

**CITY OF SAN ANGELO
MUNICIPAL JOB OPENINGS
October 12, 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 / E-mail: 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: DEPUTY BUILDING OFFICIAL (PERMITS & INSPECTIONS) – PLANNING & DEVELOPMENT SERVICES

Starting Salary: \$43,552/YR

Posting Dates: Open: 10/5/18 Close: 10/19/18

DUTIES: Under the supervision of the Building Official position, conducts timely, accurate and consistent technical reviews of plan reviews and construction inspections. Assists with providing additional leadership and supervision over field services activities (inspections and enforcement) of the division and over the plan review process. Position coordinates the involvement of those in the development process. Explains policies and complex technical regulations to contractors, developers, engineers and the general public. Interprets and applies City building codes for various construction projects including commercial/industrial. Coordinates the planning and scheduling of inspections with appropriate personnel in the enforcement of building, plumbing, electrical and mechanical codes and regulations.

MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS: Associates Degree in Planning, Architecture, Engineering, Construction Management, or a related field; and two years' experience in building plan review and code inspection; OR an equivalent combination of education and experience. Requires considerable knowledge of existing City ordinances and codes concerning construction. Skill in reading, interpreting and understanding plans and specifications to determine applicable conformance to codes and regulations. 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: 10/19/18

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.

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

Position: PURCHASING SPECIALIST – FINANCE

Starting Salary: \$39,502/YR

Posting Dates: Open: 9/14/18 Close: OPEN UNTIL FILLED

GENERAL PURPOSE: Performs highly complex purchasing and procurement work and is responsible for processing formal and informal bids and contracts from inception through termination. Work involves purchasing goods and services and providing technical assistance. Works under limited supervision with considerable latitude for initiative and independent judgment.

DUTIES: Creates and administers bid specifications, quotations, and proposals according to state law and City procedures. Reviews requisitions for completeness and compliance prior to issuing purchase orders and resolves problems that arise from nonconforming specifications, poor service, late delivery, cancelled orders, improper invoicing, and back orders. Trains and works with department personnel on the requisition system, purchase order problems, and payment problems. Processes formal and informal requests for bids, requests for proposals, and requests for qualifications: reviews/develops specifications prepared by departments; prepares bid advertisements and submits to local newspaper; coordinates posting to the City website; schedules pre-bid meetings and bid openings; tabulates bid results; forwards bid responses to respective departments. Represents Purchasing Manager as needed at City meetings and fill in for Purchasing Manager when needed. Generates purchase orders and addenda for procurements greater than statutory limits in response to competitive bid action or other alternative acquisition processes allowed under state law. Complies with state mandated record retention policies. Maintains a current and prospective vendor list and contract database. Identifies additional sources to obtain competitive prices and terms. Checks for proper use of commodity codes, budget codes, bid information, procurement cards. Prepares regularly scheduled and ad hoc reports. Provides technical assistance to purchasing staff, other city staff, and vendors regarding state and city purchasing regulations, policies, and processes. Assists in the development/revision of purchasing related policies, procedures and methods. Makes independent decisions and handles purchase orders without close supervision, understands, interprets and ensures compliance with local, State and Federal Law. Acts as a mediator, as required, between users and vendor concerning delivery, quality, pricing issues, etc. Maintains effective business relationships with vendors, other City employees and the public. Maintains and adheres to ethical business practices. Stays up-to-date on current legislation of state and local buying requirements.

MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS: Bachelor's degree AND two years government purchasing experience, OR an equivalent combination of education and experience. Ability to pass Texas Purchaser Certification exam within 18 months of employment. Required knowledge of: Various procurement types and ability to discern which method is necessary in a variety of situations. Municipal purchasing methods/procedures; knowledge of state statutes and purchasing laws. Invoice/receiving discrepancy resolution. Spending trends, potential cost saving measures, and the ability to analyze information to provide written recommendations to manager. Local vendors, products, services, and local market trends. Customer service standards and protocol. Modern office procedures and equipment, including computers, current versions of office suite and internet. Professional communications to include appropriate spelling, grammar and punctuation. Required skill in: Must possess extensive knowledge of principles, practices, and methodologies of procurement processes. Ability to make decisions and recommendations based upon available criteria, applicable procurement laws and regulations. Establishing and maintaining cooperative working relationships with other staff, City departments and personnel, outside agencies, vendors, and the public. Ability to compute, maintain, and prepare complex records correctly, ensuring confidentiality, to organize, prioritize, and meet deadlines. Ability to follow instructions and effectively communicate orally and in written form; perform tasks with little or no supervision. Communicating clearly, both orally and in writing. Work is performed in a standard office environment. A driver's license with a good driving record is required.

Position: FORT CONCHO EDUCATION COORDINATOR

Starting Salary: \$30,363/YR

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

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.

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 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.

