

**CITY OF SAN ANGELO  
MUNICIPAL JOB OPENINGS**

September 7, 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:** DEVELOPMENT SERVICES TECHNICIAN – PLANNING & DEVELOPMENT SERVICES

**Starting Salary:** \$35,864

**Posting Dates:** Open: 9/7/18 Close: 9/21/18

**GENERAL PURPOSE:** Under general supervision, assists the Planning & Development Administrator in formulating, preparation, & implementation of improvements to the development process; performing completeness checks on all plans, plats, checklists, & applications. Compiles information necessary for the monitoring of the overall development process, helping to identify where issues arise, and conducting research on behalf of the Planning and Development Services Director as it relates to development process-related activities. In addition, would communicate deficiencies on initial completeness check failures to applicants, transmit conditions for approval to applicants post-review, and assist in obtaining answers to project-specific questions, in addition to other duties as required.

**DUTIES:** Processes development applications, performing completeness checks & logging each submission into integrated software system including Plan Review process. Helps direct customers to appropriate staff when technical issues arise. Conveys to customers in writing and via in-person or phone communications any deficiencies in their submissions. Communicates in writing conditions and/or comments generated from the review of submissions to the customer or representative. Provides meeting schedules, handouts & applications, brochures, and other helpful information to the customer. Updates department website(s) as it relates to forms, applications, & handouts. In the absence of the Planning & Development Administrator, conducts review meetings and DRCs. Collects and distributes weekly review background material, including site plan and subdivision plat applications. Manages the software platforms involved with Building Permits, Planning and Engineering, and on line payments. Provide End User training in software platforms and provide maintenance and troubleshooting, as new updates are available. Other duties as assigned. Hours: Monday through Friday, 8:00am to 5:00pm.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** Associates Degree in Project Management, Planning, Software/Database Management, or related field; and one year of experience in planning, plan review, and project management; OR an equivalent combination of education and experience. Required knowledge of: City policies and procedures; State and local laws, rules and regulations affecting community development; Principles of urban planning, community development, land use and permitting; City land use and development regulations and zoning codes; Principles of record keeping and records management; Site plans, building plans, subdivision plats, and real estate documents; Public relations, customer service, and marketing principles; Software platform system administration functions. Required skill in: Researching and analyzing regulations and policies; Checking designs and specifications of projects; Maintaining accurate and interrelated technical records; Establishing and maintaining cooperative working relationships with co-workers, the development community and the general public; Operating a personal computer utilizing a variety of business software, such as spreadsheets, databases, and word processing documents; Composing summaries of complex and multi-faceted projects and issues; Diplomacy and tactful communication; Working with and coordinate groups of all sizes; Troubleshooting software applications. Work is performed in a standard office environment. Occasional site visits may be required from time to time. A valid driver's license with a good driving record is required.

**Position:** SYSTEMS ANALYST (PUBLIC SAFETY COMMUNICATIONS) – POLICE DEPARTMENT

**Starting Salary:** \$41,479 – \$62,216/YR/DOQ

**Posting Dates:** Open: 9/7/18 Close: 9/21/18

**GENERAL PURPOSE:** Coordinates and performs a variety of systems maintenance functions relative to area of assignment; installs and maintains computer hardware and software; diagnoses and resolves technical issues; provides systems support and training to end users; and performs other related duties as assigned.

**DUTIES:** Responsible for the day-to-day maintenance of in-house software systems. Performs professional work involving in the design, testing and maintenance of the Record Management System, Field Reporting and Analysis Reporting programs. Determines and maintains user needs and rights for software programs. Responsible for training users on all computer software programs. Will assist in the transition of current applications, systems or processing procedures to newer and upgraded technology and network functionality. Develops new reports using Microsoft Access, Power Point and Excel as required. Develops ideas and improves software solutions to further the technological profile of the department. Upgrades and troubleshoots software and hardware problems. **HOURS:** Monday through Friday, 8:00am to 5:00pm. Other related duties as required.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** Bachelor's Degree in Information Technology or related field; and three years' systems maintenance experience or an equivalent combination of education and experience. Extensive knowledge of Microsoft Windows operating system including servers and Microsoft Office applications as well as an overall comprehension of computer systems and networks. Familiarity with databases and SQL is preferred. At least two years of experience as a programmer or completion of vocational training in computer programming; or any equivalent combination of education and experience may be recognized. Must be able to establish and maintain effective working relationships with other employees and with the general public. This is a security sensitive position. The successful candidate will be subject to an extensive background investigation, which includes polygraph exam, credit and criminal history. Must be able to bend or stoop to retrieve and lift files, books, other materials weighing 25-50 lbs. A valid driver's license with a good driving record is required.

**Position:** FORT CONCHO EDUCATION COORDINATOR

**Starting Salary:** \$30,363

**Posting Dates:** Open: 8/31/18 Close: 9/17/18

**GENERAL PURPOSE:** Coordinates and delivers educational programming for the Fort Concho Museum; plans and implements educational events; recruits and oversees volunteers and their activities; prepares newsletters and other documentation; participates in and assists other staff and volunteers with site living history program; assists with maintenance of program materials and equipment; and supervises assigned personnel.

