

**CITY OF SAN ANGELO  
MUNICIPAL JOB OPENINGS  
November 16, 2018**

Human Resources Department  
72 W College Ave, Suite 201  
San Angelo, TX 76903  
Dept. Hours: Monday – Friday, 8am-12pm & 1pm-5pm

Applications must be submitted by closing date.  
Office: (325) 657-4221; Fax (325) 657-4530  
Website: [www.cosatx.us](http://www.cosatx.us) / E-mail: [hr@cosatx.us](mailto:hr@cosatx.us)  
City Hall is closed from 12pm – 1pm for lunch

*The City of San Angelo is an affirmative action/equal employment opportunity employer*

**PROFESSIONAL & MANAGERIAL POSITIONS**

**Position:** EMERGENCY MANAGEMENT COORDINATOR – EMERGENCY OPERATIONS

**Starting Salary:** \$45,730 – \$57,162/YR/DOQ

**Posting Dates:** Open: 11/16/18 Close: 12/4/18

**DUTIES:** Develops, implements, and administers the City/County Emergency Management Program in accordance with Federal and State regulatory requirements and program objectives. Administers, reviews, and updates City/County emergency management plans and agreements. Coordinates the development of public information programming used to educate local residents regarding emergency preparedness procedures. Conducts emergency management surveys and analyses; evaluates existing and potential hazards to life and property within the City and County. Advises and informs City and County officials regarding emergency management issues. Develops, coordinates, and delivers emergency response training programs for local personnel. Oversees the establishment and maintenance of the local Emergency Operations Center and emergency warning system. Liaises with outside agencies and serves as a representative of the City/County regarding various emergency management matters. Responds to public emergency incidents/events and provides related support and assistance. Prepares, maintains, and submits a variety of emergency management records and reports. Supervises, trains, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with departmental policies, procedures, and regulatory requirements. Develops, administers, and monitors the Emergency Management budget. Hours: Monday through Friday, 8:00am to 5:00pm

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** Bachelor's Degree in Emergency Management or related field; AND five years' experience administering emergency management programming, including two years' supervisory experience; OR an equivalent combination of education and experience. Required knowledge of: Principles and practices of emergency management. Program development and administration principles. Emergency management plans and programs. Regulations governing emergency management activities. Emergency management records and reporting requirements. Processes for developing and administering budgets. Supervisory principles, practices, and methods. Required skill in: Administering and coordinating City/County emergency management programming. Conducting emergency management studies and providing related recommendations. Developing and delivering emergency response training to local personnel. Liaising with outside agencies and community organizations regarding emergency management matters. Developing and administering budgets and monitoring expenditure. Supervising, leading, and delegating tasks and authority. Establishing and maintaining cooperative working relationships with staff, City/County departments, outside agencies, civic organizations, volunteers, and the general public. Work is performed primarily in a standard office environment and occasionally in the field when responding to emergency management incidents. Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 50 pounds. Occasional exposure to variable weather conditions and public emergency situations is involved. A valid driver's license with a good driving record is required.

November 16, 2018 - CITY OF SAN ANGELO - Job positions are subject to close prior to advertised closing date.

**Position:** BUILDING INSPECTOR-ELECTRICAL (PERMITS & INSPECTIONS) – P&DS

**Starting Salary:** \$31,868 – \$39,835/YR/DOQ

**Posting Dates:** Open: 11/9/18 Close: 11/28/18

**GENERAL PURPOSE:** Under general supervision, inspects structures, installations and systems at residential and commercial buildings and construction sites, in all stages of construction, alteration, and repair to assure compliance with applicable state and local regulations and standards.

**DUTIES:** Inspects residential and commercial building project electrical systems built, altered, or repaired to assure compliance with applicable codes, ordinances and regulations; duties may vary according to job assignment. Reviews plans and specifications to gain familiarity with the projects prior to inspection. Performs field inspections to examine and evaluate the electrical work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations. Notes deficiencies and deviations from plans; refers serious problems and disagreements in interpretation to supervisor. Interprets City electrical and safety codes, and issues notices of violation; maintains communications with developers and builders on commercial and residential inspection projects. Maintains and updates inspection records, project documentation and project files. Provides customer service; answers questions and concerns related to electrical and safety codes and other requirements by ordinance. Investigates citizen complaints, and coordinates effective resolution of conflicts and disagreements; interprets, applies and explains City codes and regulations. Responds to requests for information; provides technical information to City staff as authorized; provides assistance to the public within scope of authority.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High school diploma or GED equivalent; AND two year's journeyman/foreman-level in electrical or installation experience in general construction; OR an equivalent combination of education and experience. Required knowledge of: City policies and procedures; Federal, state and local building, housing and safety codes and regulations; Methods and techniques of inspecting a variety of buildings and facilities; Government regulatory agencies and specialized sources of building safety information; Principles and practices of urban and regional development and land use; Principles and practices of the construction industry and building trades; and Occupational hazards and safety precautions. Required skill in: Interpreting and applying statutes, rules, ordinances, codes and regulations; Interpreting building, plumbing, electrical, mechanical, and zoning regulations, and comparing them with engineering drawings, plans, maps and specifications; Detecting deviations from plans, regulations, and standard construction practices; Performing building inspections for compliance with building and safety codes; Organizing and managing technical record; Effective communication, both verbal and written; Establishing and maintaining cooperative working relationships with employees, officials, construction professionals, other agencies and the general public; and Operating a personal computer utilizing standard and specialized software. Work is performed in a standard office environment, with frequent visits to outdoor construction sites. Required Licenses or Certifications: Licensing in a building trades specialty with the Texas Department of Licensing and Regulation is required; depending on the needs of the City, incumbent may be required to obtain additional technical certifications; Inspector certifications are preferred. A valid driver's license with a good driving record is required.

**Position:** WATER UTILITIES ANALYST

**Starting Salary:** \$36,526/YR

**Posting Dates:** Open: 10/5/18 Close: OPEN UNTIL FILLED

**GENERAL PURPOSE:** Under the supervision, direction and management of the Water Utilities Director, this position performs routine and complex administrative and technical work in the support of Water Utilities Department. This full-time position will assist the Department Heads in administering programs and in carrying out special projects to ensure operational and reporting compliance with various federal and state regulatory agencies as well as providing a variety of analytical and internal audit functions.

