



February 22, 2018

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITY TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERANS STATUS.

PARKS AND RECREATION CITY SPORTS COMPLEX CONCESSION STAND WORKERS

The City of Lufkin is accepting applications for sports complex concession stand workers.

Applications are kept on file until positions are available.

REQUIREMENTS:

- Must be 16 years of age or older
- 16-18 year olds must have written parental/guardian consent
- Must be able to lift items weighing 10 pounds and less
- Ability to walk, stand, bend, stoop

SKILLS:

- Ability to work varied hours including evenings and weekends until 10:30 PM
- Experience with concession stand, cooking, food-handling preferred
- Must be able to balance a cash drawer and make change

This is a part time position. There are no guaranteed number of hours or days for this position. Employees are assigned shifts as needed.

Pay: \$8.00 per hour

A questionnaire must be completed and submitted with application.

Submit completed applications and questionnaires to Human Resources Department at Lufkin City Hall, 300 E. Shepherd Ave., Suite 226, Lufkin, TX 75901

**FAX 936-633-0408, email: ljohnson@cityoflufkin.com
Visit our website, www.cityoflufkin.com for forms or contact Human Resources at the above information or call 936-633-0228.**

**PARKS & RECREATION
CONCESSION STAND WORKERS**

NAME _____ **DATE** _____

Concession Stand Worker

1. Do you have experience working in a concession stand? _____
Explain _____

2. Do you have experience cooking or handling food? _____
Explain _____

3. Do you have experience running a cash register and handling cash payments? _____
Explain _____

4. Is there anything that would keep you from working any of the following hours: Monday through Thursday nights between 5:30pm and 10:30pm, Saturdays and Sundays between 9:00am and 4:00pm? _____
Explain _____

5. This position may require some lifting of items under 10 pounds. Do you have any issues that may prevent lifting? _____



July 24, 2018

***** VACANCY POSTING *****

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITY TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERANS STATUS.

**ASSISTANT COLLECTION MANAGER
ELLEN TROUT ZOO**

Duties include:

- Working supervisory position involving husbandry expertise, personnel training and supervising keeper staff
- Exhibit design and maintenance
- Diet preparation
- Responsible for the daily husbandry of a variety of animals
- Ability to continue learning and developing animal management skills
- Maintain detailed record keeping for housekeeping
- Developing husbandry protocols/techniques
- Support the guest experience
- Scheduling, problem solving, insure safe work practices
- Work as a team member for the benefit of the animals
- Ability to work independently
- Requires standing, stooping, sitting, twisting, walking and lifting of feed sacks and hay bales (25-70 pounds)

Requirements:

- Bachelor's Degree in biology, science or a related field
- Thorough knowledge and understanding of the biology and natural history of husbandry practices
- Valid driver's license at time of placement.
- Must be energetic, self-motivated, demonstrate good written and oral communication and organizational skills

Starting Salary: \$29,284.78 annually, depending on qualifications

Exempt For Overtime

Employees are required to contribute 7% (pre-tax) to the retirement fund

Schedule/Days: 40 hours per week/Varies/Includes Weekends and Holidays

Schedule/Hours: 8:00 AM – 5:00 PM

Closing Date: Open Until Filled

This position is an essential service position, and will be required to provide services during emergency situations.

Interested parties may contact the Human Resources Department at Lufkin City Hall, 300 E. Shepherd Suite 226, Lufkin, TX 75901, FAX 936-633-0408, call 936-633-0228, ljohnson@cityoflufkin.com or visit our website, www.cityoflufkin.com.

You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX 75904.



September 06, 2018

***** VACANCY POSTING *****
POLICE DEPARTMENT
COMMUNICATIONS OPERATORS
(2) POSITIONS AVAILABLE

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITY TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERAN STATUS.