**DUTIES:** Provides for the education of site visitors regarding the history and nature of the military during the mid to late nineteenth century; Plans, develops, coordinates, and administers Fort Concho's educational programs including children and school programming, docents, Living History, and/or other events; Coordinates and communicates with San Angelo area schools and other agencies/groups regarding program activities; Facilitates and delivers living history and/or other programming to the public; teaches and/or makes presentations and talks as required; Organizes, schedules, and executes various types of educational events held at Fort Concho including but not limited to exhibits, festivals, concerts, and holiday events; Recruits, trains, and oversees the activities of assigned Fort Concho volunteers; Conducts living history and/or other research; prepares and coordinates the production of the Museum's volunteer monthly newsletter; Responds to public inquiries regarding Fort Concho, living history programming, special events, and/or other museum matters; Working with other staff and volunteers helps to repair and maintain furnishings, equipment, and/or other types of living history items; Provides training and supervises the activities of assigned personnel; monitors and ensures staff compliance with Museum and City policies, procedures, and regulatory requirements; Prepares and maintains a variety of program and/or other departmental records and reports; Performs other related duties as assigned or required.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** Bachelor's Degree (Master's or its equivalent preferred) in a related field; AND three years' experience coordinating educational and public programming; OR an equivalent combination of education and experience. Required knowledge of: Principles and practices of historical interpretation and museum programming; Fort Concho and American frontier history; Principles and practices of program administration; Supervisory principles, practices, and methods; Best practices and skills in communication. Required skill in: Administering and coordinating educational programs; Planning and implementing living history events; Recruiting and overseeing the activities of volunteers; Supervising, leading, and delegating tasks and authority; Oral and written communication; Effective historical research; Establishing and maintaining cooperative working relationships with staff, volunteers, local schools, community organizations, outside agencies, and the general public. Work is performed in standard office environment and in and around museum facilities. Subject to sitting, standing, walking, bending, reaching, operating some equipment and lifting of objects up to 50 pounds. Exposure to variable weather conditions, weaponry, machinery with moving parts, noise from equipment operation. A valid driver's license with a good driving record is required.

September 7, 2018 - CITY OF SAN ANGELO - Job positions are subject to close prior to advertised closing date.

**There is one vacancy in the Planning Division which will be filled in any combination of the following job categories:**

**Position:** PLANNER or SENIOR PLANNER – PLANNING & DEVELOPMENT SERVICES

**Starting Salary:** Planner: \$41,404 – \$56,367

Senior Planner: \$47,475 – \$65,253

**Posting Dates:** Open: 8/31/18 Close: 9/17/18

**DUTIES:** These job categories work under general supervision, perform professional urban planning work, and explain planning and zoning regulations and City standards for development projects and technical issues. Review and evaluate development proposals, designs, applications, planning and zoning changes, variance requests, technical documents and special permits for compliance with City standards and regulatory requirements. Attend public meetings and present information on planning and zoning issues. Other duties as assigned.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:**

Planner Requirements: Bachelor's Degree in Urban Planning, Architecture, Business or Public Administration and one year of relevant experience.

Senior Planner Requirements: Bachelor's Degree in Urban Planning, Architecture, Business or Public Administration and at least two years of relevant experience.

Work is performed in a standard office environment. A valid driver's license with a good driving record is required.

**Position:** FIRE INSPECTOR/INVESTIGATOR

**Starting Salary:** \$52,000/YR

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

**GENERAL PURPOSE:** Under general supervision of the Fire Marshal, investigates fire and hazardous materials incidents, and inspects and enforces fire and safety code compliance for commercial facilities, as required to protect the lives and property of the City residents.