**DUTIES:** Perform a wide variety of research, administrative, and analytical duties in support of the Utility Department functions, operations, and program areas. Perform duties in support of various administrative operations and activities within assigned area of responsibility including analysis of utility customer service and billing activities, special projects, research studies, and other specialized functions. Prepare and submit numerous reports to various agencies. Participate in the development and implementation of special projects. Maintain management databases and dashboards used in capturing critical information on key utility accounts, budget performance, capital project status, and water accountability. Assists with routine customer inquiries and escalated or more complex customer inquiries as needed. Follow written and oral instructions, departmental policies, rules, regulations, and laws. Attends committee and board meetings, prepares meeting minutes, draft reports and newsletter articles as necessary. Manage and implement water conservation programs, drought contingency plans, marketing strategies, and outreach campaigns. Additional duties as assigned. Monday through Friday, 8:00am to 5:00pm.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** Bachelor's degree in Finance, Accounting, Management or related field and one to three years of managerial or supervisory experience; OR an equivalent combination of education and experience in related field. Required knowledge of computers and electronic data processing, modern records management techniques, and office practices and procedures. Required skills in utility system management principles, general management principles, and budgeting principles. Must be skilled in word processing and spreadsheets and able to prepare programs, presentations and operation of related equipment. Must be able to organize and prioritize work activity, and efficiently accomplishing assigned tasks and projects. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, public officials and the general public. Ability to communicate effectively verbally and in writing and to handle stressful situations. Work is performed in a standard office environment. Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 20 pounds. A valid driver's license with a good driving record is required.

**Position:** STREET & BRIDGE SUPERINTENDENT – OPERATIONS

**Salary Range:** \$76,553 to DOQ

**Posting Dates:** Open: 6/8/18 Close: OPEN UNTIL FILLED

**DUTIES:** Under general supervision, manages all aspects of the Street and Bridge Division. Duties include but are not limited to: daily planning, organization, and coordination of street, bridge, alleyway, sidewalk, and infrastructure maintenance and repair activities; inspection of jobsites and street infrastructure for maintenance and repair needs; upkeep of files and data pertaining to street infrastructure and alleyway maintenance and repair activities; review, planning, and prioritization of special projects; field analysis and needs determination regarding maintenance, repair, or improvement of street infrastructure and alleyways; fleet coordination and maintenance in respect to City policy; development and presentation to City management and City Council information pertaining to street maintenance and repair activities; maintenance of asset management software, assets, and related activities; advanced reporting and data analysis. Hours: Monday through Friday; 7:00am to 4:00pm.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** Applicable Bachelor of Science Degree preferred; AND five years' experience in street infrastructure maintenance, construction, or inspection work; OR an equivalent combination of education and experience. Must be familiar with street maintenance activities, repair processes, and industry best practices. Strong presentation and written skills required. Must be able to communicate clearly and effectively with superiors, subordinates, and citizens. Must demonstrate a proactive, long-term approach to street infrastructure and related activities. Must be able to effectively utilize advanced computer systems. Familiarity with GIS mapping required. A valid driver's license with a good driving record is required.

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## **ADMINISTRATIVE & CLERICAL POSITIONS**

**Position:** OFFICE ASSISTANT (ANIMAL SERVICES) – NEIGHBORHOOD & FAMILY SERVICES

**Starting Salary:** \$22,075/YR

**Posting Dates:** Open: 11/16/18 Close: 12/4/18

**Testing Required:** Please submit your application online prior to testing. A typing test must be passed with 35wpm or more before an application will be reviewed. If you do not currently have a typing score on file, please visit Workforce Solutions, 202 Henry O. Flipper St., San Angelo, TX, 76903. If you do not live in San Angelo, please visit your local Workforce Solutions and have them email your typing results to [hr@cosatx.us](mailto:hr@cosatx.us)

**DUTIES:** Provides assistance in coordinating clerical activities for Animal Services. Answers, screens, and directs incoming calls; documents and distributes phone messages. Greets clients at window to process city animal registration program and issuing city tags. Receives money, gives receipts and makes deposits. Prepares, processes, copies, files, and distributes correspondence and other documentation. Gathers and compiles data; prepares and/or generates various types of reports for specific deadlines. Performs data entry; updates and maintains departmental records, files, and/or databases. Varying Hours: Monday through Friday, 8:00am to 5:00pm or 9:00am-6:00pm.

### **MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:**

High School Diploma or equivalent; AND one-year general office experience; OR an equivalent combination of education and experience. Must pass a 35 wpm typing test before an application will be reviewed. Good knowledge of office equipment. Must be proficient in Microsoft Word, Excel, and Outlook and able to learn Shelter Software. Good knowledge of records management; basic bookkeeping and accounting and general office principles and standards. Must be skilled in providing secretarial support; preparing correspondence, reports, and/or other types of documentation; performing accurate data entry and updating/maintaining departmental records and files. Must be able to establish and maintain cooperative working relationships with other staff, City departments, outside agencies, and the general public using customer service standards and protocol. Fluency in Spanish preferred. Work is performed in a standard office environment. Subject to sitting for extended periods of time, standing, walking, bending, reaching, climbing step ladders, and lifting of objects up to 25 pounds. A valid driver's license with a good driving record is required.

**Position:** RECORDS CLERK – POLICE DEPARTMENT

**Starting Salary:** \$26,483/YR

**Posting Dates:** Open: 11/2/18 **Close: 11/19/18**

**Testing Required:** Please submit your application online prior to testing. A typing test must be passed with 35wpm or more before an application will be reviewed. If you do not currently have a typing score on file with the City of San Angelo, please visit Workforce Solutions, 202 Henry O. Flipper St., San Angelo, TX, 76903. If you do not live in San Angelo, please visit your local Workforce Solutions and have them email your typing results to: [hr@cosatx.us](mailto:hr@cosatx.us)

**DUTIES:** Responsible for entering police incident and accident reports, as well as assisting officers and public citizens with records retrieval and fingerprinting. Prepares, processes and maintains various reports, records and files. Issues a variety of permits, reports and collects fees. Receives and dispenses information by phone, letter, fax, email and face to face with public. Other related duties as required. Hours: Monday through Friday 8:00am to 5:00pm.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School Diploma or equivalent. Must pass a 35 wpm typing test before an application will be reviewed. Good knowledge and skills of general office practices and procedures. Ability to operate various office machines. Skills may be gained by at least two courses at or above high school level in general office practices and two in typing or combination of education and experience. Must be able to establish and maintain effective working relationships with other employees and with the general public. Data entry and good knowledge of Windows 2000 and/or Windows XP preferred. This is a security sensitive position. Must have good credit, and must not have any felony convictions. All successful candidates will be subject to background investigation which includes credit history and polygraph exam. Must be able to bend or stoop to retrieve files, and must be able to lift books, boxes, files or other materials weighing 10 to 15 lbs. A valid driver's license with a good driving record is required. The typing test must be passed before the job posting closes for your application to be considered.

