



## BRADLEY COUNTY ROAD DEPARTMENT

508 Withrow Road, SW

McDonald, TN 37353

Office: 423.728.7006

Fax: 423.478.8899

[www.bradleycountytn.gov](http://www.bradleycountytn.gov)

Thank you for your interest in employment with the Bradley County Road Department. You may complete the application in the following ways:

1. You may complete the form on your computer, save it, and attach the saved document in an email to [tbishop@bradleycountytn.gov](mailto:tbishop@bradleycountytn.gov)
2. You may fill out the form on your computer, print it off, and bring it to our office
3. You may print out the form, hand write the information (please make sure it is legible) and bring it to our office

\*\*Please check the classifieds of the Cleveland Daily Banner or our Facebook page for job postings.

*Applications received will be kept on file for a period of six (6) months.*

## **Job Description Equipment Mechanic I**

### **Summary:**

Under general supervision, performs vehicle and equipment mechanic work of average difficulty as required.

### **Distinguishing Features:**

This is the working level class in the Equipment Mechanic series. An employee in this class performs a wide variety of semi-skilled and skilled equipment maintenance work.

### **Examples of Duties and Responsibilities to include but not limited to.**

- 1- Repairs a wide variety of vehicles and equipment powered by gas, diesel or electrical engines such as Automobiles, Trucks, Tractors, Bulldozers, Loaders, Backhoes, Forklifts and Graders.
- 2- Troubleshoot, diagnose, repair and perform a wide variety of mechanic work on engines, electrical and pneumatic systems, gear boxes, cooling systems, hydraulics, suspension, clutches, transmissions, air systems and braking systems of vehicles or equipment; diagnoses malfunctions and problems by reading codes from the vehicle computer using a diagnostic tool, listening to noises, or visually inspecting the vehicle or equipment; reports findings of diagnoses to supervisor; repairs the malfunction based on specification of engine type and system components; repairs or replaces parts that are worn out or defective in order to restore vehicle to a normal working condition.
- 3- Services and performs routine maintenance on vehicles and equipment; checks, changes and repairs all lubricants, filters, lights, batteries, brakes, belts, hoses and tires on all vehicles and equipment including large heavy duty trucks, tractors, dozers, front end loaders, crew trucks, yard equipment, trailers, etc.

- 4- Performs preventative maintenance inspections and tasks
- 5- Operates and utilizes a variety of tools and equipment, such as hand tools, jacks, hoists, air wrenches, grease racks, welders, torches, grinders, saws, drills and diagnostic equipment.
- 6- Accurately keeps history file records and routine paperwork, such as work orders, parts used, schedules and maintenance records.
- 7- Inspect or drive vehicles or equipment before it is serviced to determine nature of problem; test or drive vehicles or equipment that have been repaired or serviced to ensure that they are in a normal working condition; possess a Commercial Driver License, may be required to pick up or deliver parts as necessary.
- 8- Other as directed by Mechanic Foreman.

**Minimum Qualifications:**

Basic reading and writing skills  
Follow both oral and written directions  
Ability to lift 100+ pounds  
Welding experience  
Supply own tools  
Commercial Driver License  
Adhere to all safety policies and procedures

**Education and Experience**

A- Experience equivalent to two (2) years of full time repair and / or maintenance of vehicles and / or equipment.

# APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information 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 (Voluntary)

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:

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# 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.

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

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.



**FOR PERSONNEL DEPARTMENT USE ONLY**

Position(s) Applied For Is Open:  Yes  No

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

\_\_\_\_\_

Date \_\_\_\_\_

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



Have you ever been convicted, pled guilty or pled "No contest" to any criminal offense against the law or are you now under charges for any offense against the law? **YES** **NO**  
(You may omit traffic violations for which you paid a fine of \$30.00 or less.)

While in the military service were you ever convicted by a general court martial?

If yes, please explain: Show for each offense: (1) Date, (2) Charge, (3) Place, (4) Court and (5) Action Taken.  
Note! A conviction does not automatically mean you cannot be appointed. What you were convicted of, and how long ago, are important. Give all the facts so that a decision can be made.


**\*\*\*\*\*MUST MAINTAIN A VALID DRIVERS LICENSE AT ALL TIMES\*\*\*\*\***