**DUTIES:** Investigates suspicious fire incidents, bomb threats and hazardous materials; responds to crime reports and applies skills and training to identify criminal actions, arrest violators and close cases. Collects, preserves, logs and secures evidence; documents all handling of evidence and property to preserve chain of custody; documents crime scenes using technical equipment, techniques and procedures; maintains activity logs and generates reports as needed. Gathers evidence and verifies information related to the investigation and resolution of criminal incidents; advises Fire Marshal and criminal justice agencies on significant investigative developments. Works with other agencies to coordinate enforcement activities and investigate crime scenes. Develops case files and reports, and prepares technical and statistical reports. Performs technical inspections of commercial facilities and structures to identify fire and safety hazards and check for compliance with fire and safety codes. Inspects installations of fire alarms and protection systems, and fuel storage and dispensing facilities. Examine plans and construction drawings to check for compliance with all fire and safety codes; inspects new construction for compliance to fire and safety codes and to determine occupancy limitations; recommends appropriate corrective action as needed. Conducts fire prevention presentations for schools and community groups. Issues citations for fire and safety violations and hazards, and coordinates resolution of safety issues. Interprets and explains codes, regulations, permit and code enforcement rules, and related policies and procedures to developers, contractors, property owners and the general public. Investigates complaints from City employees, citizens, businesses and other sources. May train and coordinate the work of other Fire & Police Department staff.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** Experience as a fire inspector or fire arson investigator is required. Required Licenses or Certifications: Certifications as a Fire Investigator or Fire Inspector from the Texas Commission on Fire Protection (TCFP) are required. Peace Officers License from the Texas Commission on Law Enforcement (TCOLE) within 1 year from the start of employment or in coordination with the Fire Marshal. NIMS 100, 200, 700, and 800 within one year. Required knowledge of: Fire Service Best Practices; Procedures, guidelines and policy interpretation; State and Federal laws, regulations and codes, including laws governing fire and building safety; Principles of crime scene management, and the operation of specialized technical equipment; Texas criminal justice and court systems, and principles of criminal justice records management; Methods and techniques of inspecting a variety of buildings and facilities; Commercial fire sprinkler and alarm systems; Principles and practices of building construction; Principles and practices of modern fire suppression and prevention.; Applicable NFPA Standards and familiarity with the International Fire Code. Required skill in: Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations; Consulting and communicating effectively with the public; Providing quality customer service and feedback; Interpreting and applying criminal laws to information, evidence and other data compiled; Independently investigating and securing crime scenes; recognizing evidence and causes of crime, death and accidents; documenting crime scene details, and collecting and preserving evidence, Inspecting commercial facilities for fire and safety code hazards and construction standards; Recognizing the construction, contents and occupancy of buildings

FIRE INSPECTOR/INVESTIGATOR continued on next page

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## FIRE INSPECTOR/INVESTIGATOR continued

in order to evaluate safety hazards; Examining building plans and technical drawings; Working as a team member with other law enforcement and multi-jurisdictional agencies; Conducting public presentations; Establishing and maintaining effective working relationships with co-workers; Operating and maintaining computer and communications equipment; Communicating clearly and concisely, both verbally and in writing. Work is performed indoors and outdoors; required to perform light to moderate physical work. Must maintain a level of physical fitness to meet Department standards. Investigations are performed in an on-call status subject to over time in accordance with the Fair Labor Standards Act. On-call status is on rotation between certified investigators. A valid driver's license with a good driving record is required.

**Position:** LICENSED VOCATIONAL NURSE (LVN) (WIC) – NEIGHBORHOOD & FAMILY SERVICES

**Starting Salary:** \$31,868/YR

**Posting Dates:** Open: 8/24/18 Close: 9/10/18

**DUTIES:** Interviews potential program participants; explains eligibility requirements and program parameters; gathers necessary information and forms as required to determine initial and continued eligibility. Handles telephone calls and provides information about the WIC program by phone. Assigns WIC Food Packages to program participants; maintains accurate records of such distribution as required; and flows all policies and procedures pertaining to Food Package accuracy and security. Stays current and adheres to program integrity processes pertaining to issuance of benefits. Uses a computer to enter eligibility anthropometric data and uses the internet and email for work related information and communications; and uses word processing applications, as needed. Collects medical, nutritional, personal information submitted to determine eligibility under state guidelines per current WIC policies and procedures. Maintains participant confidentiality. Weigh and measure WIC participants, including infants, children, and women, and accurately records height and weight per standard WIC procedures. Does finger prick to obtain hematocrit/hemoglobin using aseptic technique while observing Universal Precautions in handling and disposal of blood. Assists with group nutrition education for WIC participants as trained by WIC nutritionists. Participates in ongoing training to stay current on how to teach new WIC classes. Refers participants to WIC Breastfeeding Peer Counselor, IBCLC, Registered Nurse, Nutrition Education Coordinator and Registered Dietitian for follow-up, as needed. Provides WIC Outreach Information to participants and community partners to increase access to WIC and promote the WIC mission of improving nutrition and physical activity among WIC participants. Refers participants to a wide variety of social and medical service agencies and resources on an ongoing basis, and stays current on new community resources that are presented at WIC trainings. Performs a variety of general office support activities such as maintaining office organization, preparing correspondence, copying and keeping WIC waiting area, classroom and works station organized and tidy. Provides some verbal and written translation from English to Spanish, as needed to conduct routine WIC duties. Participates in in-service training programs on a regular basis to stay current on WIC Program procedures, practices and projects, and consults with supervisor and WIC nutritionists to stay current in job skills. Supports the mission of the WIC Program, and actively promotes employee wellness, good nutrition, physical activity and breastfeeding as the cultural norm. Provides excellent customer service per VENA standards to internal and external customer supporting the values and goals of the WIC program while adhering to WIC policies. Develops and maintains effective working relationships with participants, coworkers, supervisors, agency staff members, community partner organizations, and the public. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of sensitivity to their needs. Hours: Monday through Thursday, 7:00am to 6:00pm, (lunch 12:00pm to 1:00pm).