REQUIREMENTS:

- Minimum of 18 years of age
- A normal volume speaking voice
- Speak English fluently
- Must have 20/40 eyesight (corrected)
- Unimpaired use of arms, hands, fingers, legs and feet
- Applicant must be able to work different shifts
- Must be able to thrive in a hectic/fast paced atmosphere
- Live within 30 minutes of the Lufkin Police Department

QUALIFICATIONS:

- High school diploma/GED
- Type 40 words per minute (corrected). Present typing scores from Workforce Solutions at the time of application.
- Pass an employment physical examination, which includes an audiological (hearing) test. Hearing range of 30 or more decibels, and frequency range of 250-3000 hertz in both ears.
- Must pass 2 state licensing courses and the State Licensing Test for Telecommunications within the first year of employment.
- Candidates are required to successfully pass the Communications Performance test, a polygraph test and complete a background investigation check.

COMPETITIVE PAY & BENEFITS:

- Beginning salary of \$35,121.42 annually with ability to increase by 4 yearly steps to \$40,698.74 annually
- Comprehensive Benefits Package (Medical, Prescription, Life, Dental, LTD)
- Texas Municipal Retirement System – 5 year vesting; 20 year retirement at any age; 7% employee contribution; 2 to 1 match; Updated Service Credit.
- Vacation, sick days, Longevity Pay, 11 Paid Holidays.
- \$40 per month cleaning allowance after 6 months employment

All Applications must be submitted to the Human Resources Department
Closed: Open Until Filled

**This position is an essential service position, and will be required to
provide services during emergency situations.**

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd Suite 226, Lufkin, TX 75901, FAX 936-633-0408, ljohnson@cityoflufkin.com or visit our website, www.cityoflufkin.com.
You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX 75904.

NAME _____

DATE: _____

COMMUNICATIONS OPERATOR/POLICE

1. Do you have dispatch experience? _____ If so, where did you obtain that experience?

2. Do you have experience working in law enforcement, in a hospital setting, as a firefighter/EMT, etc.? _____ if so, list your experience. _____

3. Do you have computer experience? _____ if so, list your experience.

4. Can you pass an extensive background investigation? _____

5. This position requires that a person be able to multi task. You must be able to answer the phone, dispatch firefighters and police officers and enter call information in computer at the same time. Describe a job you have possessed that required you to multi task.

6. Our Communication Operators work shift work, and at times are asked to come in early, stay late and work on their days off. They also work 12 hour shifts, weekends, holidays, days and evenings. This requires someone that is very flexible in their work hours. Will you be able to work the shifts as described above? _____

7. Explain why you would like to be a Communications Operator, and what you believe the job entails.

September 06, 2018



*****VACANCY POSTING*****

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITY TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE SEX NATIONAL ORIGIN, HANDICAP OR VETERANS STATUS.

MAINTENANCE WORKER

Ellen Trout Zoo

DUTIES:

- Grounds maintenance
- Gardening/landscaping
- Building maintenance and construction
- Plumbing and minor electrical repair
- Preventative maintenance to vehicles and equipment
- Pest control and janitorial duties

QUALIFICATIONS:

- High School Diploma/GED
- A valid Texas driver's license is required at time of placement
- Must be able to perform strenuous physical labor including heavy lifting
- Must have experience using hand and power tools and lawn equipment
- Must be able to operate backhoes and forklifts
- Six (6) months experience working in maintenance and/or landscape trades
- Must be able to work around animals along with snakes and spiders
- Must be able to work holidays and weekends
- Ability to understand and follow simple oral and written instructions

Pay Range: \$10.51- \$11.03 per hour

Employees are required to contribute 7% (pre-tax) to the retirement fund through payroll deduction.

Pay depending on qualifications and experience

Non- exempt for overtime

Work Schedule/Days: Monday-Friday

Work Schedule/Hours: 40 Hours

Closing Date: Open Until Filled

Questionnaire must be completed and submitted with application.

This position is an essential service position, and will be required to provide services during emergency situations.

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You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX 75904

NAME _____ DATE _____

MAINTENANCE WORKER/ ELLEN TROUT ZOO

1. Do you have experience with plants, landscaping, grounds keeping? _____
Explain. _____

2. Do you have experience doing maintenance work, to include light plumbing, building maintenance, concrete, painting, equipment maintenance, fence repair, changing sprinkler heads, etc? _____ Describe experience.

