



JOB VACANCY LISTING

310 Nolan Street, Big Spring, Texas 79720

PHONE: (432) 264-2346 FAX: (432) 264-2387

www.mybigspring.com

Equal Opportunity Employer/ Smoke-Free Workplace

This job vacancy list is updated on a weekly basis and/or as needed. It contains job descriptions for our current job vacancies. The Human Resources bulletin board is the official posting site for job vacancies. City of Big Spring Employment Applications are available in the Human Resources office or online at www.mybigspring.com. To apply for an open position, the original application must be returned in person or mailed to the Human Resources office. A resume will only be accepted as a supplement to a completed City of Big Spring Application.

If a Conditional Offer of Employment is made, applicants may undergo all or a portion of the following testing procedures depending on the position being offered:

- Pre-Employment Drug Screen
- Criminal History/Background Checks*
- Driving Record Check
- Computer Skills Testing (when applicable)
- Reference Checks
- Credit Check
- Standard Physical
- WorkSteps Physical
- Written Testing
- Physical Ability/Agility Testing
- Psychological Evaluation
- Polygraph Examination

*Prior convictions will not automatically disqualify an applicant for employment and will be considered as it relates to the job under consideration.

City of Big Spring employees may be required to undergo alcohol and/or drug screening in the following situations:

- Pre-Employment (drug screen only)
- Post-accident/Post-incident
- Upon reasonable suspicion
- Return to duty
- Follow-up testing
- Random testing (CDL drivers)

The City of Big Spring is an Equal Opportunity Employer and a Tobacco-free Workplace. Reasonable accommodations may be made to enable persons with disabilities to perform non-essential job functions.

We ask that you not contact the personnel responsible for interviewing and/or hiring. Instead, please wait for us to contact you. Please ensure that the Human Resources Department has your current points of contact. Due to the volume of applications we receive for open positions, there is no requirement to interview all applicants.

NORMAL SELECTION GUIDELINES

Once an applicant has completed and turned in an application, the Human Resources Department will forward a copy of the application to the appropriate department. Your application will stay on file in the Human Resources Department for a period of ninety (90) days, during which time it may be resubmitted for other positions at the applicant's request. Each department will review the application, education, qualifications and testing (if applicable) of the applicant. Selected applicants will be scheduled for an interview and his/her references will be checked.

WARNING: Applications and all attachments become the property of the City of Big Spring and will not be returned. The employment application may be subject to the Texas Open Records Act.

City of Big Spring
Current Career Opportunities

CITY BENEFITS INCLUDE THE FOLLOWING:

- Health Insurance
- Life/Disability Insurance
- Texas Municipal Retirement System (TMRS)
- Deferred Compensation Plan
- Cafeteria Plan
- Tuition Reimbursement Program
- Firefighter Pension Commission
- Longevity & On-call pay
- Twelve (12) City Paid Holidays & fifteen (15) Military Leave Days
- Vacation, Sick & Bereavement Leave
- City Paid Uniforms (if necessary)
- Recreation Privileges at Moss Lake
- Wellness Program

VACANCY LIST

The following is a listing of current, vacant positions. The duties listed in the job descriptions are intended only as illustrations of the various types of work that may be performed in the position as listed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

<u>Job Title</u>	<u>Department</u>	<u>Hourly Rate</u>	<u>Open Date</u>	<u>Close Date</u>
Utility Service Worker	Distribution & Collection	\$10.870	02/07/11	Until Filled
Animal Control Officer	Police	\$11.998	10/21/11	Until Filled
Firefighter	Fire	\$31,225.37- \$37,245.00/year DOE	12/22/11	02/13/12
Plant Operator	Wastewater Treatment	\$12.606	12/27/11	Until Filled
Maintenance Worker	City Facilities	\$10.870	01/09/2012	Until Filled
Customer Service Clerk*	Water Office	\$11.422	01/09/2012	Until Filled
Plant Operator	Water Treatment	\$12.606	01/27/2012	Until Filled
Mechanic Helper	Service Center	\$10.870	01/23/2012	Until Filled

***SKILLS TESTING REQUIRED WITH APPLICATION FOR CERTAIN POSITIONS**

Applicants applying for positions which are clerical or administrative in nature or require the use of a computer or calculator are required to take a skills test. The skills test will test the applicant's proficiency in typing, 10-key, MS Word, MS Excel and Grammar. Applications for administrative positions will not be accepted without skills test scores.

Tests may be taken Monday through Friday from 8 a.m. to 4 p.m. at the Texas Workforce Network of Big Spring located at Howard College, 1001 Birdwell Lane, Suite 106, Big Spring, Texas 79720 (next door to Howard Cottage day care). You may contact their office at (432) 263-8373. Applicants may retest every seven calendar days to improve scores, if necessary.