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** Must be a licensed vocational nurse with the state of Texas with a minimum of one year's experience. Ability to effectively present educational programs. Required knowledge of principles and practices of vocational nursing; regulations and standards governing patient care; methods for obtaining blood samples and administering injections; clinical equipment and diagnostic tools; WIC programming, services, and policies. Required knowledge of basic benefits of good nutrition, physical activity and breast feeding; basic interviewing techniques; VENA documentation and office support procedures; and appropriate referral agencies through which the WIC participants may obtain additional, necessary social and medical care services. Must be skilled in obtaining and evaluating medical, nutritional, personal, and financial information to determine program eligibility; effective communication with person of various socio-economic backgrounds; identifying the need, and in referring participants to other social and medical care services; reading, interpreting, and applying complex regulations and policies; maintaining accurate records and preparing periodic reports; developing and maintaining effective working relationships with participants, staff, agency staff members, community organizations, the public, including people from diverse racial, cultural and lifestyle backgrounds. Ability to operate prescribed medical instruments as required. Skill in interviewing and counseling. Ability to read and apply regulations. Ability to teach groups. Ability to conduct nutritional risk assessments. Some travel involved. Strong interpersonal skills. Must be able to bend or stoop. Must be able to lift books, files or other materials weighing 10 to 15 lbs. Must be able to sit for long periods doing typing, computer work, etc. A valid driver's license with a good driving record is required.

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**Position:** PLANNING MANAGER – PLANNING & DEVELOPMENT SERVICES

**Starting Salary:** \$55,823 – \$69,644/YR/DOQ

**Posting Dates:** Open: 8/17/18 Close: OPEN UNTIL FILLED

**GENERAL PURPOSE:** Under limited supervision, manages operations of Planning Division staff and oversees development applications for zoning, subdivision, sign, and related development processes and the. Supervises the interpretation, modification, enforcement, and creation of regulations and standards related to zoning and subdivisions. Leads long-range and short-term planning and maintains related documentation and reports.

**DUTIES:** Supervises, trains and provides disciplinary oversight as needed for Planning Division staff; Oversees composition and updating of Subdivision, Sign, Zoning and other related City ordinances; Serves as secretary to the Planning Commission, Zoning Board of Adjustment, and Design & Historic Review Commission; Prepares and maintains division budget; Meets with and discusses planning needs with community representatives, news media, business organizations, and City officials; Plans, assigns, directs, coordinates and monitors reports, written correspondence, grant applications, casework and research; Handles updating and maintenance of the Comprehensive Plan and assists the Director in making administrative determinations of various regulations; Investigates and resolves customer service issues and complaints; Responds to and analyzes project proposals through the review and approval process, including participating in the Development Review Committee; Coordinates and oversees long-range planning, including annexation activities; Prepares and delivers presentations to the Planning Commission, Zoning Board of Adjustment, Design & Historic Review Commission, and the City Council; Assists the Director in administratively review of design, variance, and subdivision requests as appropriate; Community and neighborhood outreach as part of the planning process; Other related duties as assigned. Hours: Monday through Friday, 8:00am to 5:00pm.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** Master's Degree in Urban Planning AND four years of experience in urban planning, including three years of supervisory experience; OR a Bachelor's Degree in Urban Planning, Public Administration, or related field AND six years of experience in a development related field; OR an equivalent combination of education and experience. Required Licenses or Certifications: American Institute of Certified Planners (AICP) certification. Required knowledge of: City policies and procedures; State and local laws, rules and regulations affecting community development; Principles of urban planning, community development, land use and permitting; City land use and development regulations and zoning codes; Principles of record keeping and records management; Public Relations and marketing principles. Required skill in: Researching and analyzing the factors affecting community planning projects; Checking designs and specifications of planning projects; Maintaining accurate and interrelated technical records; Establishing and maintaining cooperative working relationships with co-workers the development community and the general public; Operating a personal computer utilizing a variety of business software; Effective verbal and written communications. Work is performed in a standard office environment. A valid driver's license with a good driving record is required.

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

**Starting Salary:** \$55,823-\$83,464/YR/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.

## **ADMINISTRATIVE & CLERICAL POSITIONS**

**Position:** DEPUTY COURT CLERK (MUNICIPAL COURT)

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

**Posting Dates:** Open: 9/7/18 Close: 9/21/18

**Testing Required:** Please submit your application online prior to testing. A typing test must be passed with 35wpm or more and a Data Entry 10-Key test with 100% accuracy (10-key score must be in 2 minutes and 30 seconds or less) must be passed before an application will be reviewed. If you do not have a current typing score and a current Data Entry 10-Key score on file, please visit Workforce Solutions, 202 Henry O. Flipper St., San Angelo, TX, 76903. If you do not live in the San Angelo area, please visit your local Workforce Solutions. Please request Workforce Solutions to email your passing results to: [hr@cosatx.us](mailto:hr@cosatx.us)

**NOTE:** Testing must be completed prior to position closing.

**DUTIES:** Handles large sums of money; balances cash drawer, completes, and verifies bank deposits, reconciles ticket receipts with money in cash drawer, filing, typing, cashiering and balancing revenue daily. Enters data in CRT to obtain ticket information. Initiates arrests on city and county warrants. Prepares, processes, and maintains a variety of records daily, weekly, and monthly. Hours: Monday through Friday, 8:00am to 5:00pm.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School Diploma or equivalent. A typing test must be passed with 35wpm or more and a Data Entry 10-Key test with 100% accuracy (10-key score must be in 2 minutes and 30 seconds or less) must be passed before an application will be reviewed. Knowledge of the operation of computer equipment. Qualifications would be gained by completion of one-year experience in general office and clerical work or any combination of education, training and experience. Must be able to bend or stoop to retrieve files or other materials weighing 10 to 15 lbs. A valid driver's license with a good driving record is required.