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**Position:** EMERGENCY SERVICES DISPATCHER (PUBLIC SAFETY COMMUNICATIONS) – POLICE DEPARTMENT

**Starting Salary:**

|                   |  |
|-------------------|--|
| Dispatch Trainee: | \$31,868   |
| Dispatch I:       | \$34,786 (after certification and up to 3 <sup>rd</sup> year)        |
| Dispatch II:      | \$36,286 (after 3 <sup>rd</sup> year and up to 5 <sup>th</sup> year) |
| Dispatch III:     | \$37,364 (after 5 <sup>th</sup> year)                                |

**Posting Dates:** Open: 10/5/18 Close: OPEN UNTIL FILLED

**Testing Date:** TBD. Selected candidates will be contacted to set up a testing date.

**Testing Location:** Workforce Solutions, 202 Henry O. Flipper Street, San Angelo, TX, 76903

**Testing Time:** TBD. Selected candidates will be contacted to set up a testing time.

We will take starting salary of Experienced Telecommunicator applicants into consideration if:

- Applicant is currently employed in a Law Enforcement/Fire Call Center.
- Shows experience and knowledge to the comparable position listed above.
- Currently holds TCOLE Telecommunicator Operator License.
- Currently holds at least a TCOLE Basic Telecommunicator Certification.

**JOB DESCRIPTION:** The Communications Division is one of the most vital services for both our Police and Fire departments and also serves as the critical link between the citizens in need and responding personnel. Our Dispatchers receive and dispatch requests for Police, Fire, EMS, and other emergency and non-emergency services.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:**

- Answers multi-line telephones for both emergency and non-emergency calls. Identifies the problem(s), reassures the victim or caller, gathers required information (nature, severity, location and status of emergency), and dispatches units and information.
- Operates a multi-channel public safety radio system while simultaneously listening to and comprehends both telephone and radio traffic; receives and transmits pertinent information on all calls for services including those in progress and those involving other agencies; monitors activities of Police, Fire and Emergency Medical Service personnel; maintains the location and call status of all emergency units during an assigned dispatch shift.
- Maintains records and data for items such as warrants, missing persons, stolen property and emergency protection orders by confirming information is correct, entering and modifying information in database, and clearing information as applicable.
- Operates computer terminals for specialized access with various automated data banks; simultaneously inputs, retrieves, and maintains information, reads from both computer screens and printouts; reads and interprets maps, charts, and other graphic material in print and computer format. Communicates with hearing/speech impaired citizens by operating a specialized T-D-D system.
- Provides assistance to residents and visitors by communicating and relaying messages, responding to requests for information, referring questions to the appropriate department or agency and interacting with citizens on a regular basis.

**JOB REQUIREMENTS:**

- Be a United States citizen
- High School Diploma or GED
- Have a Valid Driver's License
- Able to pass all necessary training to perform the functions of the job
- Able to receive the TCOLE Basic Telecommunications Operator Certification prior to completing the one (1) year probationary period

**DESIRED SKILLS:**

- Ability to listen and communicate effectively
- Ability to evaluate a situation and determine the appropriate level of response needed
- Ability to remain calm and function appropriately during stressful situations
- Ability to establish and maintain effective working relationships
- Ability to successfully work in a multi-tasking environment with constantly changing priorities

**SAN ANGELO PUBLIC SAFETY COMMUNICATIONS - HIRING PROCESS:**

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Thank you for your interest in San Angelo Public Safety Communications. We look forward to having you participate in our application process. We hope the information below will give you a better understanding of our hiring process.

The Communications Division is a 24 hours per day/7 days per week operation. This requires our Dispatchers to be available to work regular and irregular shift rotations which may include nights, evenings, weekends and holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing challenges. This position works in a confined area and requires individuals to work in a seated position for eight or more hours per day.

Applicants are required to complete an application and pass a required dispatch skills test to be able to advance in the hiring process. The application process usually takes several weeks. The most qualified applicants will advance through each phase of this process. Not every applicant will move forward. The application process is as follows:

- Submit an on-line application at [www.cosatx.us](http://www.cosatx.us)
- Preliminary Criminal History Check
- Designated date for dispatch skills test
- Interview with Oral Board
- Fill out and complete a 23 page Personal History Statement
- Successfully pass a thorough Background Investigation, which will include a polygraph

Selected candidates will be offered employment, conditional on the following:

- Passing a physical exam
- Passing a psychological exam
- Passing a hearing test
- Passing a drug test
- Agree to commit to the position for 2yrs following training. Failure to do so will result in reimbursing the City of San Angelo \$2000 (cost of on the job training) with these exceptions:
  - Apply and become a Police Officer
  - Apply and become a Fire Fighter
  - Dependent of military personnel

Due to the nature of this position, an extensive background investigation, polygraph, and psychological examination will be conducted on final applicants. Employment is contingent upon successful completion of these steps. Falsifying or omitting information during any stage of the selection process will make you ineligible for employment.

All final applicants will be required to take a pre-employment drug screen as part of the pre-employment process. Job offers are contingent upon negative test results.

**INELIGIBILITY AND DISQUALIFIERS LIST:**

Below is a list of occurrences that may disqualify an applicant either permanently or make the applicant ineligible for hire for a specified period of time. The causes for disqualification are in accordance with Texas Commission on Law Enforcement Officer Standards and Education. These causes include, but are not limited to those listed below:

- HAS BEEN CONVICTED OF a Class A or Class B misdemeanor under the Penal Code or equivalent under federal law, to include the Uniform Code of Military Justice (UCMJ), within ten (10) years, will result in a temporary rejection.
- HAS BEEN CONVICTED OF OR ADMITTED TO CONDUCT which constitutes a felony under state or federal law, to include the UCMJ. Conviction of or admission to conduct that constitutes a felony will result in a permanent disqualification.

An applicant will not be considered for employment while charges are pending for any criminal offense.