**** INTERNAL POSTING ONLY**

City of Big Spring
Current Career Opportunities

Utility Service Worker

Department: Distribution and Collection

FLSA Classification: Non-Exempt

Starting Salary: \$10.870 per hour

Shift: Monday through Friday

ON CALL SERVICES REQUIRED

JOB SUMMARY

This position is responsible for participating in the repair and maintenance of water and sewer mains, lines and meters.

MINIMUM QUALIFICATIONS

- High School Diploma/GED or equivalent work experience.
- Ability to read, write and perform basic mathematical calculations.
- One year of experience in general underground utility construction maintenance or plumbing activities.
- Possession of a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain a Commercial Driver's License (CDL) Class A issued by the State of Texas for the type of vehicle or equipment operated. If applicant does not currently have a CDL, he/she must be able to pass all five sections of the written test and have the temporary licenses in their possession in the first ninety (90) days of employment. The cost of CDL testing and fees is at the employee's expense. The driving test will be scheduled as equipment is available.
- Must live within a thirty (30) minute travel time from workstation or be able to meet this requirement within six (6) months of employment.

DUTIES, FUNCTIONS AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Participates in the maintenance and repair of water and wastewater mains and lines.
- Investigate and inspect water distribution and wastewater collection systems.
- Install, maintain, excavate, repair, replace, backfill and locate water and wastewater infrastructure.
- Backfills all excavated areas.
- Repairs or replaces leaking water meters; replaces valves and couplings.
- Provides traffic control at work sites to ensure a safe working environment. Places and gathers cones, flags, set out traffic signs, etc.
- Flushes water lines and fire hydrants.

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- Connects and disconnects water and sewer services.
- Responds to complaints regarding low water pressure.
- Locates leaks in water and wastewater lines.
- Responds to emergency service calls as required; remains on call after hours a minimum one week per month. The employee may be required to work overtime or comp time with little, or no notice at any hour or day of the year, as needed.
- Fills out and completes paperwork, forms and work orders for assigned jobs.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.
- Assist in the set up, operation, and maintenance of a variety of safety-related equipment according to the City's safety procedures and SOP.
- Perform labor intensive work and other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION

- Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of the safety policies and procedures pertaining to the repair and maintenance of water and sewer mains and lines.
- Knowledge of the methods and practices of maintaining and repairing water and sewer mains and lines.
- Skill in the use of such tools as a backhoe, sewer jet and vac-con truck, tamper, jackhammer, chop saw, and various hand tools.
- Skill in the construction, maintenance, and repair of water and sewer lines and mains.
- Skill in reading and interpreting maps, plans and drawings.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Distribution and Collection Superintendent or the Distribution and Collection Supervisor assigns work in terms of somewhat general instructions to the Senior Utility Service Worker. The Senior Utility Service Worker insures that the Utility Service Worker performs his duty while working with one another. The Distribution & Collection Manager, Distribution & Collection Superintendent & the Distribution and Collection Supervisor will check work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include work orders, City and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY

The work consists of related water and sewer maintenance and repair duties.

City of Big Spring
Current Career Opportunities

SCOPE AND EFFECT

The purpose of this position is to assist in the maintenance and repair of water and sewer lines and mains. Successful performance facilitates the speed and accuracy of repairs and service and contributes to the efficient operation of the department.

PERSONAL CONTACTS

Contacts are typically with co-workers, other utility workers, and the general public.

PURPOSE OF CONTACTS

Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS

Continuous outdoor activity, frequent sitting, standing, walking, squatting, bending, twisting upper body, climbing, exposure to extreme heat, cold, noise, mechanical hazards, fume/odor hazards, toxic waste/material hazards, occasional kneeling and crawling. The employee lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT

The work is typically performed outdoors, where the employee is exposed to noise, dust, dirt, grease, machinery with moving parts, occasional inclement weather and possibly infectious diseases. The work requires the use of safety devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

<p>These job descriptions are intended to indicate the kinds of tasks and levels of work difficulty required of the positions listed and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.</p>

City of Big Spring
Current Career Opportunities

Animal Control Officer

Department: Police
FLSA Classification: Non-Exempt
Pay Rate: \$11.998/hour
Shift: Monday through Friday
Stand-by required

JOB SUMMARY

This position is responsible for controlling and/or impounding stray, abandoned, or injured animals; enforces ordinances concerning stray and/or dangerous animals.

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one year.
- Possession of a valid Class C Driver's License issued by the State of Texas for the type of vehicle or equipment operated.
- Must live within a thirty (30) minute travel time from workstation or be able to meet this requirement within six (6) months of employment.