**Position:** ADMINISTRATIVE ASSISTANT (WATER PRODUCTION) – WATER UTILITIES

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

**Posting Dates:** Open: 8/24/18 Close: 9/10/18

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

**NOTE:** Testing must be complete prior to position closing.

**DUTIES:** Provides skilled secretarial support to assigned management personnel; coordinates administrative operations for area of assignment; prepares and processes various types of correspondence, reports, and other documentation; maintains departmental records and files; and conducts a variety of general accounting tasks. Answers, screens, and directs incoming calls; documents and distributes phone messages; greets and directs visitors to appropriate City departments and/or personnel; provides information and assistance to the public; responds to inquiries regarding departmental operations, policies, programs, events, and/or services; receives public complaints; updates and maintains departmental calendars; schedules and coordinates meetings, appointments, training courses, and/or other functions; organizes travel arrangements; prepares, processes, copies, files, and distributes correspondence, memorandum, or other types of documentation; designs and produces forms, brochures, announcements, bulletins, and/or banners; compiles and/or analyzes data; prepares, generates, and/or submits various types of reports as required by City departments and outside agencies; performs data entry; coordinates and schedules the transfer, archiving, and destruction of records as assigned; processes accounts payable and/or receivable; submits payroll, purchase orders, and requisitions; assists in the preparation of departmental budgets; balances and maintains assigned checking accounts; prepares bank deposits; maintains petty cash and/or assigned cash drawer; coordinates the ordering of departmental supplies and equipment; monitors and maintains supply inventories, obtains vendor quotes and bids as required; schedules and coordinates the maintenance and repair of departmental equipment and facilities; collects, processes, and distributes incoming and outgoing departmental mail; and performs other related duties as assigned. Hours: Monday through Friday, 8:00am to 5:00pm.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School Diploma or equivalent; AND two years experience as an administrative assistant; OR an equivalent combination of education and experience. Must pass a typing test of 35 wpm before an application will be reviewed. Required knowledge of principles and practices of office administration; regulations governing departmental activities; records management principles and standards; basic accounting and bookkeeping principles; general office equipment and standard computer software applications; and customer services standards and protocol. Required skills in providing skilled secretarial support to management and/or other departmental personnel; coordinating clerical operations and activities for area of assignment; preparing and processing various types of correspondence and other documentation; updating and maintaining departmental records, filing systems, and databases; performing a variety of general accounting duties; and establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, community organizations, contractors, vendors, and the general public. Work is performed in a standard office environment. Subject to sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to 25 pounds. A valid driver's license with a good driving record is required.

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**Position:** SOCIAL SERVICES ASSISTANT (WIC DIVISION)

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

**Posting Dates:** Open: 8/10/18 Close: 9/10/18

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

**NOTE:** Testing must be complete prior to position closing.

**DUTIES:** Employee screens WIC applicants for valid proof of income, address, identity, custody and other frames of eligibility verification. Operates a computer terminal using the paperless Texas Integrated Network (TXIN) software entering and retrieving data and interpreting and responding to computer messages. Follows the Texas Department of State Health Services WIC policies and procedures. Will complete trainings throughout the year to comply with HHSC/DSHS rules and regulations. Accesses the Mosaic Help Desk for changes or problems with participant computer data entry as needed. Monitors operation to identify and correct problems. Operates peripheral electronic devices. Issues the EBT WIC Lone Star Smart Card and downloads food benefits to eligible participants electronically via the Reader/Writer peripheral. Instructs participants on how to use their WIC EBT card and informs them of the WIC allowable foods. Acts as a telephone receptionist answering large volumes of incoming calls. Receives and dispenses communications per fax, telephone, and deals with a large amount of walk in face-to-face participant inquiries and random requests for information, without appointments. Refers participants to appropriate health care resources and to other agencies for further information and assistance. Prepares various reports. Responsible for participant reminders and missed appointments. Keeps confidentiality with written and spoken participant information. Communicates all evidence or suspicion of fraud or child abuse to appropriate authorities immediately. Hours: Monday through Thursday, 7:00am to 12:00pm and 1:00pm to 6:00pm (one-hour lunch); first Saturday 8:00am to 12:00pm.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School Diploma or equivalent; AND one-year general office experience; OR an equivalent combination of education and experience. Travel to satellite clinics involved. A typing test must be passed with 35 wpm or more before an application will be reviewed. Required knowledge of case records, reports, and documentation; general office equipment and standard computer software applications; and customer service standards and protocol. Required skills in performing a variety of clerical and administrative functions; answering incoming calls, greeting visitors, and providing customer service to the public; responding to inquiries regarding program services, policies, and eligibility requirements; screening applicants, verifying applicant eligibility, and issuing benefit cards to program participants; and performing accurate data entry and preparing, updating, and maintaining case information. Bilingual preferred. A valid driver's license with a good driving record is required.

