

Motor Grader Operator Job Description

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.

To qualify you must be at least 18 years of age with a valid driver's license. Applicant is preferably experienced equipment operator with respect to grading, drainage, road building, bridge maintenance, and tin horn installation. Should be familiar with and have experience operating motor grader and other heavy equipment to spread and level materials such as gravel, stone, and dirt. Work involves maintaining the integrity of county roads and drainage. Other duties include cleaning and inspections of vehicles and equipment used throughout daily operations. Employees will be subject to drug and alcohol testing at the time of hiring and random testing throughout the time of employment.

Apply at the

Seminole County District 3 Barn

12845 NS 3650

Wewoka, OK 74884

(405) 257-3652

EMPLOYMENT APPLICATION

Date: _____ **Date of Birth:** Month _____ Day _____ Year _____

Name: (Last) _____ (First) _____ (Middle) _____ **SSN. #** _____ Telephone # _____

Address (Street) _____ (City) _____ (State) _____ (Zip Code) _____

Emergency Contact

Name _____ Phone Number _____

OTHER EMPLOYMENT RELATED INFORMATION

Check the following options which you would consider _____ List any relative working for this County: _____
___ Full Time ___ Part Time ___ Temporary Name Department

If Minor, Age _____
Can you after employment submit a birth certificate or other proof of U. S. citizenship? ___yes ___No

If not a U. S. Citizen, can you after employment submit verification of your legal right to work permanently in the U. S.? _____ Yes _____ No

Were you previously employed by this County? ___yes _____No
Have you ever been convicted of a felony or been convicted of a misdemeanor resulting in imprisonment or a fine over \$500 during the last ten years? ___Yes ___No If Yes Explain: _____
_____ (Conviction will not necessarily Disqualify an applicant.)

Do you have the ability to perform the job related functions of the job applied for ___yes ___No?
If the answer to the above question is no, please describe what accommodations would enable you to perform the job related functions of the job applied for. _____

-----EDUCATION & TRAINING-----

High School Address Graduated ___Yes ___No

College or University Address Major Degree/Year

Trade School Address Subjects Completed ___Yes ___No

EEO/ADA Statement: This County does not discriminate on the basis of religion, sex, age, national origin, and political affiliation, mental or physical disability in its hiring or employment practices.

List any other education, training, special skills, or certificates/licenses that you possess related to this job. _____

List any machines or equipment that you are qualified and experienced at operating: _____

REFERENCES

List business persons known; but not related, to you for at least three years:

Name	Title	Business	Phone	Years Known
1. _____				
2. _____				
3. _____				

Experiences

List the last 5 years' work experience beginning with most recent

Name of Employer	Type of Business			
Address	City	State	Zip Code	Phone () -
Dates Employed	Starting Title	Last Title		
From:	To:			
Name and Title	May we Contact?	Was Employment	Reason for leaving?	
Of Supervisor:	<input type="checkbox"/> Yes	<input type="checkbox"/> Full Time		
	<input type="checkbox"/> No	<input type="checkbox"/> Part Time		
Brief Description of Duties: _____				

Name of Employer	Type of Business			
Address	City	State	Zip Code	Phone () -
Dates Employed	Starting Title	Last Title		
From:	To:			
Name and Title	May we Contact:	Was Employment	Reason for Leaving	
Of Supervisor:	<input type="checkbox"/> yes	<input type="checkbox"/> Full Time		
	<input type="checkbox"/> No	<input type="checkbox"/> Part Time		
Brief Description of Duties: _____				

Name of Employer	Type of Business			
Address	City	State	Zip Code	Phone () -
Dates Employed	Starting Title	Last Title		
From	To			

Name and Title Of supervisor:	May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Reason for Leaving
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Brief Description of Duties: _____

Drivers	Position Applying For
Do you have a valid driver's License in this state? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Laborer
If yes, License No.:	<input type="checkbox"/> Truck driver
_____	<input type="checkbox"/> Mechanic
List license type:	<input type="checkbox"/> Equipment Operator
_____	<input type="checkbox"/> Commercial Building Location Specialist
List any moving violation during the last five years on back of page _____	<input type="checkbox"/> other (be Specific) _____

APPLICANT'S CERTIFICATION

Please read carefully before signing. If you have any questions regarding the following statements, please ask for assistant.

I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that any false information contained in this application may result in my discharge.

I authorize you to communicate with all my former employers, school officials and persons named as references. I hereby release all employers, schools and individuals from any liability for any damage whatsoever resulting from giving such information.

I understand that as this County deems necessary, I may be required to work overtime hours or hours outside a normally defined work day or work week. If employed, I understand and agree that such employment may be terminated at any time for any reason not prohibited by law and without any liability to me for any continuation or salary, wages, or employment related benefits (not required by law).

Date _____ Signature _____

The filling out and returning of this application to the county does not guarantee employment and does not constitute an offer of employment.