DUTIES, FUNCTIONS AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Responds to calls to catch and detain stray, abandoned, injured and/or dangerous animals.
- Patrols the city for and transports strays, abandoned, dead/injured and unlicensed animals to the city shelter.
- Pick up/impound animals in a safe and humane manner.
- Provides daily care for impounded animals, including feeding, watering and obtaining medical care.
- Investigate reports of animal bites and dangerous or vicious animals.
- Euthanize animals when necessary.
- Respond to observed or reported emergency situations and ordinance violations.
- Issues warnings and citations for violations of state laws and city ordinances; conducts follow-up inspections as necessary.
- Write reports and record data on appropriate log/forms.
- Testifies in court regarding ordinance violations.

City of Big Spring
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- Prepares reports concerning animal bites and quarantines animals for rabies observation.
- Counsel/educate citizens and provide information and assistance regarding responsible animal ownership/ordinance requirements (leash law, registration, animal behavior, etc.)
- Maintains records of impounded animals.
- Cleans the shelter, equipment and tools on a daily/weekly basis.
- Respond to after hours emergency calls as needed from the Big Spring Police.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION

- Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of relevant state laws and city codes and ordinances concerning licensing and impounding of animals.
- Knowledge of city roads and geography.
- Skill in establishing and maintaining good working relationships with other city employees and the public.
- Knowledge of the procedures involved in the capture and euthanization of animals.
- Knowledge of animal breeds and their characteristics.
- Skill in animal care.
- Skill in safely handling animals, including those with unknown temperament.
- Adhere to disease management and safety protocols.

SUPERVISORY CONTROLS

The Lieutenant – Support Services assigns work in terms of general instructions. The work is reviewed for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES:

Guidelines include relevant state laws, city ordinances and departmental policies and procedures. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY:

The work consists of related duties in animal control. Inclement weather, animal dispositions and public emotions contribute to the complexity of the work.

SCOPE AND EFFECT:

The purpose of this position is to control stray, abandoned and/or dangerous animals and to educate the public regarding responsible pet ownership. Successful performance in this position contributes to the safety of the community.

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PERSONAL CONTACTS:

Contacts are typically with co-workers, animal owners, and the general public.

PURPOSE OF CONTACTS:

Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS:

The work is typically performed while standing, walking, running, bending, crouching, or stooping. The employee must occasionally lift heavy objects.

WORK ENVIRONMENT:

The work is performed both indoors and outdoors. The employee may be exposed to noise, infectious or contagious diseases, odors, inclement weather, and dangerous animals. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

None

These job descriptions are intended to indicate the kinds of tasks and levels of work difficulty required of the positions listed and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.

City of Big Spring
Current Career Opportunities

Firefighter

Department: Fire

FLSA Classification: Non-Exempt

Pay Rate: \$31,225.37-\$37,245.00/year DOE*

Shift: Rotating

Testing date: Saturday, February 18, 2012 at 9 a.m.

Testing location: Dora Roberts Community Center, 100 Whipkey Drive, Big Spring, Texas 79720

Application deadline: 5 p.m. on Monday February 13, 2012

*Additional pay is provided for those employees that hold certificates from the Texas Commission on Fire Protection (TCFP) and/or the Department of State Health Services (DSHS)

SUMMARY OF JOB RESPONSIBILITIES:

This position is responsible for suppressing fires and maintaining fire apparatus and equipment. This position is also required to serve as an Emergency Medical Technician (EMT) after completion of EMT certification.

MINIMUM QUALIFICATIONS

- Must be a high school graduate or possess a GED Equivalency Certificate.
- Must have reached at least eighteen (18) years of age as of the date of the written test and not have reached thirty-six (36) years of age as of the date of appointment .
- Must be able to read, write and speak English.
- Must possess a valid state issued driver's license and, on date of hire or within three (3) months of date of hire, must have obtained a Commercial Texas Driver's License, either a Class A or Class B, for the type of vehicle or equipment operated.
- If applicable, you must submit a Form DD-214-4 (long form) to verify an honorable or general discharge under honorable conditions from the military.
- Must receive a minimum passing grade of seventy percent (70%) on the Civil Service written examination for an entry level firefighter.
- Applicants must satisfactorily complete the physical agility course set out by the department in one (1) attempt.
- Must pass a comprehensive background investigation and not have any of the disqualifiers established by the department.
- Ability to meet current requirements set forth by the National Fire Protection Association and the Texas Commission on Fire Protection to obtain certification as a Firefighter.
- Ability to obtain appropriate state Emergency Medical Technician (EMT) certification within twelve (12) months of the date of hire (DOH) and maintain certification(s) through continuing education throughout employment with the City.