3. Describe the landscaping equipment you have experience with? (Mowers, tractors, weed eaters, etc.) _____

4. Do you have experience operating equipment like backhoes and forklifts? _____ Describe that experience.

5. Is there anything that would prevent you from working weekends and holidays?

6. Can you work around animals including spiders and snakes?

September 25, 2018



***** VACANCY POSTING *****
POLICE DEPARTMENT
COMMUNICATIONS OPERATORS
(5) PART-TIME POSITIONS AVAILABLE

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REQUIREMENTS:

- Minimum of 18 years of age
- A normal volume speaking voice
- Speak English fluently
- Must have 20/40 eyesight (corrected)
- Hearing range of 30 or more decibels and frequency range of 250-3000 hertz.
- Unimpaired use of arms, hands, fingers, legs and feet
- Applicant must be able to work different shifts

QUALIFICATIONS:

- High school diploma/GED
- Experience as a current or recent TCOLE licensed telecommunications operator.
- Applicants are required to successfully complete a pre-employment interview.
- Type 40 words per minute (corrected). Present typing scores from Workforce Solutions at the time of application.

PREFERENCES:

- Currently employed as a communications operator with a Texas law enforcement agency.

These are part time positions without benefits. Hours will not exceed 25 per week.

Starting pay: \$16.07 per hour
Closing Date: Open Until Filled
Schedule: Varies
Schedule Hours: 12 hrs shifts

**This position is an essential service position,
and will be required to provide services 24/7,
including weekends, holidays and during emergency situations.**

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd
Suite 226, Lufkin, TX 75901, FAX 936-633-0408, ljohnson@cityoflufkin.com
or visit our website, www.cityoflufkin.com.

You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX 75904.

NAME _____

DATE: _____

COMMUNICATIONS OPERATOR/POLICE

1. Do you have dispatch experience? _____ If so, where did you obtain that experience?

2. Do you have experience working in law enforcement, in a hospital setting, as a firefighter/EMT, etc.? _____ If so, list your experience. _____

3. Do you have computer experience? _____ If so, list your experience.

4. Can you pass an extensive background investigation? _____

5. This position requires that a person be able to multi task. You must be able to answer the phone, dispatch firefighters and police officers and enter call information in computer at the same time. Describe a job you have possessed that required you to multi task.

6. Our Communication Operators work shift work, and at times are asked to come in early, stay late and work on their days off. They also work 12 hour shifts, weekends, holidays, days and evenings. This requires someone that is very flexible in their work hours. Will you be able to work the shifts as described above? _____

7. Explain why you would like to be a Communications Operator, and what you believe the job entails. _____



September 25, 2018

***** VACANCY POSTING *****

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERAN STATUS.

**ZOO KEEPER
ELLEN TROUT ZOO**

Duties include:

- Responsible for the overall daily care of reptiles including venomous snakes and crocodilians, plants, enclosures and support facilities
- Cleaning, feeding, exhibit upkeep, exhibit associated landscaping, breeding programs
- Record keeping, report writing and other aspects of the professional care of reptiles and mammals.
- Ability to work independently and use initiative
- Maintain accurate records, and write meaningful reports
- Be flexible and adaptable to working within the framework of a small zoo
- Have a respect for animals with a professional attitude about the work
- Work as a team member for the benefit of the animals
- Requires standing, stooping, sitting, twisting, walking and lifting of feed sacks and hay bales (minimum of 25-70 pounds)

Requirements:

- Bachelor's Degree in Biology, Science or a combination of education and experience to provide the desired level of proficiency.
- Valid Texas driver's license at time of placement.

This position normally involves work on weekends and holidays, and is an essential service position where the incumbent will be required to provide services during emergency situations.

Starting Salary: \$27,098.73 annually

Employees are required to contribute 7% (pre-tax) to the retirement fund through payroll deduction.

Exempt for overtime

Scheduled Work Days: Varies

Scheduled Work Hours: 8:00 AM – 5:00 PM

Closing Date: Open Until Filled

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd Suite 226, Lufkin, TX 75901, FAX 936-633-0408, ljohnson@cityoflufkin.com or visit our website, www.cityoflufkin.com.