## **MAINTENANCE & TRADE POSITIONS**

**Position:** UTILTY MAINTENANCE TECHNICIAN – WATER UTILITIES

**Starting Salary:** \$30,363 – \$45,542/YR/DOQ

**Posting Dates:** Open: 11/16/18 Close: 12/4/18

**DUTIES:** Work as a supervisor of a crew installing, maintaining, operating and repairing mechanical systems related to water and wastewater equipment. Receives assignments orally and/or written; obtains needed tools and equipment; read and interpret blueprints and/or schematics to locate problems and make repairs. May operate equipment such as hydro-lift, portable pumps, light plants or generators. Inspects work done by subordinates for accuracy, completeness, and compliance with procedure, regulations and codes. Hours: Monday through Friday, 7:30am to 4:00pm; works weekends and overtime if needed. This is an on call position.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** This is an on-call, safety sensitive position. The successful candidate will be subject to a pre-employment drug test as well as being subject to random, drug/alcohol testing. TCEQ Class D Water/Wastewater License preferred or applicant must obtain license within 12 months of hire date as a condition of employment. Five years' experience as a maintenance worker on water/wastewater systems or performing similar maintenance duties. Considerable knowledge of the principals and operation of water/wastewater systems. Considerable knowledge of heavy equipment, light equipment, tools and vehicles used by the department. Must be able to perform strenuous labor for extended periods of time; work in extreme weather conditions; lift 50 lbs.; withstand constant vibration from equipment; work around extreme noise and mechanical, electrical and chemical hazards and other conditions which may be adverse. Must be able to obtain a Class B/CDL within six months of hire. A valid driver's license with good driving record is required.

**Position:** MAINTENANCE WORKER (PROJECTS-PARKS) – PARKS & RECREATION

**Starting Salary:** \$22,075/YR

**Posting Dates:** Open: 11/16/18 Close: 12/4/18

**DUTIES:** Works with a crew of 3 or more employees with the Projects Crew. Responsible for the development and maintenance of park areas and/or other City properties as assigned. Perform duties such as digging ditches, removing debris, loading rocks, dirt and gravel work, concrete/masonry work, playground equipment construction and maintenance, etc. Operation of trucks and/or specialized equipment used in the construction of pavilions, playgrounds, cement walls, rock walls, building foundations, sidewalks, etc. Responsible for the operation, minor adjustments, cleaning, and general maintenance of equipment. Perform other duties as assigned. Hours: Monday through Friday, 7:00am to 3:30pm to include some weekends and holidays (30-minute lunch).

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School diploma or GED required. Skilled in operating basic hand tools. Good knowledge of the tools, equipment, and materials used in the assigned work area. Two years' experience in performing park development or construction work or any combination of education and experience preferred. Skilled in completing simple records. Ability to understand and follow oral or written instructions. Ability to perform strenuous physical activity for extended periods of time and work in extreme weather conditions. May be required to work with heights of up to 50 feet. Ability to lift 117 pounds. Ability to withstand constant vibrations from equipment. A valid driver's license with a good driving record is required.

**Position:** TRAFFIC MAINTENANCE TECHNICIAN I – OPERATIONS

**Starting Salary:** \$22,075/YR

**Posting Dates:** Open: 11/16/18 Close: 12/4/18

**GENERAL PURPOSE:** Under close supervision, assists with the installation, maintenance and repair of traffic control signs and pavement markings.

**DUTIES:** Performs basic installation of traffic signs and pavement markings. Follows all safety rules and regulations on the job site. Duties may vary according to job assignment. Assists with traffic control flagging and the maintenance and repair of traffic control signs as directed. Operates equipment in accordance with all safety regulations and procedures. Identifies and reports mechanical problems requiring additional repair. Completes daily work log, incident and accident reports. Assures that hazardous materials are cleaned up according to City policy and procedures. Responds as directed to perform emergency assistance work. Ability to be on call as needed. Follows all safety rules and regulations on the job site. Hours: Monday through Friday, 7:00am to 3:30pm, and on-call.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School diploma or equivalent. Preferred experience such as the fabrication, installation and repair of traffic signs and markings. Knowledge of: traffic management/ temporary control within a construction setting; installation, troubleshooting, testing, maintenance and repair of traffic systems; construction or digital data communications may be substituted for experience on a year per year basis. (Experience requirements may be satisfied by full-time experience or the prorated part-time equivalent.) Preferred International Municipal Signal Association (IMSA) Work Zone Traffic Control Safety Certification; IMSA Level 1 Signs & Markings or equivalent training and certifications. Required Knowledge of: City policies and procedures; methods, procedures, materials, equipment and tools used for installation, maintenance, and repair of traffic control signals and related devices; MUTCD and IMSA standards and guidelines, and OSHA safety rules and regulations; Safety standards and practices in hazardous traffic environments; Occupational hazards and safety precautions. Required Skill in: Operating equipment used in the installation and maintenance of traffic signal systems; Operating and maintaining tools and equipment in a safe and effective manner; Closely following verbal and written instructions and procedures. Work is performed indoors in a shop environment and outdoors in City traffic; Required to perform moderate physical work, and lift and carry up to 117 pounds. A valid driver's license with a good driving record is required.

Job positions are subject to close prior to advertised closing date.

**Position:** MAINTENANCE WORKER (STREET & BRIDGE) – OPERATIONS

**Starting Salary:** \$22,075/YR

**Posting Dates:** Open: 11/9/18 Close: 11/28/18

**DUTIES:** Under general supervision, performs unskilled general labor and maintenance work for City parks, streets, facilities and infrastructure in accordance with all safety regulations and procedures. Operates a variety of specialized equipment and performs general manual labor tasks in order to maintain parks, streets, infrastructure and City facilities as assigned; duties will vary according to job assignment and individual skills; responds to emergencies as needed. Performs maintenance and repairs within scope of authority, and in accordance with all safety regulations and procedures; reports safety hazards, equipment problems and emergency situations. Cleans and stores hazardous materials according to City policy and procedures. Hours: Monday through Friday, 7:00am to 3:30pm.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School diploma or GED equivalent; AND one year of general work experience; OR an equivalent combination of education and experience. Required knowledge of City safety rules and regulations, occupational hazards and safety precautions. Must be able to closely following verbal and written instructions and procedures, be safe and efficient operation and maintenance of tools and equipment. Requires constant physical efforts, and ability to lift and carry up to 80 pounds. Must be able to acquire a Noncommercial Political Pesticide License within six months of being hired. A valid driver's license with a good driving record is required.

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**Position:** LIGHT EQUIPMENT OPERATOR (STREET & BRIDGE) – OPERATIONS

**Starting Salary:** \$26,483/YR

**Posting Dates:** Open: 11/2/18 Close: OPEN UNTIL FILLED

**DUTIES:** Drives and operates specialized equipment in the construction and maintenance of streets and alleys. Operates equipment such as medium sized loader, asphalt distributors, rollers, trucks, sweepers, and backhoes. Hours: Monday through Friday, 7:00am to 3:30pm; overtime is required.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School diploma or GED equivalent. This is a safety sensitive position. The successful candidate will be subject to a pre-employment drug test as well as being subject to random drug/alcohol testing. Must be knowledgeable and proficient in the operation and maintenance of the above equipment. Qualifications would be gained by completion of six months' experience in driving trucks and operating light equipment or an equivalent combination of training and experience. Ability to perform strenuous physical labor for prolonged periods in extreme weather conditions; be able to withstand vibrations that are produced by equipment; lift 113 lbs. floor to knuckle, and be physically able to maneuver in and around work area. Must be able to obtain a Class B/CDL within six months of hire date as a condition of employment. A valid driver's license with a good driving record is required.