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- The Commission on Fire Protection Personnel Standards and Education may not certify an applicant as eligible for a beginning position with the fire department unless the applicant meets all legal requirements necessary to become eligible for future certification.

ELIGIBILITY FOR PREFERENCE

Applicants must receive a minimum passing grade of seventy (70) percent on the entry level Civil Service written examination to be eligible to receive any of the following additional points added to their final examination grade.

- An applicant who has served in the Armed Forces of the United States and who received an honorable discharge shall receive five (5) points added to their final examination score.
- An applicant who is the natural-born or adopted child of a fire fighter who previously suffered a line-of-duty death shall be ranked on top of the eligibility list so long as he scores a 70 or better on the entry level exam. The deceased firefighter's applicant child must otherwise satisfy all of the requirements for eligibility [Chapter 143.025 (j) of the Texas Local Government Code].
- An applicant who holds certain certification with the appropriate agency (Department of State Health Services of Texas Commission on Fire Protection) at the time of the examination shall receive the points indicated below added to their final examination score.

Structural Fire Fighter TCFP – 5 points

Emergency Medical Technician DSHS – 5 points

Emergency Medical Technician Intermediate DSHS – 8 points

Emergency Medical Technician Paramedic DSHA – 10 points

Applicants who pass the entry level Civil Service written examination and the physical agility test will be placed on the department eligibility list. Fire department eligibility lists remain active for a period of one (1) year. The City Manager will make appointments from the current eligibility list unless there is a valid and verifiable reason why the applicant should not be appointed. Any applicant on the eligibility list whose DSHS or TCFP status changes must notify the City of Big Spring Human Resources department, in writing, and supply a copy of a current DSHS or TCFP certificate.

MAJOR DUTIES, FUNCTIONS AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Assists and/or participates in training exercises to maintain certification(s).
- Assists in hydrant, plug and line maintenance.
- Washes, cleans, fuels and services assigned vehicles, equipment including water pumps; disinfects assigned vehicle and equipment after each use of the assigned vehicle(s).
- Requests repairs and service of apparatus and equipment as necessary.
- Completes necessary local paperwork including reports; maintains departmental files and

City of Big Spring
Current Career Opportunities

- records.
- Ensures that an adequate inventory of supplies is aboard emergency vehicles through regular checks.
- Ensures the proper functioning of all emergency medical equipment and vehicles through regular inspection.
- Responds to sites of life threatening or other emergency medical situations.
- Extrication of victims of accidents, when necessary.
- Renders emergency and life-saving medical assistance to those in need.
- Transports injured or sick persons to the appropriate care facility.
- Inspects buildings; completes pre-fire plans.
- Inspects the working condition of fire equipment on a daily basis.
- Performs housekeeping and grounds keeping duties at the station.
- Provides fire safety information and educational programs to school, church and civic groups.
- Performs other related tasks/duties as assigned by the chain of command.

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED BY THE POSITION

- Experience sufficient to thoroughly understand the work of the position and be able to answer questions and resolve problems.
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work in addition to basic skills typically associated with a high school education or GED.
- Knowledge of basic emergency medical and life-sustaining techniques, including cardiac care, trauma and shock care and ventilation and other CPR techniques.
- Knowledge of departmental rules, regulations, policies and procedures.
- Knowledge and skill in the operation and use of fire equipment and apparatus.
- Knowledge of fire suppression and rescue techniques.
- Knowledge of hazardous materials.
- Knowledge of hydraulics and fire streams.
- Knowledge of State and local fire codes.
- Knowledge of radio communications.
- Knowledge of streets and other local geography.
- Knowledge of universal precautions relating to infection control.
- Skill in driving in emergency situations.
- Skill in extrication techniques and equipment.
- Skill in oral, verbal and written communication.
- Skill in patient assessment.
- Skill in the administration of emergency medical techniques and the use of specialized equipment.
- Skill in the use of a computer.

SUPERVISORY CONTROLS

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Current Career Opportunities

The Lieutenant assigns work in terms of general instructions. Completed work is reviewed for compliance with procedures, accuracy and the nature and propriety of the final results.

GUIDELINES

Guidelines include State laws, medical protocol, city ordinances, building codes and departmental rules, regulations, policies and procedures. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY

The work consists of duties related to fire suppression, fire equipment operation, patient care and transportation. The variety of emergency situations encountered at fire scenes and the need to determine appropriate medical procedures for a wide variety of situations contributes to the complexity of the work.

SCOPE AND EFFECT

The purpose of this position is to suppress fires and administer emergency medical care to victims as an agent of the physician. Successful performance helps ensure the protection of life and property by ensuring the timely arrival of personnel and equipment.

PERSONAL CONTACTS

Contacts are typically with co-workers, other city employees, other emergency service providers including but not limited to hospital personnel, victims of accidents and their families, students and the general public.