You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX 75904.

October 01, 2018



VACANCY POSTING
Library
Part -Time Library Aide

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERAN STATUS.

DUTIES INCLUDE:

- Assists patrons with materials check-out, registration & fines/fees resolution
- Collects fines/fees using ILS computer and operates cash register
- Answers multi-line phones
- Assists patrons with various software, databases & materials selection
- Assists with programming, promotions, outreach and computer classes
- Shelves, shifts and straightens materials

QUALIFICATIONS:

- Familiar with Computers, internet, Microsoft Word, Excel & Power Point
- Ability to stand for long periods of time, stooping, bending, lifting and pushing a book cart
- High School Diploma/GED
- Ability to interact positively with the public and fellow employees
- Excellent professional oral communication skills

Pay Range: \$10.01- \$10.51 per hour

Employees are required to contribute 7% (pre-tax) to the retirement fund through payroll deduction.

**Pay Depending on Qualifications and Experience
Non-exempt for overtime**

Work Schedule/Days: Varies/includes Saturdays

Work Schedule/Hours: 20 Hours per week

Closing Date: Open Until Filled

Questionnaire must be completed and submitted with application.

This position is an essential service position, and will be required to provide services during emergency situations.

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd Lufkin, TX75901, FAX 936-633-0408, ljohnson@cityoflufkin.com or visit our website, www.cityoflufkin.com.

You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX75904.

NAME: _____

DATE: _____

Library Aide Part-time

1. Describe your computer experience including programs you have used and where you gained your experience.

2. This position requires repetitive bending, stooping, squatting and lifting. Shelving requires lifting books up to 25 lbs and pushing book-trucks up to 250 lbs. Will you be able to physically perform these duties? _____

3. Describe your experience working directly with the public.

4. Describe your work experience handling money. _____

5. Can you work evenings and Saturdays? _____



November 2, 2018

Civil Service Testing Announcement Police Entrance Examination

The City of Lufkin, Texas will be administering an entrance examination for
Civil Service Police Officer at 9:00 A.M. on Thursday, January 10, 2019

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The location of this examination will be at the
Pitser Garrison Convention Center, 601 N. Second St., Lufkin, Texas, 75901.

No late arrivals will be allowed to test.

All individuals who are interested in taking the entrance exam for possible employment with the City of Lufkin Police Department **must complete a City of Lufkin Personal Information form** which is available at www.cityoflufkin.com and City of Lufkin Human Resources Dept., 300 E. Shepherd St., Room 226, Lufkin, Texas 75901. Completed forms must be received by **5:00 PM, December 14, 2018** by email: ljohnson@cityoflufkin.com, mail: P.O. Drawer 190, Lufkin, Texas 75902-0190 or in the Human Resources Department of the City of Lufkin.

You must present a valid driver's license at the time of the test.

Individuals who have served in the military and desire to have an additional five (5) points added to their passing score (70), must provide proof that they have an honorable discharge from active duty service of 180 days or more in the United States armed forces. Applicants must submit a copy of their DD214 that states "honorable discharge" from Active Duty service along with their City of Lufkin Personal Information form by 5:00 PM, December 14, 2018.

No experience required

REQUIREMENTS:

Age: You must be 21 yrs. of age. There is no upper age limit

Education: High School diploma or equivalent

Starting pay: \$47,230.15 annually

Lateral entry available for experienced officers. Salary range: \$47,230.15 to \$58,765.83 annually.

The results of this examination will establish an eligibility list which will remain in effect for twelve months or until such time as the list is exhausted.

All applicants scoring 70 or above on the examination will be tested for physical agility. Report to the Lufkin Police Department at City Hall at 9:00 AM on Friday, January 11, 2019. Bring appropriate clothing for the agility testing (shorts, tennis shoes, t-shirt, etc.). The physical fitness standards exam consists of one physical exam. The test and its time restrictions is as follows:

2000 Meter Row on Concept 2 Row Machine. Time is based on age and weight and can be determined by using the DPS fitness standard calculator. Times are based on 50% maximum on level 5 of the Concept 2 Rower.