**Position:** WELDER (UTILITY MAINTENANCE) – WATER UTILITIES

**Starting Salary:** \$27,719 – \$41,577/YR/DOQ

**Posting Dates:** Open: 10/19/18 Close: OPEN UNTIL FILLED

**DUTIES:** Sets up, adjusts and uses equipment by adjusting gas flow, wire feed rate and heat settings per standard practices. Replaces nozzles, contact tips, weld wire spools, rod, gas bottles and gauges as required. Loads and unloads parts and equipment manually and with mechanical assistance. Performs maintenance of the equipment. Routine counting and paperwork is required. Operates equipment such as saws, grinders, drills and various maintenance hand tools. Cleans work area, parts and equipment. Cuts metals and makes repair welds as required on cast iron, steel, brass, bronze and aluminum sheet, tubing and pipe. Works from drawings, sketches, process sheets, work orders and verbal instructions. May operate crane truck, portable pumps, light plants, forklifts and generators. Hours: Monday through Friday, 7:30am to 4:00pm; this is an on call position.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School diploma or GED equivalent; AND welding vocational school or apprenticeship training; AND two year's welding experience; OR an equivalent combination of education and experience. Welding skills test required. This is an on-call/safety sensitive position. The successful candidate will be subject to a pre-employment drug test as well as being subject to random drug/alcohol testing. TCEQ Class D Water/Wastewater License preferred or applicant must obtain a TCEQ Class D Water/Wastewater license within one year of hire as a condition of employment. Good knowledge of the methods and techniques of welding, brazing and soldering. Good knowledge of acetylene torch, electric welding equipment and related welding equipment, tools and materials. Skill in the use of hand and power tools and welding equipment. Ability to perform strenuous labor for extended periods of time; withstand constant vibrations from equipment; climb in and out of trenches; maneuver in uneven and rough terrain; withstand the impact of smoke, heat and fumes. Ability to lift 50 lbs. continuously. The selected applicant will be required to obtain a Class B/CDL within six months of hire. A valid driver's license with a good driving record is required.

**Position:** SHELTER ASSISTANT I (ANIMAL SERVICES) – NEIGHBORHOOD & FAMILY SERVICES

**Starting Salary:** \$22,075/YR

**Posting Dates:** Open: 10/5/18 Close: OPEN UNTIL FILLED

**DUTIES:** Provides basic care for animals kept in the City animal shelter in compliance with all applicable rules, regulations, and procedures. Cleans and maintains safe and sanitary conditions in the animal shelter. Cleans and feeds animals, and performs basic medical care, restraint and infection control procedures. Provides information and assistance to visitors within the scope of authority. Processes and files paperwork; maintains records, document logs and filing system. Varying hours: Monday through Friday, 7:00am to 6:00pm, and Saturday and Sunday, 8:00am to 12:00pm.; some weekends and holidays as assigned.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** A High School Diploma or GED equivalent required; some experience working with animals is preferred. Required knowledge of City policies and procedures; animal capture and restraint techniques and equipment. Required skill in exercising patience, care and compassion in dealing with animals; effective communication, both verbal and written. Work is performed in the City animal shelter; work involves moderate physical demands. Must maintain a level of physical fitness to meet Department standards, and be able to lift up to 63 lbs. A valid driver's license with a good driving record is required.

November 16, 2018 - CITY OF SAN ANGELO - Job positions are subject to close prior to advertised closing date.

**Position:** BUILDING MAINTENANCE TECHNICIAN (FORT CONCHO/STATE BUILDINGS)

**Starting Salary:** \$27,719/YR

**Posting Dates:** Open: 9/28/18 Close: OPEN UNTIL FILLED

**DUTIES:** Under general supervision, performs journey-level tasks in the repair and maintenance of City facilities, including carpentry, plumbing, mechanical, HVAC, and basic electrical work. Works independently, and makes appropriate decisions based on work experience; duties will vary according to job assignment and individual skills. Identifies material and equipment needs for each assigned project, and orders supplies. Troubleshoots facility problems and maintenance issues, and develops cost-effective solutions; maintains grounds and landscaping as needed; may include use of weed and pest control chemicals; operates a variety of specialized equipment in accordance with all safety regulations and procedures; and identifies and reports mechanical problems requiring additional repair; and assures that hazardous materials are cleaned up in a timely manner and controlled according to City policy and procedures. Hours: Monday through Friday, 8:00am to 5:00pm; some nights and weekends. Some on-call status time for evenings and weekends.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School Diploma and GED equivalent; AND three year's experience in building maintenance work; OR an equivalent combination of education and experience. Knowledge of tools and equipment used in building and grounds maintenance. Work is performed indoors and outdoors; required to perform moderate physical work, and lift and carry up to 50 lbs. A valid driver's license with a good driving record is required.

**Position:** HEAVY EQUIPMENT OPERATOR (STREET & BRIDGE) – OPERATIONS

**Starting Salary:** \$27,719/YR

**Posting Dates:** Open: 9/28/18 Close: OPEN UNTIL FILLED

**DUTIES:** Drives and operates heavy equipment such as a maintainer, bulldozer, heavy roller, and other equipment as required. Adjusts equipment as needed for specialized operation requiring a high degree of accuracy. Clears and digs drainage ditches and trenches. Hours: Monday through Friday, 7:00am to 3:30pm; overtime is required.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School diploma or GED equivalent. This is a safety sensitive position. The successful candidate will be subject to a pre-employment drug test as well as being subject to random drug/alcohol testing. Some knowledge of street and alley repairs, as well as parking lot construction. One-year experience in the operation and maintenance of heavy equipment. Ability to perform strenuous labor for extended periods of time; work in extreme weather conditions and lift 50 lbs.; understand and follow oral and written instructions; withstand constant vibrations from equipment; climb in and out of trenches; maneuver in uneven and rough terrain. Must be able to obtain a Class A/CDL within six months of hire date. A valid driver's license with a good driving record is required.