PURPOSE OF CONTACTS

The purpose of contacts is typically to exchange information, resolve problems and provide services.

PHYSICAL DEMANDS

The work is typically performed while sitting, standing, walking, bending, crouching or stooping. At emergency scenes, the employee must lift light, heavy and very heavy objects, climb many types of ladders, use tools and equipment requiring a high degree of dexterity and be able to distinguish between shades of color.

WORK ENVIRONMENT

The work is typically performed at a station house except while at a fire or emergency scene. At a fire scene, the employee may be exposed to EXTREME noise, dust, dirt, irritating chemicals, inclement weather, extreme temperatures and hazardous situations. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

City of Big Spring
Current Career Opportunities

None

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY
THE HUMAN RESOURCES OFFICE NO LATER THAN 5 P.M.
ON MONDAY, FEBRUARY 13, 2012.**

THE CITY OF BIG SPRING IS AN EQUAL OPPORTUNITY EMPLOYER

These job descriptions are intended to indicate the kinds of tasks and levels of work difficulty required of the positions listed and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.

City of Big Spring
Current Career Opportunities

Plant Operator

Department: Wastewater Treatment

FLSA Classification: Non-Exempt

Pay Rate: \$12.606/hour

Shift: Days/Nights, Rotating Twelve-Hour Shifts

JOB SUMMARY

This position is responsible for operating, maintaining and repairing of the city's wastewater treatment plant and lift stations.

MINIMUM QUALIFICATIONS

- High School diploma or GED
- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.
- Possession of a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
- Must live within a thirty (30) minute travel time from workstation or be able to meet this requirement within six (6) months of employment.

MAJOR DUTIES, FUNCTIONS, AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Monitors treatment process and makes necessary adjustments as indicated by current conditions.
- Monitors performance of machinery and equipment used to control the treatment process; makes process control decisions.
- Inspects valves, pumps, gauges and other plant or lift station equipment on a regular basis.
- Prepares inspection sheets, logs, and flow charts; prepares daily reports of analysis and test results for laboratory and regulatory agencies; maintains records; enters data to computer.
- Tends influent pumps, blowers, feed pumps, centrifuges, dry and wet chemical feeders, aerators, telescopic settings, wet well, and other equipment used to decontaminate wastewater; reads and records effluent flow meter.

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- Inspects and cleans filters, tanks, floating aerators, clarifier weirs, scum pit, and bar screens.
- Changes out chlorine and sulfur dioxide cylinders for chlorinating/dechlorinating units.
- Collects wastewater samples for standard tests such as biochemical oxygen demand, dissolved oxygen, suspended solids, biomonitoring, and pH; adds chemicals to maintain proper pH in aeration basin.
- Determines and performs sludge wasting from aeration basin and aerobic digester.
- Operates belt press as directed.
- Performs preventive and corrective maintenance on equipment; assists in repair of equipment, including lift stations.
- Maintains sludge drying beds.
- Performs routine cleaning of equipment, grounds, and work areas.
- Performs housekeeping and grounds maintenance duties; maintains the sprinkler system.
- Performs routine electrical work.
- Performs routine and preventative maintenance and repairs on all wastewater treatment equipment and lift stations
- Performs routine welding, cutting and fabrication as needed.
- Ensures proper operation and routine maintenance of sewage pumping stations.
- Operates backhoe to load trucks with solid waste; operates dump truck to haul sludge to disposal areas.
- May be on call after hours to respond to emergencies.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of wastewater treatment processes.
- Knowledge of mathematics, biology, and basic chemistry.
- Knowledge of federal, state and local wastewater treatment guidelines and procedures.
- Knowledge of city, department and safety policies and procedures.
- Knowledge of plant operations.
- Knowledge of lift station operations.
- Knowledge of the handling and application of the chemicals necessary to maintain a safe work environment and personal safety.
- Knowledge of standard laboratory principles, techniques, equipment, and materials
- Skill in operating laboratory equipment
- Skill in reading various meters, including D.O. and pH.
- Skill in operating water pollution control equipment such as a centrifuge, chlorinator, samplers, and blowers.
- Skill in the use of basic tools such as packing tools, socket wrenches, power tools, and screwdrivers.
- Skill in operating light and heavy equipment such as a front end loader and dump truck.
- Skill in the use of grounds maintenance equipment.

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- Skill in basic computer use.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Wastewater Treatment Plant Superintendent assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include plant regulations, city, department and safety policies and procedures, relevant federal and state laws and regulations, and established procedures for wastewater treatment. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY

The work consists of related wastewater treatment duties. Mechanical failures and inclement weather contribute to the complexity of the work.