## **MAINTENANCE & TRADE POSITIONS**

**Position:** TRAFFIC MAINTENANCE TECHNICIAN I

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

**Posting Dates:** Open: 9/7/18 Close: 9/21/18

**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.

September 7, 2018 - CITY OF SAN ANGELO - Job positions are subject to close prior to advertised closing date.

**Position:** There is one vacancy in the Facility Maintenance Division which will be filled in any combination of the following job categories: Building Maintenance Worker or Building Maintenance Technician.

**Starting Salary:** Building Maintenance Worker: \$22,075/YR

Building Maintenance Technician: \$27,719/YR

**Posting Dates:** Open: 9/7/18 Close: 9/21/18

**BUILDING MAINTENANCE WORKER:**

**DUTIES:** Candidate must be able to demonstrate basic knowledge in areas related to Facilities Maintenance. These areas include but are not limited to: basic knowledge of painting techniques (hand and airless); basic knowledge of carpentry (rough & finish); repair and installation of various types of wall board, finishes and textures; basic knowledge of tools and equipment used in diagnosing and trouble-shooting problems and repair of electrical lighting and power systems; basic knowledge for repair of plumbing systems, diagnostic methods and preventative maintenance techniques for HVAC systems would be helpful. Perform other duties as assigned. Regularly scheduled hours: Monday through Friday, 7:30am to 4:30pm; on-call and rotating weekends. Candidate may be required to work after hours and weekends, depending on the needs of the department.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High school diploma or GED required and one year of experience in building maintenance work; or an equivalent combination of education and experience. Must be able to lift 75 lbs. and to perform strenuous labor for extended periods of time in extreme weather conditions. Must be able to pass COSA entry physical and agility assessment test (as determined by job classification); must be proficient in the use of hand and power tools required for this job classification. Candidate should be able to demonstrate a basic, working knowledge of diagnostic tools required for this job classification. Ability to operate light duty equipment and to safely operate towed equipment/trailers would be helpful. Candidate must be able to follow and understand oral and written instructions. A valid driver's license with a good driving record is required.

**BUILDING MAINTENANCE TECHNICIAN:**

**DUTIES:** Required to work in all facilities managed and maintained by the Construction and Facilities Maintenance Department. Responsible for all minor facility repairs, including plumbing, electrical, structural, and mechanical repairs; painting; general upkeep of all facilities; and minor repairs of equipment. Access existing building conditions for improvements and preparing work orders and prioritizing workflow. Work duties will include the ability to lift, climb fixed and portable ladders, and operate various pieces of equipment, including man lifts. Regularly scheduled hours: Monday through Friday, 7:30am to 4:30pm; on-call and rotating weekends. Candidate may be required to work after hours and weekends, depending on the needs of the department.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High school diploma or GED required and three years of experience in building maintenance work; or an equivalent combination of education and experience. Must be able to work with little or no supervision, and to follow oral and written instructions. Must be able to communicate with co-workers and the public. Maintenance experience required and the ability to learn maintenance techniques for technology based equipment. Must be able to lift 75 lbs. and to perform strenuous labor for extended periods of time in extreme weather conditions. A valid driver's license with a good driving record is required.

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

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

**Posting Dates:** Open: 8/31/18 Close: 9/17/18

**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:** W/W PLANT OPERATOR (C/D) (WATER RECLAMATION FACILITY) - WATER UTILITIES