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

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

Starting Salary:

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

Posting Dates: Open: 10/5/18 Close: 10/19/18

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

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

SAN ANGELO PUBLIC SAFETY COMMUNICATIONS - HIRING PROCESS:

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
- 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: MAINTENANCE WORKER (LAKE OPERATIONS) – OPERATIONS

Starting Salary: \$22,075/YR

Posting Dates: Open: 10/12/18 Close: 10/26/18

DUTIES: Drives and operates specialized equipment in the maintenance of lakes and parks. Operates equipment such as backhoes, tractors with batwing shredders, tractors with six foot shredders, front deck mowers, brush trucks, boats, and weed-eaters. Hours: Monday through Friday, 7:00am to 3:30pm; to include some weekends/holidays.

MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS: High School diploma or GED equivalent required. Good knowledge of the operation and maintenance of tractors, shredders, deck mowers, trucks, boats and backhoe. Qualifications would be gained by completing six months of experience in driving trucks and operating equipment or an equivalent combination of training and experience. Ability to perform strenuous labor for extended periods of time; lift 113 lbs.; withstand constant vibration from equipment and follow oral and written instructions. 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: 10/19/18

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.

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.

Position: TRAFFIC MAINTENANCE TECHNICIAN I – OPERATIONS

Starting Salary: \$22,075/YR

Posting Dates: Open: 9/7/18 Close: OPEN UNTIL FILLED

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.

October 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.

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

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

Starting Salary: \$10.09/HR

Posting Dates: Open: 10/5/18 Close: 10/19/18

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.

Position: DEPUTY CITY CLERK (TEMPORARY ASSIGNMENT) – CITY CLERK'S OFFICE

Starting Salary: \$43,552/YR

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

GENERAL PURPOSE: Coordinates and performs a variety of technical and administrative functions in support of City Clerk's Office operations; participates in managing and maintaining the City's official records; prepares correspondence and various types of legal documents; receives and processes Petitions; acts on behalf of the City Clerk as required; and performs other related duties.

DUTIES: Assists in the preparation, distribution, retention, and maintenance of City Council agendas/minutes and addendum to the Council, other departments, the media, and the general public. Manages and maintains records for all City departments in accordance with State regulatory requirements governing the tracking, storage, retrieval, and destruction of municipal records. Participates in the intake, processing, tracking, and dissemination of elections documentation. Prepares, reviews, tracks, and files correspondence, contracts, ordinances, and resolutions; proofreads and processes the finalization of the City's Code of Ordinances. Drafts and prepares proclamations and recognitions for the Mayor and City Council; plans and coordinates plaques of recognition and/or recognition ceremonies for government officials. Receives and processes public requests for information; conducts research in relation to City policies, procedures, ordinances, and records. Processes and issues various types of municipal licenses and permits to the public. Researches, analyzes, and processes Petitions. Gathers and compiles statistical information; prepares and maintains a variety of departmental reports. Manages and maintains petty cash for the City Clerk's Office. Acts on behalf of the City Clerk in his/her absence and performs related duties. Hours: Monday through Friday, up to 40 hours.

MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS: Associate's Degree in Public Administration, Business Administration, or related field; AND five years' clerical experience within a municipal government environment; OR an equivalent combination of education and experience. Required knowledge of: City Clerk's Office operations, policies, and procedures. Regulations and standards governing departmental activities. Principles and practices of records management. Procedures for preparing and processing legal documentation. General office equipment and standard computer software applications. Customer service standards and protocol. Required Licenses or Certifications: Appointment/Commission as a Texas Notary Public is required within first six months. Certification as a Legal Assistant and/or Texas Municipal Clerk is desirable. Required skill in: Conducting a variety of administrative functions in support of City Clerk's Office operations. Managing and coordinating the maintenance of records for all City departments. Preparing, maintaining, and disseminating City Council meeting agendas and minutes. Drafting, preparing, and maintaining various types of legal documents relative to municipal operations. Providing customer service and responding to public inquiries and requests for information. Establishing and maintaining cooperative working relationships with other staff, City departments and officials, outside agencies, and the general public. Work is performed in a standard office environment and is subject to sitting for extended periods of time, standing, walking, bending, reaching, climbing stepladders, and lifting of objects up to 15 pounds. A valid driver's license with a good driving record is required.

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

Position: TEMPORARY HELP – PROGRAM TEACHER (FORT CONCHO FRONTIER SCHOOL)

Starting Salary: \$10.00/HR

Posting Dates: Open: 9/14/18 Close: OPEN UNTIL FILLED

DUTIES: Individual provides a “living history” experience for area grade four students in the Fort Concho Schoolhouse/Chapel, an original 1879 building. Using equipment, books, and period furnishings in a period setting, the teacher recreates a typical school day from the late 1800s. The teacher is provided with clothing and a curriculum of lessons and procedures to teach the students the topics of basic math, English, reading, and spelling within the manners and customs of the era. Program runs on weekdays with prep work from 8:30 am to 9:00am; teaching 9:00am to 12 Noon, followed by securing the building and materials from 12 noon to about 12:30pm. Program starts on Monday, October 1, 2018, and runs through mid-November, resuming in February and running through early May.

MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS: Some experience in teaching and/or public speaking required.

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

Starting Salary: \$7.25/HR

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

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.

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 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 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.

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