**Position:** GARDENER, SR. (PARKS) - PARKS & RECREATION

**Starting Salary:** \$26,483/YR

**Posting Dates:** Open: 9/21/18 Close: OPEN UNTIL FILLED

**DUTIES:** Under general supervision, oversees the work of three Gardeners; performs general labor and maintenance of City public gardens and greenhouses, in accordance with all safety regulations and procedures. Performs manual labor tasks in order to maintain clean, safe, attractive, and user friendly City public gardens; maintains gardens, lawns, flower beds, and other cultivated areas as assigned; follows all safety rules and regulations to minimize risk of accidents. Performs a variety of garden and grounds maintenance activities, including: fertilizing, weed control, pest control, mowing, trimming, and watering procedures. Assists with garden and greenhouse planting design and implementation; cleans up trash and debris; prunes and trims shrubs and flora; plants and extracts flowers and plant life; loads and hauls materials. Utilizes proper safety precautions in all work performed; reports problems and emergency situations; recognizes, avoids, and reports unsafe acts, conditions, accidents and injuries. Performs other related duties as required. Hours: Monday through Friday; 7:00am to 3:30pm (30-minute lunch). May work weekends, holidays, and some overtime as needed.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School Diploma or GED equivalent; AND two years of experience in maintenance of public gardens, preferably in the City of San Angelo; OR an equivalent combination of education and experience. Skills in operating various tools and machines used in ground maintenance work. Ability to perform strenuous labor for extended periods of time; work in extreme weather conditions as needed; lift 117 lbs.; and understand and follow oral and written instructions. A valid driver's license with a good driving record is required.

November 16, 2018 - CITY OF SAN ANGELO - Job positions are subject to close prior to advertised closing date.

**Position:** WATER PLANT OPERATOR (C/D) (WATER PRODUCTION) – WATER UTILITIES

**Starting Salary:** \$30,050/YR

**Posting Dates:** Open: 8/31/18 Close: OPEN UNTIL FILLED

**DUTIES:** Monitors all gauges, meters and controls to ensure proper function of the water production treatment. Operates various plant equipment. Starts and stops pumps; adjust controls using computer to assure proper water flow and water level. Makes daily and monthly reports on water operations using computers. Changes chlorine drums; service and repair pumps, chlorinators and other equipment. Replaces valves and lines around plant and pump stations. Hours: Rotating shift.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High school diploma or GED required. Must obtain a "D" license (completion of 20 hours classroom instruction) and pass state test. Ability to obtain State of Texas Grade "D" Water certificate within six months of hire. Ability to perform strenuous labor for extended periods of time, lift 75 lbs., withstand constant vibrations from equipment, work rotating shifts in extreme weather conditions, work around extreme noise and mechanical, electrical and chemical hazards and other conditions which may be adverse. Ability to read and understand procedures and simple instructions. Must be in good physical condition to cover all aspects of the plant under these conditions. A valid driver's license with a good driving record is required.

**Position:** BUILDING MAINTENANCE WORKER – FORT CONCHO

**Starting Salary:** \$22,075/YR

**Posting Dates:** Open: 8/24/18 Close: OPEN UNTIL FILLED

**GENERAL PURPOSE:** Under general supervision, performs semiskilled general labor work in cleaning and maintaining City buildings and basic equipment maintenance duties.

**DUTIES:** Performs custodial, janitorial, and minor facility maintenance duties in such a manner that high levels of cleanliness are maintained; Follows all safety rules and regulations to minimize risk of accidents and enhance the safety of employees and visitors; Works on assigned projects, and makes appropriate decisions based on work experience; duties will vary according to job assignment and individual skills; notifies supervisors of repair problems beyond the scope of authority; Performs basic repairs, preventive maintenance and component replacement on plumbing, electrical, HVAC, and mechanical systems; works with Building Maintenance Technician on major repair projects; Cleans and maintains grounds and landscaping; Utilizes proper safety precautions in all work performed; reports problems and emergency situations; Performs routine cleaning, restroom sanitation, floor care, and trash disposal in assigned City facilities; Cleans up spills and unsafe conditions in a timely manner and according to procedures; Inspects and maintains assigned custodial equipment and small tools for proper operating condition; completes minor repairs on cleaning equipment as needed; Operates vehicles and equipment in accordance with all safety regulations and procedures; identifies and reports mechanical problems requiring additional repair; Opens, closes, locks and unlocks facilities as needed; sets up and takes down meeting rooms; assists with setup and teardown and other tasks for special events as directed; Completes daily work log, incident and accident reports, and requisitions for supplies and materials; Responds as directed to perform emergency cleaning work as required; Assures that hazardous materials are cleaned up in a timely manner and controlled according to City policy and procedures.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School Diploma or GED equivalent; AND one year of experience in building maintenance work; OR an equivalent combination of education and experience. Required knowledge of: City policies and procedures; Tools and equipment used in building maintenance; Occupational hazards and safety precautions. Required skill in: Operating and maintaining tools and equipment in a safe and effective manner; Following and maintaining safety standards; Closely following verbal and written instructions and procedures; Establishing and maintaining cooperative working relationships with co-workers and the public. Work is performed indoors and outdoors; required to perform moderate physical work and potentially in extreme weather conditions, and lift and carry up to 50 pounds. A valid driver's license with a good driving record is required.

**Position:** MAINTENANCE WORKER, SR. (LANDSCAPE– PARKS) – PARKS & RECREATION

**Starting Salary:** \$26,483/YR

**Posting Dates:** Open: 8/3/18 Close: OPEN UNTIL FILLED

**DUTIES:** Works on a landscape maintenance crew made up of three or more employees for general maintenance of the City park systems. In the absence of the Crew Leader, leads/supervises the crew members and takes on the responsibility for the overall maintenance of the parks including such areas as turfgrass, playgrounds, parking lots, sand volleyball courts, buildings/structures, fences, equipment, etc. Operates and maintains various equipment such as rotary and/or reel mowers, tractors, skid steers, weed-eaters, trimmers, chain and pole saws, shovels, hoes, rakes, pruning shears, truck, trailer, blower, and other equipment involved in the maintenance of assigned areas. Responsible for the development and maintenance of parks and sports field areas, performing duties such as pesticide and fertilizer applications, aerification of turfgrass, mowing, string trimming, picking up trash, building maintenance, fence installation/removal, edging, planting, weeding flower beds, applying water to lawn area and flower beds, pruning and planting trees, infield clay maintenance, etc. May assist in the installation of sprinkler systems and perform irrigation repairs. Position includes light construction, application of various pesticides, and other related/assigned duties as required. Hours: Monday through Friday, 7:00am to 3:30pm, to include some over-time, weekends and holidays, (30-minute lunch).