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

**Posting Dates:** Open: 8/31/18 Close: 9/17/18

**DUTIES:** Operates wastewater collection and treatment facilities; duties will vary according to job assignment. Monitors gauges, meters, and electronic control panels; records readings and maintains shift log. Operates pumps, compressors, valves, and other equipment to control and adjust flow and treatment processes according to Texas Commission on Environmental Quality (TCEQ) standards. Observes variations in operating conditions and interprets meter and gauge readings; performs tests to determine processing requirements and reports recommendations to supervisor. Collects samples; performs laboratory tests within the scope of authority; analyzes test results, using approved laboratory methods; reports compliance problems with TCEQ standards. Maintains plant work areas, tools, and equipment in a safe and orderly condition; performs preventive maintenance and repairs on mechanical and electromechanical equipment; maintains and repairs components; reads and interprets technical manuals. Identifies, recommends, and oversees the regular maintenance, repair, and replacement of Wastewater structures and equipment. Hours: 8:00am to 4:00pm, 8:00am to 8:00pm, 8:00pm to 8:00am, 4:00pm to 12:00am, and 12:00am to 8:00am; as well as working on holidays and weekends.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School diploma or GED required AND two years of experience in the operation and maintenance of a Wastewater treatment system, preferably with the City of San Angelo; OR an equivalent combination of education and experience. Must have Class D license within six months of hire. Class C/D–Wastewater Treatment Plant Operator license from Texas Commission on Environmental Quality (TCEQ) is ultimately required. Must obtain TCEQ Class C within six months after meeting eligibility for the exam. Information about this license can be found at <http://www.tceq.texas.gov/licensing/licenses/wwlic>. Principles and practices of Wastewater facilities and equipment maintenance and repair. Principles and methods of maintenance of Wastewater facilities, and servicing requirements of plant machinery and equipment, including SCADA systems. Federal, state, and City safety rules and regulations. Interpreting and applying technical standards and procedures, state rules and regulations, and City policies and procedures. Reading technical documents and schematics. Ability to perform strenuous labor for extended periods of time; lift 75 lbs.; work a rotating shift in extreme weather conditions, around extreme noise and mechanical, electrical and chemical hazards and other conditions which may be adverse; understand and follow oral and written instructions; withstand constant vibrations from equipment, and climb in and out of trenches. Must be able to maneuver in uneven and rough terrain. Work is performed at the Wastewater Treatment Plant. 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.

September 7, 2018 - CITY OF SAN ANGELO - Job positions are subject to close prior to advertised closing date.

**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:** IRRIGATION TECHNICIAN, SR. (PARKS) – PARKS & RECREATION

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

**Posting Dates:** Open: 7/27/18 Close: OPEN UNTIL FILLED

**DUTIES:** Installs and repairs irrigation sprinkler systems and other plumbing systems. Operates pick-up, truck, backhoe, front end loader, trencher and various hand and power tools. Repairs and replaces (as needed) broken water lines, electrical valves, irrigation heads, backflow devices, and other irrigation system components. Repairs park drinking fountains as required. Monitors the operation of sprinklers on electrically and manual watered systems for proper operation. Set electrical clocks to regulate sprinkler systems; replaces electrical clocks as necessary. Periodically provides on-call service. May work some weekends and/or holidays. Position may include light construction and other related/assigned duties as required. Hours: Monday through Friday, 7:00am to 3:30pm; 30-minute lunch.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** High School Diploma or GED equivalent; or an equivalent combination of education and experience. May be required to obtain certification in the testing of back-flow prevention devices. May be required to obtain an irrigation technician's license within one year of employment. Good knowledge of automatic irrigation systems and methods and techniques to design, install, alter, and maintain; Skill in the operation and care of machines tools and equipment used in maintenance, installation and repair of irrigation systems. Good knowledge of basic landscape irrigation requirements; Good knowledge in plumbing skills and the repair and operation of toilets, sinks, drinking fountains, etc. Ability to understand and follow oral and written instructions. Some knowledge of ground maintenance. Ability to perform strenuous physical 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 (STORM WATER) – OPERATIONS

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

**Posting Dates:** Open: 7/23/18 Close: OPEN UNTIL FILLED

**DUTIES:** Under general supervision, performs unskilled general labor and maintenance work for City storm drains, streets, facilities and infrastructure in accordance with all safety regulations and procedures. Operates a variety of specialized equipment and performs general manual labor tasks that require the use of weed eaters, chainsaws, brush chipper and other various hand tools in order to maintain storm drains, streets, infrastructure and City facilities as assigned; duties will vary according to job assignment and individual skills; and will respond to emergencies as needed. May include use of a flat bottom boat or pontoon boat to perform some job duties such as river clean-up activities. Must be able to work in confined spaces such as underground drainage systems when 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. Will work with other employees in a group and will work alongside other departments when needed for special projects. Cleans and stores hazardous materials according to City policy and procedures and other duties as required.

Hours: Monday through Friday, 7:00am to 3:30pm; some overtime.

**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 follow verbal and written instructions and procedures, be safe and efficient with the operation and maintenance of tools and equipment; ability to perform strenuous physical labor for prolonged periods in extreme weather conditions which may include walking long distances, perform work while in boats when required and must be able to enter dark confined underground areas where crawling long distances may be required. Must be able to work well in high/elevated areas when needed. Must also be able/willing to operate (and/or learn to operate) any vehicle assigned to employee to include vehicles with trailers. Must be able to work well with other employees or departments in a team oriented environment. Must be available after hours in the event of a city emergency. Requires constant physical efforts, and ability to lift and carry up to 100 pounds. A valid driver's license with a good driving record is required.

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

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

**Posting Dates:** Open: 7/13/18 Close: OPEN UNTIL FILLED

**DUTIES:** Responsible for the development and maintenance of park areas. Cleans public restrooms, picks up litter, removes graffiti, inspects playgrounds, and collects trash from assigned areas. Inspects park facilities for vandalism and reports in writing on a daily basis. Perform landscaping duties such as mowing, weed eating, tree removal and/or pruning. Performs gardening duties such as planting and weeding of flower beds. May make minor repairs such as painting, light carpentry, and minor plumbing. May spray herbicides or pesticides to control weeds, insects, or diseases in trees, flower beds, and / or lawn areas. May assist in installing and/or repairing irrigations systems and water lines, signage, playground equipment and other park amenities. Operates and service equipment and vehicles in assigned work areas. Perform other duties as assigned. Periodically provides some over-time and services on weekends and holidays. Hours: Monday - 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. Skill in operating various tools and machines used in grounds maintenance work. Two years' experience in performing ground maintenance or any combination of education and experience. Ability to perform strenuous labor for extended periods of time; to work in extreme weather conditions; lift 117 lbs., and understand and follow oral and written instructions. 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.

