

**HARDIN COUNTY WATER DISTRICT NO. 1**  
**Job Description**

**TITLE OF POSITION:** Heavy Equipment Operator - Class IV-D

**DEPARTMENT:** Distribution Department

**TITLE OF IMMEDIATE SUPERVISOR:** Distribution Supervisor

**STARTING PAY:** \$17.05 / Hour, (Non-exempt, Hourly W/ Overtime - Grade 4)

**DATE:** November, 2011

**SCOPE OF RESPONSIBILITIES:** This is skilled work of a routine nature in the operation of heavy construction equipment. Work involves responsibility for the safe and efficient operation of a backhoe, dump truck and related construction equipment. Work performed must be in compliance with Federal, State, and AWWA standards. Operates a backhoe; reports backhoe malfunctions; checks mechanical status; This individual also performs semi-skilled tasks in the construction, maintenance, and repair of water transmission and distribution lines. Must be available for Stand-by duty. This individual must be available when the situation arises that requires overtime. *(The preceding list is representative only and does not include all duties assigned).*

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of the principles of operation of heavy equipment. Knowledge of Kentucky Division of Water distribution regulations. Knowledge of the occupational hazards and proper safety precautions. Ability to understand and follow oral instruction. Skill in the operation of assigned construction equipment, familiar with and proven understanding of OSHA and KYOSHA rules and regulations related to trench safety and working in and around construction sites.

**REQUIRED EDUCATION, EXPERIENCE AND TRAINING:** High school diploma or equivalent required. Must have a valid Kentucky Commercial Driver's License or attain within reasonable time. Must be certified Kentucky Division of Water Distribution Operator license Class IV-D or attain within reasonable time. Component Person Training & Certification and First Aid certificate highly desirable. Minimum three (3) years experience in the operation maintenance of heavy equipment related to the construction in the utility industry as lead heavy equipment operator.

**EQUIPMENT ABILITIES:** Backhoe, track-hoe, dump truck, motor vehicle, dozer, air compressor, boring machine, tapping machine, trencher, tractors, and mowers, gas powered equipment, safety equipment, small hand tools, two-way radio and other related equipment.  
Valve and line location equipment.

**PHYSICAL DEMAND & WORK ENVIRONMENT:** Must be physically able to lift pipe and materials, to climb up and down ladders and in and out of ditches as required. Lifting heavy objects up to 100 lbs. Must be able to monitor audible and visual alarms and communication devices. Frequent standing, sitting, stooping, walking. Climbing to high places or working in confined spaces. Work is outdoors, exposure to all and extreme weather conditions. Travel when necessary. Handling chemicals including but not limited to the following: HTH Powder, Reducite.

# Pre-Application Agreement

## 2011 Distribution Department Openings Hardin County Water District No 1

The undersigned has agreed that he/she has read and understands the following terms and conditions of their application for employment with the Hardin County Water District No 1. The terms and conditions of their application to the District include;

1. That all the answers and information submitted to the District both verbally or written on the application or resume are correct and accurate to the best of their knowledge
2. That the applicant agrees to allow the District to check any references given, names or other information for accuracy or to obtain additional information, and agrees to allow the District to complete other background or credit checks on the applicant.
3. That the applicant has authorized the District to request and obtain the applicants driver license record from the State of Kentucky.
4. That the applicant understands that he/she may be asked to submit to a drug screening test. Said test would be at the expense of the District however, the applicant will be responsible for transportation to and from the location of the testing (in Elizabethtown). The District reserves the right to keep the results confidential which may include not informing the applicant of the results.
5. The applicant agrees to participate multiple skills or knowledge tests which may be scheduled at the convenience of the District. Said test(s) will be used as part of the selection process however, the District may use other methods or means to make their selection of an applicant. The results of any tests will be confidential and remain the property of the District.
6. The applicant has read and understands the Job Description for the position of \_\_\_\_\_ (write in title of position applying for) and understands and agrees he/she understands the required experience, education and duties expected of this position.
7. The applicant has disclosed any and all information about any physical or mental disability which would render them unable to complete the required duties and responsibilities of the job they are applying for, and has read and understands the complete Job Description for the position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed)

# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> Other _____
Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number

Best time to contact you at home is: ..... :\_\_\_\_\_ <sup>AM</sup>/<sub>PM</sub>

If you are under 18 years of age, can you provide required proof of your eligibility to work? .....  Yes  No

Have you ever filed an application with us before? .....  Yes  No

    If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? .....  Yes  No

    If Yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? .....  Yes  No

Are you currently employed? .....  Yes  No

May we contact your present employer? .....  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status  
*Proof of citizenship or immigration status will be required upon employment.* .....  Yes  No

Date available for work \_\_\_/\_\_\_/\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:    Full-Time   (please indicate 1 2 3 shift)

Part-Time   (please indicate Mornings Afternoon Evenings)

Temporary   (please indicate dates available \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_)

Are you currently on "lay-off" status and subject to recall? .....  Yes  No

Can you travel if a job requires it? .....  Yes  No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:




# ADDITIONAL INFORMATION

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____
		_____	_____

*State any additional information you feel may be helpful to us in considering your application.*

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**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.  YES  NO

## REFERENCES

1.	( )	Phone #
	(Name)	
	(Address)	
2.	( )	Phone #
	(Name)	
	(Address)	
3.	( )	Phone #
	(Name)	
	(Address)	

# APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_  
\_\_\_\_\_

INTERVIEWER      DATE

Employed  Yes  No      Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE      DATE

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