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School diploma or GED equivalent. Skilled in operating various tools and machines used in ground maintenance work. Ability to supervise, plan, complete appropriate documentation, calibrate equipment, etc. in the absence of the Crew Leader. Required to have some working knowledge and skills related to proper turfgrass, infield, and tree management. Ability to follow written and/or verbal instructions from supervisors. Two years' experience in performing grounds maintenance or any combination of education and experience. Ability to perform strenuous labor for extended periods; work in extreme weather conditions; lift 117 lbs. A valid driver's license with a good driving record is required.

**Position:** LIGHT EQUIPMENT OPERATOR (WATER DIST./W/W COLL.) – WATER UTILITIES

**Starting Salary:** \$26,483 – \$39,723/YR/DOQ

**Posting Dates:** Open: 7/6/18 Close: OPEN UNTIL FILLED

**DUTIES:** Performs work involving the operation of specialized equipment used in construction and repair, ditching and maintenance. Performs related work as required. Drives and operates specialized equipment used in the construction of water/wastewater systems such as medium sized front-end loaders, backhoes and dump trucks. Independently performs assigned work such as digging ditches, removing debris, repairing water and sewer lines and installing water meters. Keeps simple records of work performed and equipment utilized. May operate more complex equipment for training and relief purposes. Makes minor adjustments and participates in the cleaning and servicing of equipment utilized. Hours: Monday through Friday, 7:00am to 3:30pm. Other related duties as required.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School diploma or GED required. This is an On Call/Safety Sensitive position. The successful candidate will be subject to a pre-employment drug test as well as being subject to random, drug/alcohol testing. Have some knowledge of operating equipment. Qualifications would be gained by completion of six months' experience. Ability to establish effective working relationships with other employees; perform strenuous labor for extended periods of time; work in extreme weather conditions; withstand constant vibrations from equipment; climb in and out of trenches. Understand and follow oral and written instructions and lift 50 lbs. A valid Class B/CDL with a good driving record is required.

**Position:** STREET & BRIDGE SUPERVISOR - OPERATIONS

**Starting Salary:** \$36,526/YR

**Posting Dates:** Open: 6/15/18 Close: OPEN UNTIL FILLED

**DUTIES:** Supervises the daily operation of Street & Bridge maintenance work crews; reviews maintenance and repair requests, plans and prioritizes projects, and assigns staff to complete work. Supervises and evaluates assigned staff; prioritizes and assigns tasks and projects; trains and instructs employees as required; meets with staff to review and discuss projects and work assignments. Inspects streets, bridges and infrastructure to determine maintenance needs; performs job site inspections of ongoing and completed work assignments. Monitors job sites and observes work crews to ensure all safety and quality standards are met; provides technical guidance to staff as required. Supervises specialty maintenance activities, including landscape maintenance and herbicide / pesticide application for City-owned property. Tracks, monitors and controls work activities and expenditures; coordinates a variety of administrative activities including employee scheduling, payroll reporting, purchasing and report processing. Identifies material and equipment needs for each assigned project, and coordinates supplies. Assesses streets, bridges and infrastructure maintenance issues, and recommends solutions. Controls work site to ensure that safety rules and regulations are adhered to, and that the work zone and all equipment are in safe operating condition. Ensures that hazardous materials are cleaned up in a timely manner and controlled according to City policy and procedures. Operates a variety of specialized equipment in accordance with all safety regulations and procedures; identifies and reports mechanical problems requiring additional repair. Responds to emergencies and coordinates City resources according to plans and needs; dispatches and accounts for crew activity during emergency events.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School Diploma or GED equivalent; AND four years' experience in municipal infrastructure maintenance; OR an equivalent combination of education and experience. Required Knowledge of: City policies and procedures. Methods, procedures, materials, equipment and tools used for maintenance and repair of streets, bridges and infrastructure. Federal and state traffic and safety regulations, including drug and alcohol testing guidelines for CDL. OSHA safety rules and regulations, and Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace. Safety standards and practices in hazardous traffic environments. Occupational hazards and safety precautions. Required Skill in: Using initiative and independent judgment within established procedural guidelines. Assessing and prioritizing multiple tasks, projects and demands. Identifying streets, bridges and infrastructure needs and recommending repair and maintenance projects. Supervising staff, delegating tasks and authority, and evaluating staff performance. Promoting and enforcing safe work practices. Safe and efficient operation and maintenance of trucks and equipment according to standard operating and safety procedures. Operating personal computer systems and basic software applications. Effective verbal and written communications. Establishing and maintaining cooperative working relationships with co-workers and the public. Work is performed indoors in an office environment, and at construction sites, maintenance facilities and outside environments; required to perform moderate physical work, and lift and carry up to 50 pounds. Technical skills training and certifications may be required. A valid driver's license with a good driving record is required.

**Position:** HEAVY EQUIPMENT OPERATOR (W/W COLL./WATER DIST.) – WATER UTILITIES

**Starting Salary:** \$27,719 – \$41,577/YR/DOQ

**Posting Dates:** Open: 6/8/18 Close: OPEN UNTIL FILLED

**DUTIES:** Performs work involving the operation of specialized equipment used in construction and repair, ditching and maintenance. Drives and operates heavy equipment such as excavators, wheel type ditching machines, graders and backhoes of 70 horsepower or more. May operate smaller and less complex equipment as necessary. Clears and digs drainage ditches, digs and backfills trenches. Some knowledge of the operation characteristics and maintenance of machines and equipment operated and the methods, techniques and procedures of construction and repair work involving heavy equipment. Other related duties as required. Hours: Monday through Friday, 7:00am to 3:30pm.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School diploma or GED required. This is an on-call/safety sensitive position. The successful candidate will be subject to a pre-employment drug test as well as being subject to random drug/alcohol testing. Ability to establish effective working relationships with other employees; to understand and follow oral and written instructions; to perform strenuous labor for extended periods of time; to work in extreme weather conditions; to withstand constant vibration from equipment; to climb in and out of trenches; to lift 50 lbs.; understand and follow oral and written instructions. One-year experience in the operation and maintenance of equipment including six months' experience operating the equipment required by the position. A valid Class A/CDL with a good driving record is required.