September 7, 2018 - CITY OF SAN ANGELO - Job positions are subject to close prior to advertised closing date.

**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.

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

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

**Posting Dates:** Open: 6/4/18 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:** MAINTENANCE WORKER (PROJECTS-PARKS) – PARKS & RECREATION

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

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

**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:** 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.

September 7, 2018 - CITY OF SAN ANGELO - 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: 4/20/18 Close: OPEN UNTIL FILLED

**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.

**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:** MAINTENANCE WORKER (CODE COMPLIANCE) – NEIGHBORHOOD & FAMILY SERVICES

**Starting Salary:** \$12.00/HR

**Posting Dates:** Open: 9/7/18 Close: 9/21/18

**DUTIES:** Under general supervision, performs abatement of growth restrictions, junk and unsightly violations on private and public properties. Duties include cleaning properties, removing junk, trash, and debris. Cutting tall grass, weeds, brush by using and operating push mowers, riding mowers, trimmers, chain saw, pole saw, skid steer with bucket/shredder, tractor/shredder, pickup trucks while pulling various size trailers and other various hand tools and equipment in order to bring properties into code compliance. Performs maintenance and repairs within scope of authority, and in accordance with all safety regulations and procedures. Reports safety hazards, equipment problems and all emergency situation. Cleans and stores hazardous materials according to City policy and procedures. Hours: Monday through Friday, 7:00am to 3:30pm. This is a temporary/seasonal position.

**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. Skills in safe and efficient operation and maintenance of City vehicles, tools, mowers, skid steer, tractor with shredder and equipment; and able to follow verbal and written instructions and procedures. Work will be performed outdoors and requires constant physical efforts, and ability to lift and carry up to 80 pounds. CDL is preferred but not required. A valid driver's license with a good driving record is required.

September 7, 2018 - CITY OF SAN ANGELO - Job positions are subject to close prior to advertised closing date.

**Position:** RECREATION ASSISTANT EXTRA HELP (FRONT DESK/ANIMAL CARETAKER - NATURE CENTER)

**Starting Salary:** \$7.25/HR

**Posting Dates:** Open: 8/31/18 Close: 9/17/18

**DUTIES:** Responsible for handling front office reception and administration duties, including greeting guests, answering phones, booking and scheduling parties and tours, and keep updated records and files. Perform live animal care and husbandry as needed. Supervise volunteers as required and other related duties as required. Hours: Tuesday through Saturday, noon to 5:00pm, occasionally evening and holiday hours, (25) per week.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** Good organizational skills required. Good knowledge of general office practices and procedures. Excellent public relation skills. Good communication skills (written and oral) required. Must be pleasant, helpful and informative in dealing with the general public. Some knowledge of native as well as non-native wildlife preferred. Ability to lift 30 lbs. A valid driver's license with a good driving record is required.

**Position:** FORT CONCHO MUSEUM GUIDE

**Starting Salary:** \$16,556/YR

**Posting Dates:** Open: 8/10/18 Close: OPEN UNTIL FILLED

**DUTIES:** Greet, orient and tour visitors through various exhibit buildings; leads visitors on site walking tours; answers general inquiries on Fort Concho and area attractions; performs routine maintenance of buildings, exhibit cases and grounds; prepares reports, keeps records on sales, attendance and donations; assists other museum staff during special events and perform other duties as necessary. Contacts and helps schedule volunteer guides. Hours: 30 Hours a week. Selected weekdays 9:00am to 3:00pm and Sunday 1:00pm to 5:00pm.

**MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:** Ability to memorize and understand a large quantity of specific information and dates regarding museum exhibits and Fort Concho history. Ability to communicate effectively with the public in a variety of formal and informal speaking situations. Qualifications would be gained by completion of one-year experience involving public contact or any equivalent combination of education and experience. Ability to follow oral and written instructions; walk around sites and uneven terrain and work in extreme weather conditions. Must be able to bend or stoop to retrieve files, books, or other materials weighing 10-15 lbs. A valid driver's license with a good driving record is required.

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

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

**Posting Dates:** Open: 12/15/17 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/Annual

**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 Firefighter Recruit position must take a Civil Service Examination. Must pass a typing test of 30 wpm before application will be accepted. Salary amounts are subject to change each year. The next examination has not been scheduled. Applications are accepted throughout the year. Applications currently on file will be notified via mail of the examination date.

**Position:** TRAINEE POLICE OFFICER

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

**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 Friday, October 26, 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, October 19, 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.