

**CITY OF SAN ANGELO
MUNICIPAL JOB OPENINGS
December 14, 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: CRIME SCENE TECHNICIAN (CRIMINAL INVESTIGATIONS DIVISION) – POLICE DEPARTMENT

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

Posting Dates: Open: 11/30/18 Close: OPEN UNTIL FILLED

DUTIES: Under general supervision, performs a variety of tasks associated with the collection, photographing, tracking, handling and safekeeping of crime scene evidence. Identifies, collects and preserves crime scene and accident scene evidence to aid in the prosecution of criminal and civil cases; documents and maintains chain of custody; collects, develops, preserves, classifies and files latent fingerprints; conducts visual and physical analysis and comparison of crime scene latent prints to national fingerprint databases; searches out, collects preserves, logs, examines and secures evidence; documents all handling of evidence and property; maintains activity logs and generates reports as needed. Responds to requests for assistance through established protocol; responds to emergency and non-emergency calls for service; assists with the identification of evidence at crime scenes; photographs persons, crime scenes and other areas related to investigations; receives property and evidence from law enforcement officers; documents receipt of items and maintains the chain of custody; enters and updates data into computer system; transports evidence to Property Control Office. Authorizes release of evidence and crime scenes with scope of authority; develops case files and reports, and prepares technical and statistical reports; maintains laboratory, equipment and property storage areas; prepares necessary documentation and evidence for court; may be required to testify in court. Assists and coordinates with other emergency services personnel, outside organizations and businesses, and Federal state and local law enforcement organizations. Maintains the integrity, professionalism, values and goals of the Department by ensuring that all rules and regulations are followed and that accountability and public trust are preserved. Hours: Monday through Friday, rotating on-call shifts. Must be able to work weekdays, weekends and holidays on any assigned shift.

MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS: Associate's degree in Criminal Justice, Forensic Science, or a related field; AND two years' experience in a law enforcement or criminal justice agency; OR an equivalent combination of education and experience. Required knowledge of: City policies and procedures. City, county, state and Federal laws, regulations, codes and ordinances. Federal and state laws and rules for the collection of crime scene evidence and property. Principles of accounting, record keeping and technical records management. Fingerprint classification, latent fingerprint development methods, and basic forensic procedures. Criminal justice and court systems, procedures and protocols in Texas. Investigative procedures and protocols for observation of critical details. Local community issues and regional community resources available to citizens. Geography, roads, and landmarks of City and surrounding areas. Required skills in: Identifying, collecting, processing and preserving crime scene evidence. Maintaining accurate evidence records and generating special and periodic reports. Care, maintenance and safe operation of crime scene tools and equipment. Technical photography and film processing. Collecting, packaging and organizing numerous items of evidence in an orderly fashion for processing. Working as a team member with other law enforcement and multi-jurisdictional agencies. Interacting with people of different social, economic, and ethnic backgrounds. Operating a personal computer utilizing a variety of technical and imaging software. Communicating clearly and concisely, both verbally and in writing. Work is performed indoors and outdoors, and at crime scenes as needed. Must be able to work in extreme environmental conditions. Must be able to work weekdays, weekends, and holidays on any assigned shift. Must maintain a level of physical fitness to meet Department standards. Must complete required forensic fingerprinting course within 14 months of hire; successful completion of a background investigation and polygraph is required. This is a security sensitive position. A valid driver's license with a good driving record is required.

December 14, 2018 - CITY OF SAN ANGELO - Job positions are subject to close prior to advertised closing date.

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

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

Posting Dates: Open: 11/9/18 Close: OPEN UNTIL FILLED

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

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

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

Position: STREET & BRIDGE SUPERINTENDENT – OPERATIONS

Salary Range: \$76,553 to DOQ

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

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

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

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ADMINISTRATIVE & CLERICAL POSITIONS

Position: CUSTOMER SERVICE REPRESENTATIVE – WATER BILLING/CUSTOMER SERVICE

Starting Salary: \$27,719/YR

Posting Dates: Open: 12/7/18 Close: 12/21/18

GENERAL PURPOSE: Coordinates and performs a variety customer service functions; provides assistance to utility customers in person and via telephone; responds to customer inquiries and requests for service; prepares and issues work orders; processes and records customer payments; coordinates with customers regarding the payment of past due accounts; updates and maintains customer account information; and performs other related duties as assigned.

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

NOTE: Testing must be complete prior to position closing.