SCOPE AND EFFECT

The purpose of this position is to help ensure the proper operation of the wastewater treatment facility. Successful performance in the job contributes to the safe handling and effective treatment of wastewater.

PERSONAL CONTACTS

Contacts are typically with co-workers, city employees, vendors, engineers, contractors, state agency representatives, and the general public.

PURPOSE OF CONTACTS

Contacts are typically to give or exchange information, resolve problems and provide services.

PHYSICAL DEMANDS

The work is performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT

The work is performed both indoors and outdoors. The employee is exposed to noise, dust, dust, grease, machinery with moving parts, contagious or infectious diseases, raw sewage, hazardous and irritating chemicals and occasional inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

City of Big Spring
Current Career Opportunities

None.

These job descriptions are intended to indicate the kinds of tasks and levels of work difficulty required of the positions listed and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.

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Current Career Opportunities

Maintenance Worker
Department: City Facilities
FLSA Classification: Non-Exempt
Starting Salary: \$10.870 per hour
Shift: Monday through Friday
Stand-by Required

JOB SUMMARY

Under general supervision, perform minor construction, building maintenance and related activities at City of Big Spring facilities and property.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- One to two years of building maintenance and/or construction work, including heating, cooling electrical and plumbing systems
- Possession of a valid driver's license issued by the State of Texas for the vehicle or type of vehicles operated.
- Employees must reside within a thirty (30) minute driving time to their designated work station per the City of Big Spring Personnel Policies and Procedures.

DUTIES, FUNCTIONS AND RESPONSIBILITIES:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Perform needed repairs and general maintenance.
- Repair/maintain heating and cooling systems as required.
- Drive vehicles as needed.
- Move furniture, file cabinets, equipment, etc. using hand dollies.
- Repair/replace electric plugs and cords.
- Hammer nails/stakes. Install door closers, kick plates, locks, etc.
- Operate drills, buffers, grinders, sanders, etc.
- Operate various power saws, i.e. radial arm skill, etc.
- Perform basic plumbing installations/repairs i.e. install and repair faucets, unclog drains, replace valves, etc.
- Perform semi-skilled carpentry work in the construction and repair of walls, ceilings, etc.
- Perform minor repairs to tables, chairs, desks, cabinets, etc.
- Paint, varnish, and/or seal walls, ceilings, floors, furniture, equipment, etc. using brushes, rollers, air sprayers, etc.

City of Big Spring
Current Career Opportunities

- Operate forklift.
- Read profiles/blueprints.
- Measure using tapes, transits, levels, etc.
- Install/replace floor and ceramic tiles.
- Perform related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of basic plumbing.
- Knowledge of equipment, methods, and materials used in routine painting.
- Knowledge of equipment, methods, and materials used in moderate levels of carpentry and construction, i.e. building walls, hanging doors and windows.
- Knowledge of basic electricity.
- Knowledge of basic heating and cooling system operations.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Knowledge of equipment, methods and materials used in repairing and maintaining facilities.
- Knowledge of the equipment, methods, and materials used in ground maintenance.
- Skill in establishing and maintaining good working relationships with other City employees and the public.
- Skill in operating power tools and mechanical equipment effectively and safely.
- Skill in reading and understanding simple blueprints.
- Skill in performing emergency and routine repairs and maintenance as required.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Facilities Maintenance Crew Leader assigns work in terms of general instructions. The crew leader checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include City safety policies and procedures, standard maintenance practices, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY

City of Big Spring
Current Career Opportunities

The work consists of duties related to the maintenance of all City facilities. The variety of duties contributes to the complexity of the work.

SCOPE AND EFFECT

The purpose of this position is to perform building maintenance services on City facilities. Successful performance helps ensure a safe and comfortable environment for City staff and visitors.

PERSONAL CONTACTS

Contacts are typically with co-workers, other City employees, and the general public.

PURPOSE OF CONTACTS

Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS

The work is typically performed while sitting, standing, or stooping. Tasks involve bending, lifting light and heavy objects, climbing ladders and walking.

WORK ENVIRONMENT

The work is performed indoors and outdoors, where the employee is exposed to noise, dust, dirt, grease, irritating chemicals, machinery with moving parts, and occasional inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.

