Solid Waste Management District #2 is an equal opportunity employer.

NOTE: Are you legally eligible for employment in this country? YES or NO

Name: _____ Date: _____
 First MI Last

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone Number(s):	Are you 18 or over? YES or NO	Social Security Number
Position Desired: Full-Time Part-time Temp Summer	Desired Salary	Date available for work
Do you have any relative working for this company? YES or NO	If yes, who?	Relationship to you?

Education	Name and Location of School	# of Years Completed	Major Courses of Study
High School or GED			
Technical or Trade School			
College or University			
Other			

Professional or trade licenses/certificates _____

SKILLS - Please indicate training or experience (Circle all that apply)

Typing _____ wpm 10-Key _____ Other _____
 Printing Equipment _____ Computer Operations _____
 Word Processing _____ Programming _____

Backhoe _____ Tractor _____ Mower _____ Other _____
 Bucket Truck _____ Excavator/Trackhoe _____ Weed Eater _____

Do you possess a valid Oklahoma Driver's License? YES or NO Type: _____
 Operator License No. _____ Chauffeur License No. _____
 Commercial License No. _____

What job (or activity) have you most enjoyed and why? _____

What job (or activity) have you least enjoyed and why? _____

Is there anything else you would like us to know about you? _____

Have you ever been discharged or asked to resign from employment? YES or NO

If yes, please explain: _____

Have you ever been convicted of a felony? YES or NO If yes, what offense? _____

Date _____ Place (City & State) _____

Criminal convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements.

WORK EXPERIENCE (Start with present or last employment and work back through previous positions)

Employer	Dates Employed			Duties
	From	To		
Address	City	State	Zip	
Title of Position	Salary			Reason for leaving
	Starting	Final		
Supervisor's Name and Telephone Number				
Employer	Dates Employed			Duties
	From	To		
Address	City	State	Zip	
Title of Position	Salary			Reason for leaving
	Starting	Final		
Supervisor's Name and Telephone Number				
Employer	Dates Employed			Duties
	From	To		
Address	City	State	Zip	
Title of Position	Salary			Reason for leaving
	Starting	Final		
Supervisor's Name and Telephone Number				
Employer	Dates Employed			Duties
	From	To		
Address	City	State	Zip	
Title of Position	Salary			Reason for leaving
	Starting	Final		
Supervisor's Name and Telephone Number				

References: Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have professional references, then list personal, unrelated references.

Name	Address/City/State	Phone Number	Relationship

PLEASE READ BEFORE SIGNING

I Understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of employment, or if employed, termination from employment.
2. It is my understanding that Bryan Co. Rural Water, Sewer & Solid Waste Management District #2 may make a thorough investigation and may verify all data given in this application. I hereby authorize my present and previous employers and educational institutions to provide information requested by Bryan Co. Rural Water, Sewer & Solid Waste Management District #2.
3. I agree that my employment may be terminated by Bryan Co. Rural Water, Sewer & Solid Waste Management District #2 at any time without liability for wages or salary except such as may have been earned at the time of such termination.
4. Business needs may at times make the following conditions mandatory: overtime, shiftwork, a rotation schedule, or a work schedule other than Monday through Friday.
5. Bryan Co. Rural Water, Sewer & Solid Waste Management District #2 reserves the right to request a pre-employment (post-offer) physical examination and comprehensive drug testing as a normal part of the selection process.
6. Nothing on the application is intended to create or imply a contractual relationship, if hired, the employee understands that employment is at will, i.e., that it is not for any specific time period or duration, and can be terminated with or without reason at any time.

This is an application for employment. Employment is not being offered at this time. I understand that if I am employed, such employment is for an indefinite period of time and that Bryan Co. Rural Water, Sewer and Solid Waste Management District #2 can change wages, benefits, and conditions at any time.

If employed, I will comply with all rules and regulations as set forth in the Bryan Co. Rural Water, Sewer & Solid Waste Management District #2 Personnel Policy and other policies as established by departmental procedures.

I have read or have had this application read to me and understand all statements and questions contained in the application for employment, and have answered to the best of my ability.

You may contact my present employer: YES NO

_____ _____
 Applicant's Signature Date

DO NOT WRITE IN THIS AREA - FOR OFFICE USE ONLY

Background Check Clear	Date Hired	Starting Salary
YES NO	_____	_____

Distribution Operator I

Summary:

Serves in helping the Distribution Operator II in performing functions that are related to the daily operation and maintenance of the distribution system as well as all pump stations so that the system may operate at its maximum efficiency as required by state and federal regulations.

Essential Duties and Responsibilities:

- Receive written work orders or verbal instructions from supervisor or district manager.
- Clean buildings, yard, all hand tools, trucks and equipment on a weekly basis, as well as wash windows and empty trash.
- Assist the Distribution Operator II in all aspects of O&M of the system and other duties assigned by the supervisor or district manager.
- Read or change out meters.
- Check all pump stations and all storage facilities once a week.
- Lock meters once a month.
- Do daily Cl₂ residual check twice a day in the system.
- Train on all equipment (backhoe, trencher, line locator, flow meters) and any other equipment required by supervisor or district manager.
- Perform maintenance and repairs on all water district buildings, pump stations, pumps, storage tanks, and distribution lines.
- Perform grounds maintenance. This includes mowing all the facilities owned by the water district.
- Required to train at WTP as a backup operator if needed.
- Any other duties assigned by supervisor or district manager.

Qualification Requirements:

To perform the job successfully, an individual must be able to perform each essential duty and responsibility to the satisfaction of his or her supervisor or district manager. Requirements listed below are a representative of the knowledge, skills, and/or abilities required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have DEQ class D water and class D wastewater operator licenses or higher or be able to obtain the DEQ class D water and class D wastewater operator licenses within six months and have a valid Oklahoma driver's license.
- Must be willing to work varied work hours and weeks including weekends and holidays, and be on 24 hour call as needed.
- Education: High school diploma or General Education Degree (GED).
- Language Skills: Must have the ability to read and comprehend simple instructions, memos, short correspondence, and the ability to write simple correspondence. Must also have the ability to effectively present information in one-on-one and small group situations with customers, clients, and other employees of the organization.
- Mathematical Skills: Must have the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Must also have the ability to compute rate, ratio, percent, and be able to draw and interpret bar graphs.

Distribution Operator I

Other Skills and Abilities:

- Must have the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Must have the ability to perform a variety of trade skills, i.e.- carpentry, electrical, plumbing, and a variety of equipment operation.
- Must have the ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk, and hear.

The employee is occasionally required to stand, sit, climb or balance, stoop, kneel, crouch, crawl, and lift up to 50 lbs or more.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, in outside weather conditions, is occasionally exposed to contaminated waters, aerosols, sludge, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock, and works around a loud noise level.

I understand the description of the job duties and essential functions, as given above. I also understand that all of the duties are not described above and that I am able to perform those above and all other assigned duties as directed by my supervisor and management.

Signature: _____

Printed Name: _____

Date: _____