<https://www.dps.texas.gov/ETR/concept2RowerCalc.htm>

Posted: November 2, 2018
Brittany Semien
Human Resource Assistant
City of Lufkin, Texas

**City of Lufkin
Personal Information Form
Civil Service Examination
POLICE**

DATE

LAST NAME

FIRST NAME

MI

STREET ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE

***DATE OF BIRTH**

AGE ON THE TEST DATE

Exam takers must be 21

***SEX: MALE FEMALE**

E-MAIL ADDRESS

SOCIAL SECURITY NUMBER

Driver's License: State/Number

***ETHNIC CODE:**

BLACK

AMERICAN INDIAN

ASIAN/PACIFIC ISLANDERS

HISPANIC

WHITE

OTHER

INDICATE BELOW WHICH IS APPLICABLE:

PEACE OFFICER:

YES **NO**

TCLOSE CERTIFIED:

YES **NO**

MILITARY SERVICE:

YES **NO**

HONORABLE DISCHARGE:

YES **NO**

How did you find out about the Lufkin Police Department Entrance Exam?

(SIGNATURE)

Please return completed form to ljohnson@cityoflufkin.com,

or hand deliver to

300 E. Shepherd, Suite 226, Lufkin, TX 75901

***Race, age and sex is required background data solely to monitor test results for protected groups.**

November 19, 2018



****VACANCY POSTING****
WASTEWATER TREATMENT PLANT
MAINTENANCE MECHANIC

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERAN STATUS.

DUTIES INCLUDE:

- Performs a variety of semi-skilled tasks in servicing, maintenance and repair of buildings, electrical and motor driven pumps and auxiliary equipment of the Wastewater Treatment Plant and Water Production Plant
- Must be able to be on 24-hour call, in the event of an emergency
- Various other duties as assigned

QUALIFICATIONS:

- High School Diploma/GED
- Valid Texas Driver License: Class "B" CDL preferred but not required
- Grade "C" Wastewater Certification issue by Texas Commission of Environmental Quality (TCEQ) preferred but not required
- Must be able to read and understand written guidelines from manuals, blueprints and regulations

Starting Rate: \$15.09 per hour

Pay Depending on Qualifications and Experience

Employees are required to contribute 7% (pre-tax) to the Retirement fund through payroll deduction

Non-exempt for overtime

Work Schedule/Days: M - F

Work Schedule/Hours: 40 hours per week

Closing Date: Open Until Filled

Questionnaire must be completed and submitted with application.

This position is an essential service position, and will be required to provide services during emergency situations.

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd Suite 226, Lufkin, TX 75901, FAX 936-633-0408, ljohnson@gmail.com or visit our website, www.cityoflufkin.com.

You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX 75904.

NAME _____

DATE _____

MAINTENANCE MECHANIC I/WWTP

1. Do you have experience in the repair of engines, motors, pumps, chlorinators and lawn maintenance equipment, etc.? _____

If so, list the type of repairs and the number of years in this field. _____

2. Do you have experience in the fields of wastewater treatment or water production?

3. In the blanks provided, list the numbers of years experience you have operating equipment.

Dump truck _____ yrs

Back hoe _____ yrs

Bobcat _____ yrs

Bulldozer _____ yrs

Tractor _____ yrs

Bush hog _____ yrs

4. Are you able to have minimal to full physical contact with raw sewage which will include the maintenance and servicing of pumps, holding tanks and treatment equipment that have human waste being processed at the time of the repair? _____

5. Can you perform math problems ranging in difficulty from basic math to basic algebra in order to pass state tests for operator certifications? _____

6. Do you have experience welding? _____

7. Do you have your own tools? _____

8. Are you willing to take immunization shots for hepatitis and tetanus? _____

9. Can you work cooperatively with a diverse group of people? _____

10. This position requires that you climb stairs, lift over 50 lbs and work several feet of the ground. Will you be able to do this type of work? _____