City of Big Spring
Current Career Opportunities

Customer Service Clerk

Department: Water Office

FLSA Classification: Non-Exempt

Starting Salary: \$11.422/hour

Shift: Monday through Friday

JOB SUMMARY

This position is responsible for collecting water bill payments.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Completion of a computer skills test PRIOR to submitting application. **Applicants must submit results of Skills Testing with Application for Employment.** Skills test can be taken at the Texas Workforce Commission located at Howard College, 1001 Birdwell Lane, Suite 106, Big Spring, Texas 79720 (next door to Howard Cottage day care).
- **Credit checks will be conducted on all applicants under final consideration for this position.**

MAJOR DUTIES, FUNCTIONS, AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Receives and posts water bill payments at counter and drive-through window; posts water bill payments collected from drop box.
- Establishes new customer accounts.
- Answers telephones and responds to customer complaints, schedules work orders for Water and Wastewater department, and answers customer inquiries concerning water bills.
- Balances cash drawer daily.
- Maintains record of all insufficient checks received through transactions; reports overdue accounts to collection agency.
- Prepares bank deposits as needed.
- Assists with monthly reports as needed.
- Maintains inventory of office supplies; orders supplies as needed.
- Performs other related duties as assigned.

City of Big Spring
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KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of bookkeeping practices.
- Knowledge of record-keeping systems for utilities.
- Knowledge of city ordinances, codes, policies, and procedures.
- Skill in performing basic mathematical calculations.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in report preparation and records maintenance.
- Skill in dealing with the public.
- Skill in written and oral communication.

SUPERVISORY CONTROLS

The Customer Service Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include standard office operating procedures, city codes, and city policies and procedures. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY

The work consists of related clerical duties.

SCOPE AND EFFECT

The purpose of this position is to accept and post payments for water bills. Successful performance helps ensure a financially-sound city administration.

PERSONAL CONTACTS

Contacts are typically with co-workers, employees from other departments, and the general public.

PURPOSE OF CONTACTS

Contacts are typically to give and exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS

The work is typically performed while sitting at a desk with intermittent standing or stooping.

WORK ENVIRONMENT

The work is typically performed in an office.

City of Big Spring
Current Career Opportunities

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

These job descriptions are intended to indicate the kinds of tasks and levels of work difficulty required of the positions listed and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.

City of Big Spring
Current Career Opportunities

Plant Operator

Department: Water Treatment

FLSA Classification: Non-Exempt

Starting Salary: \$12.606/hour

Shift: Days/Nights, Rotating Twelve-Hour Shifts

JOB SUMMARY

This position is responsible for operating, maintaining and repairing the City's water treatment plant, pump stations and storage tanks.

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a required state-certified license for water treatment, as appropriate.
- A valid Class C Water Treatment Plant Operator's Certificate within three (3) years of hire.
- Possession of a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
- Must live within a thirty (30) minute travel time from workstation or be able to meet this requirement within six (6) months of employment.

MAJOR DUTIES, FUNCTIONS AND RESPONSIBILITIES:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Controls and monitors water treatment plant chemicals, machines, and equipment to purify and clarify water for human consumption and industrial use.
- Collects representative water samples from the water plant and distribution system. Performs chemical, physical, and bacteriological tests to assure water quality and submits samples for testing as required by state agencies.
- Determines and adds specified amounts of chemicals such as chlorine, ammonia, aluminum sulfate and lime to disinfect and clarify water.
- Performs and records the results of various laboratory tests such as pH, alkalinity, turbidity, chlorine residual, hardness, temperature and conductivity; assesses water quality and determines optimal chemical treatment.
- Removes solids from treatment units and backwashes filters as needed.

City of Big Spring
Current Career Opportunities

- Maintains the efficiency of plant and laboratory operations including the maintenance of equipment, pumps, filters and machinery, testing, quality control, and record-keeping procedures.
- Calibrates laboratory equipment and adjusts chemical feeders for optimal water treatment.
- Maintains plant records, including operations logs, daily diaries, and chemical inventories; compiles reports as required by departmental policies.
- Monitors charts, dials, pumps, chemical feeders, laboratory equipment, meters, and gauges in the laboratory to determine status of various functions of the plant; performs equipment and laboratory preventive maintenance duties.
- Reads, calculates, and records water usage; changes charts on a daily basis.
- Fills out pump room charts; files completed charts.
- Maintains pressure and flow levels in distribution system and storage tanks.
- Performs minor repairs, operations adjustments, and preventive maintenance on plant equipment as needed.
- Maintains water pumping stations and elevated storage tanks.
- Records phone information about water leaks and reports to appropriate repair crews.
- Reads and records chemical usage, fills chemical feeders, mixes chemicals, changes reagents, and changes out chlorine cylinders.
- Checks motors and pumps for excessive noise and temperatures. Reports problems to the appropriate personnel.
- Performs grounds maintenance and housekeeping duties as needed.
- May be required to be on call after hours to respond to emergencies as needed.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of water treatment processes.
- Knowledge of the handling and application of the chemicals necessary to maintain a safe water supply and personal safety.
- Knowledge of federal and state rules and regulations and City, department and safety policies and procedures.
- Knowledge of standard laboratory principles, techniques, equipment, and materials.
- Knowledge of water treatment plant operations and equipment, pumps and motors and related maintenance techniques.
- Knowledge of basic chemistry, mathematics, and biology.
- Skill in performing standard laboratory-related mathematical calculations.
- Skill in operating laboratory equipment.
- Skill in the use of water analysis equipment, meters, and gauges.
- Skill in the use of basic tools such as packing tools, socket wrenches, power tools, and screwdrivers.