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**Position:** MAINTENANCE WORKER (SPORTS FIELDS-PARKS) – PARKS & RECREATION

**Starting Salary:** \$22,075/YR

**Posting Dates:** Open: 5/25/18 Close: OPEN UNTIL FILLED

**DUTIES:** Works on a sports field maintenance crew made up of three or more employees for general maintenance of the City-maintained sports fields and park systems. Operates and maintains various equipment such as rotary and/or reel mowers, tractors, skid steers, weed-eaters, trimmers, chain and pole saws, shovels, hoes, rakes, pruning shears, truck, trailer, blower, and other equipment involved in the maintenance of assigned areas. Responsible for the development and maintenance of parks and sports field areas performing duties such as pesticide and fertilizer applications, aerification of turfgrass, mowing, string trimming, picking up trash, building maintenance, fence installation/removal, edging, planting, weeding flower beds, applying water to lawn area and flower beds, pruning trees, infield clay maintenance, etc. May assist in the installation of sprinkler systems and perform irrigation repairs. Position includes light construction, application of various pesticides, and other related/assigned duties as required. Hours: Monday through Friday, 7:00am to 3:30pm, to include some over-time, weekends and holidays; (30-minute lunch).

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School diploma or GED equivalent. Skilled in operating various tools and machines used in ground maintenance work. Required to have some working knowledge and skills related to proper turfgrass, infield and tree management. Ability to follow written and/or verbal instructions from supervisors. Two years' experience in performing grounds maintenance or any combination of education and experience. Ability to perform strenuous labor for extended periods of time; work in extreme weather conditions; and lift 117 lbs. A valid driver's license with a good driving record is required.

**Position:** MAINTENANCE WORKER (LANDSCAPE-PARKS) – PARKS & RECREATION

**Starting Salary:** \$22,075/YR

**Posting Dates:** Open: 3/23/18 Close: OPEN UNTIL FILLED

**DUTIES:** Works on a park's landscape maintenance crew made up of two or more employees. Operates and maintains various equipment such as rotary and/or reel mowers, tractors, skid steers, weed-eaters, trimmers, chain and pole saws, shovels, hoes, rakes, pruning shears, truck, trailer, blower, and other equipment involved in the maintenance of assigned areas. Responsible for the development and maintenance of parks and sports field areas performing duties such as pesticide and fertilizer applications, aerification of turfgrass, mowing, string trimming, picking up trash, building maintenance, fence installation/removal, edging, planting, tree pruning, tree removal, weeding flower beds, applying water to lawn area and flower beds, pruning trees, infield clay maintenance, etc. May assist in the installation of sprinkler systems and perform irrigation repairs. Position includes light construction, application of various pesticides, and other related/assigned duties as required. Hours: Monday through Friday, 7:00am to 3:30pm to include some over-time, weekends and holidays, (30-minute lunch).

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School diploma or GED required. Skilled in operating various tools and machines used in ground maintenance work. Two years of experience in performing grounds maintenance or any combination of education and experience. Ability to perform strenuous labor for extended periods of time; work in extreme weather conditions; lift 117 lbs.; understand and follow oral and written instructions. A valid driver's license with a good driving record is required.

### **PART-TIME, TEMPORARY, & SEASONAL POSITIONS**

**Position:** SCHOOL CROSSING GUARD/RELIEF SCHOOL CROSS GUARD (RISK MANAGEMENT) – HUMAN RESOURCES

**Starting Salary:** \$10.00/HR

**Posting Dates:** Open: 11/2/18 Close: OPEN UNTIL FILLED

**DUTIES:** The School Crossing Guard or Substitute for School Crossing Guard will control and direct children safely through crosswalks, observes traffic, maintain time sheets, maintain attendance sheets, complete tracking records, and be able to work in extreme weather conditions. Must have no convictions involving moral turpitude. Must be available for short notice calls to work. Hours: Monday through Friday, 7:00am to 8:15am, and 2:30pm to 4:00 pm. This is an on call position.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** References are required. Applicant must have a telephone; ability to complete records; able to lift 10-15 lbs.; and understand and follow oral and written instructions. Must provide own reliable transportation. A valid driver's license with a good driving record is required.

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**Position:** SHELTER WORKER (ANIMAL SERVICES) – NEIGHBORHOOD & FAMILY SERVICES

**Starting Salary:** \$10.09/HR

**Posting Dates:** Open: 10/5/18 Close: OPEN UNTIL FILLED

**DUTIES:** Clean and disinfect kennels. Work under strenuous conditions. Operates and maintains basic equipment and performs manual labor tasks, including weed control and mowing. Minor repairs of tools used around shelter. Office custodial duties. Basic computer knowledge. Minor mathematic skills. Ability to understand various mixing of chemicals. Ability to work with all animal types. Team player willing to work with the public. Hours: Varying hours, Monday through Friday, 8:00am to 6:00pm, Saturday and Sunday, 8:00am to 12:00pm (as needed).

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** Knowledge of general safety practices and legal liabilities for a City animal shelter. Required skill in exercising patience, care and compassion in dealing with animals, basic custodial skills to include sweeping and mopping, care, maintenance and safe operation of a variety of specialized animal control tools and equipment, establishing and maintaining cooperative working relationships with co-workers and the general public, assessing and prioritizing multiple tasks, projects and demands, operating a personal computer utilizing a variety of business software, basic communication ability, both verbal and written, work is performed in the City animal shelter; work involves moderate physical demands; must maintain a level of physical fitness to meet Department standards, and be able to lift up to 80 lbs. A valid driver's license with a good driving record is required.

## FIRE AND POLICE DEPARTMENT POSITIONS

**Position:** TRAINEE FIRE FIGHTER

**Starting Salary:** \$38,316/Annually

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** Download the application and brochure from our website: [www.cosatx.us](http://www.cosatx.us) or contact the Human Resources Department to receive a brochure and application. According to Civil Service Law, every applicant for a Police Rookie position must take a Civil Service Examination. Salary amounts are subject to change each year. **The next examination will be Saturday, December 8, 2018 at the McNease Convention Center, 501 Rio Concho Drive, San Angelo, TX at 9:00 a.m. Registration begins at 8:30 a.m.** Candidates should arrive early to allow for processing. Applicants must bring their driver's license and social security card for identification purposes. **Applications must be received by 5:00 p.m. on Friday, November 30, 2018 in the Human Resources Department located at 72 W. College Avenue, Room 201. Applications received after this date will not be accepted.** Applications currently on file will be notified via first class mail of the examination date.

**Position:** TRAINEE POLICE OFFICER

**Starting Salary:** \$42,856/Annually

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** Download the application and brochure from our website: [www.cosatx.us](http://www.cosatx.us) or contact the Human Resources Department to receive a brochure and application. According to Civil Service Law, every applicant for a Police Rookie position must take a Civil Service Examination. Salary amounts are subject to change each year. **The next examination has not been scheduled yet.** Applications currently on file will be notified via first class mail of the examination date.

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