DUTIES: Greets the public and provides customer service at the front counter and via telephone. Answers incoming calls; responds to customer inquiries and requests for service. Provides information regarding utility services, departmental policies, and account/billing matters. Establishes customer accounts; updates, maintains, and researches account information. Prepares, processes, and issues work orders for meter re-reads and the connection, disconnection, and reconnection of water services. Processes requests for after-hours service; prepares related charges; logs customer addresses for use by after-hours field personnel. Coordinates the installation of water taps for new construction as required. Files and maintains service request/work order documentation. Establishes pin numbers used for online viewing of customer account information. Receives, sorts, and processes departmental mail; balances utility payments received. Enters and updates customer payment information in the departmental computer system. Monitors customer accounts for past due charges; establishes payment arrangements; grants payment extensions for past due accounts as warranted. Generates and maintains cut-off lists; processes service cut-off fees; charges off collection accounts. Performs other related duties as assigned or required.

MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS: High School Diploma or equivalent; AND one year customer service experience; OR an equivalent combination of education and experience. Required knowledge of: Utility Billing operations, policies, and procedures. Customer service standards and protocol. Departmental records, reports, and documentation. Records management principles and standards. General office equipment and standard computer software applications. Required Skill in: Coordinating and conducting a variety of customer service functions. Responding to public inquiries and providing customer service to the City's utility customers. Performing accurate data entry and updating/maintaining customer account information. Processing work order requests and customer payments. Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, and utility customers. 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 10 pounds. A valid driver's license with a good driving record is required.

Position: ADMINISTRATIVE ASSISTANT (FLEET SERVICES) – OPERATIONS

Starting Salary: \$27,719/YR

Posting Dates: Open: 11/30/18 **Close: 12/14/18**

Testing Required: Please submit your application online prior to testing. A Microsoft Office Excel 2013 test must be passed with a score of 70% or greater, AND a typing test of 35 wpm or more must be passed before an application will be reviewed. If you do not currently have a typing score and a Microsoft Office Excel 2013 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

DUTIES: Monitors and maintains Fleet records and generates requested Fleet reports. Utilizes Fleet related software. Organizes projects related to Fleet. 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; conducts a variety of general accounting tasks; answers, screens, and directs incoming calls; documents and distributes phone messages; and performs other related duties as assigned. Other department specific job responsibilities will be discussed at interview. Hours: Monday through Friday, 8:00am to 5:00pm.

MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS: High School Diploma or equivalent; AND two years of experience as an administrative assistant; OR an equivalent combination of education and experience. A Microsoft Office Excel 2013 test must be passed with a score of 70% or greater, AND a typing test of 35 wpm or more must be passed before an application will be reviewed. Microsoft Excel, Microsoft Word, and Internet experience required. Knowledge of principles and practices of office administration; regulations governing departmental activities; records management principles and standards; general office equipment and standard computer software applications; and customer service standards and protocol. Skills in 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; 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 10 to 15 pounds. A valid driver's license with a good driving record is required.

Position: DEPUTY COURT CLERK – MUNICIPAL COURT

Starting Salary: \$26,483/YR

Posting Dates: Open: 11/30/18 **Close: 12/14/18**

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

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: 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: 12/14/18 Close: 1/2/19

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

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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: SHOP TECHNICIAN (STREET & BRIDGE) – OPERATIONS

Starting Salary: \$26,483/YR

Posting Dates: Open: 12/7/18 Close: 12/21/18

DUTIES: Under general supervision, maintains inventory of parts, equipment, fuel and supplies used for the maintenance of vehicles and equipment. Responsible for overseeing the Inmate Crew, delivering their lunch, keeping up with their tools, keeping records of work history, and assigning new projects in order to be performed. Maintains janitorial duties within the offices and restrooms; maintains yard area and inventory in stock; orders special material as needed from authorized vendors; issues parts, equipment, fuel and supplies and charges appropriate work orders; checks inventory for proper turnover ratio standards and stocking levels; researches vendor catalogs, contacts vendors to verify availability and price, and orders parts, equipment, fuel and supplies within scope of authority; receives and processes materials received in accordance with City policies and procedures; verifies incoming shipments for accuracy and appropriate quantity; verifies accuracy and condition of all materials received against appropriate paper work; and maintains a variety of logs, records, and files relating to the purchase and procurement of parts and supplies; inputs receiving and issuance information into computer system, and have basic data entry knowledge (Word, Excel, Payroll, etc.). Processes invoices for payment and checks vendor payments, credits and charges. Assists in the periodic physical inventory counts as needed. Maintains and catalogs OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace; provides MSDS information to City staff and complies with State and Federal regulations for storage and disposal of chemicals; utilizes proper safety precautions in all work performed; and reports problems and emergency situations. Hours: Monday through Friday, 7:00am to 3:30pm; (hours may vary).

MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS: High School Diploma or GED equivalent; AND two years of inventory control experience; OR an equivalent combination of education and experience. Knowledge of practices and procedures for shipping & receiving and inventory control; warehouse operations and procedures, including safety rules and regulations; record keeping, accounting and file maintenance principles and procedures; and OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace. Skills in preparing, maintaining, and reviewing records, reports, and documentation; operating a personal computer utilizing standard and specialized software; effective verbal and written communication; and establishing and maintaining cooperative working relationships with co-workers. Work is performed in a standard office and warehouse environment. 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 able to obtain a Class A/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 (STREET & BRIDGE) – OPERATIONS

Starting Salary: \$22,075/YR

Posting Dates: Open: 12/7/18 Close: 12/21/18

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

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

Position: MAINTENANCE WORKER, SR (PROJECTS – PARKS) – PARKS & RECREATION

Starting Salary: \$26,482/YR

Posting Dates: Open: 11/21/18 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. Leads/supervises the crew in the absence of the Crew Leader. 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 equivalent. Skilled in operating basic hand tools. Good knowledge of the tools, equipment, and materials used in the assigned work area. Two years of 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 (PROJECTS – PARKS) – PARKS & RECREATION

Starting Salary: \$22,075/YR

Posting Dates: Open: 11/16/18 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: TRAFFIC MAINTENANCE TECHNICIAN I – OPERATIONS

Starting Salary: \$22,075/YR

Posting Dates: Open: 11/16/18 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.

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

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

Starting Salary: \$26,483/YR

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

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

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

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Position: WELDER (UTILITY MAINTENANCE) – WATER UTILITIES

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

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

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

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

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

Starting Salary: \$22,075/YR

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

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

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

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.

December 14, 2018 - CITY OF SAN ANGELO - Job positions are subject to close prior to advertised closing date.

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: 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.

December 14, 2018 - CITY OF SAN ANGELO - Job positions are subject to close prior to advertised closing date.

Position: LIGHT EQUIPMENT OPERATOR (WATER DIST./WW 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.

December 14, 2018 - CITY OF SAN ANGELO - Job positions are subject to close prior to advertised closing date.

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: 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.

December 14, 2018 - CITY OF SAN ANGELO - Job positions are subject to close prior to advertised closing date.

PART-TIME, TEMPORARY, & SEASONAL POSITIONS

Position: RECREATION ASSISTANT EXTRA HELP (ANIMAL CARETAKER – NATURE CENTER) – P&R

Starting Salary: \$7.25/HR

Posting Dates: Open: 11/30/18 Close: OPEN UNTIL FILLED

DUTIES: Supervises and performs live animal care and husbandry. Performs daily maintenance operations. Plans and implements exhibit design and construction. Conducts interpreted natural history tours of the Nature Center and Trail systems. Teaches natural history, life sciences, and ecology programs. Assists in program development. Supervises volunteers as required and other related duties as required. Hours: 25 variable hours per week, including weekend, evening, and holiday hours.

MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS: High School diploma or GED required. Strong background in Biology preferred. Good communication skills (written and oral) required. Must be pleasant, helpful and informative in dealing with the general public. Must possess a strong ability to work with children of all ages. Ability to speak to large groups, setup workshops, and assist in supervising volunteers. Must be willing to work with living specimens of all types, including snakes, spiders, scorpions, and other similar creatures. Must be in good working condition to conduct nature trail tours of minimum one-mile duration. Ability to work in all weather conditions. Ability to lift 30 lbs. A valid driver's license with a good driving record is required. Occasional use of personal vehicle will be used to drive to off-site Nature Center events.

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

Starting Salary: \$10.00/HR

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

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

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

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

Starting Salary: \$10.09/HR

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

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

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

FIRE AND POLICE DEPARTMENT POSITIONS

Position: TRAINEE FIRE FIGHTER

Starting Salary: \$38,316/Annually

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

Position: TRAINEE POLICE OFFICER

Starting Salary: \$42,856/Annually

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