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- Skill in operating light and heavy equipment such as a front end loader and dump truck.
- Skill in the use of grounds maintenance equipment.
- Skill in basic computer use.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Water Treatment Plant Superintendent assigns work in terms of general instructions. The supervisor checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include state and federal regulations and drinking water guidelines, plant operations policies, supervisor instructions, City and department policies and procedures, and standard laboratory practices. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY

The work consists of duties related to water analysis and treatment. Mechanical failures and changes in source water quality contribute to the complexity of the work.

SCOPE AND EFFECT

The purpose of this position is to operate and maintain the water treatment plant and associated facilities, including testing, treating, and purifying water for public and industrial consumption. Successful performance helps ensure a safe and reliable water supply.

PERSONAL CONTACTS

Contacts are typically with co-workers, state agency personnel, city employees, and the general public.

PURPOSE OF CONTACTS

Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS

The work is typically performed while sitting at a desk or table, standing, walking, bending, crouching, or stooping. The employee lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT

The work is performed in an office, laboratory, chemical storeroom, and outdoors. The employee is exposed to dust, dirt and grease, machinery with moving parts, infectious or

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Current Career Opportunities

contagious diseases, irritating or hazardous chemicals, and occasional inclement weather. The work may require the use of protective devices such as masks, goggles or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.

City of Big Spring
Current Career Opportunities

Mechanic Helper

Department: Service Center

FLSA Classification: Non-Exempt

Starting Salary: \$10.870/hour

Shift: Monday – Friday

JOB SUMMARY

This position is responsible for performing preventive maintenance and minor repairs on City vehicles and heavy equipment.

MINIMUM REQUIREMENTS

- High school diploma or GED required; ability to read, write and perform basic mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship /internship or having had a similar position for a period of one to two years.
- Possession of or ability to readily obtain a Class A Commercial Driver's License (CDL) issued by the State of Texas within ninety (90) days of employment.
- Must live within a thirty (30) minute travel time from workstation or able to meet this requirement within six (6) months of employment.

MAJOR DUTIES, FUNCTIONS AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Perform tire repairs on City vehicles and other automotive and heavy equipment in the shop and on service calls.
- Set a preventative maintenance schedule for all city equipment on a monthly basis.
- Checks oil, transmission fluid and coolant levels; changes fluids and filters as needed according to preventive maintenance schedules.
- Assists Mechanics in a variety of mechanical, hydraulic and body repairs.
- Performs corrective maintenance procedures on heavy equipment, including transmission, hydraulic, electrical and various degrees of engine repair.
- Replaces air filters, greases machines and checks drives, tandems and gear boxes.
- Conducts preventive maintenance functions including checking the condition and operation of clutches, brakes, lights, transmissions and exhaust systems.
- Operates a wrecker and tows disabled vehicles.
- Assists in cleaning shop area.
- Maintains records of parts used.
- Picks up parts from vendors as necessary.
- Responds to service calls in the field and after hours.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION

- Knowledge of preventive maintenance procedures.
- Knowledge of the weights and uses of motor oils.

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- Knowledge of City policies and safety procedures.
- Skill in maintaining accurate records.
- Skill in performing preventive maintenance procedures.
- Skill in operating a wrecker.
- Skill in operating wrenches, air jacks, tire tools, tire hammers, air lines and balancing machines.
- Skill in good communication.

SUPERVISORY CONTROLS

The Service Center Superintendent or Service Center Supervisor assigns work in terms of somewhat general instructions. The work is reviewed in progress and upon completion for compliance with instructions and procedures, accuracy and the nature and propriety of the final results.

GUIDELINES

Guidelines include City and department policies and procedures, work orders, maintenance schedules and service manuals. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY

The work consists of related duties in servicing City vehicles and heavy equipment.

SCOPE AND EFFECT

The purpose of this position is to perform preventive maintenance and minor repairs on City vehicles and heavy equipment. Successful performance of these duties contributes to the safe operation of vehicles and equipment.

PERSONAL CONTACTS

Contacts are typically with co-workers and other city employees.

PURPOSE OF CONTACTS

Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS

The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light objects; frequently lift heavy objects and use tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT

The work is typically performed in a garage. The employee is exposed to noise, dust, dirt and grease. The work requires the use of protective devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

<p>This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and</p>

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responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.