



EMPLOYMENT OPPORTUNITY

Planning Manager

City of Beaumont
550 E 6th Street
Beaumont, CA 92223

(951) 769-8520
BeaumontCa.gov

Full Time Part Time Temporary FLSA Exempt Subject to MOU Benefits Available

SALARY RANGE: Step 68—78, Currently \$7,879—\$10,086

THE POSITION:

Under direction of the Community Development Director, the Planning Manager assists in planning, oversight and direction of activities and operations of the Community Development Department including contract management, project review, management of the Development Review Committee, CEQA/NEPA review and analysis, coordination of assigned activities with other departments and outside agencies, and provides highly responsible and complex support to the Community Development Director. The Planning Manager is responsible for the formation of community development plans and programs, preparation and presentation of staff reports, responding to and resolving difficult and sensitive citizen complaints and other duties as assigned. The Planning Manager acts in the absences of the Community Development Director.

CORE (ESSENTIAL) DUTIES:

- Ensures adherence to department policies, procedure, rules and regulations.
- Provides recommendations on development and implementation of department goals, objectives, policies and procedures.
- Prepares requisitions and purchase orders
- Assists in departmental budget process and Planning budget administration
- Provide technical advice to other departments, the general public, contractors and other professionals including explaining City Ordinances, regulations, resolutions and planning and zoning policies.
- Reviews work of other professional staff retained for the development of plans, specifications, studies and reports
- Advises and supports the Community Development Director and represents the department in policy matters
- Advises City Planning Commissioners and City Council on planning and economic development matters.
- Research and prepare new municipal code ordinances.
- Conducts annual review of development agreements, contracts and other documents as required.
- Schedules public hearings and assists as necessary in discussions regarding proposed development
- Oversees, review and negotiates on behalf of the City for planning case proposals including site design and environmental review.

KNOWLEDGE, SKILLS, & ABILITIES:

- Demonstrate typing skills and operational characteristics of standard office equipment.
- Understand and adhere to City policies, procedures, rules and regulations.
- Possess effective interpersonal skills, using tact, patience and courtesy.
- Current Microsoft Office Skills, including Access, Excel, Word, PowerPoint, and Publisher.
- Use sound professional judgment in the application of policy, procedures, and laws in situations arising in the course and scope of employment.

(Continued)

This recruitment is open to:

- Employees (Permanent)
- Employees (Temporary)
- Public

Selection procedures may include:

- Applicants will be screened for relevant education and experience
- Those applicants passing the initial screening process may be asked to participate in a written exam
- Those applicants passing the written exam may be required to complete a supplemental written assignment to assess the candidate's writing ability prior to participating in an oral interview
- Candidates who successfully complete the above mentioned requirements will be placed on an eligibility list. Prior to appointment, candidates will be required to pass a comprehensive background check which may include, fingerprinting through Department of Justice, a comprehensive medical examinations and pre-employment drug screening.

How to Apply:

Please submit City application along with resume and cover letter to:

City of Beaumont
Attn: Kari Mendoza
Human Resources Dept.
550 E. 6th Street,
Beaumont, CA 92223

Direct questions/inquiries to:
Kari Mendoza
951-572-3228
karim@beaumontca.gov

ALL POSITIONS ARE POSTED IN-HOUSE FOR THE FIRST 10 DAYS AFTER INITIAL POSTING. ONCE 10 DAYS HAS ELAPSED ALL POTENTIAL CANDIDATES ARE WELCOME TO APPLY

Planning Manager (*continued*)

- Plan, schedule, organize and exercise the ability to be self-motivated.
- Ability to write clear, concise and comprehensive reports.
- Communicate effectively, verbally and in writing.
- Understand and work within the scope of authority.
- Relate effectively to people of a variety of cultures, languages and socioeconomic situations.
- Basic working knowledge and background in environmental policy, science and/or business management.
- Strong business and political acumen to work effectively with the public, external trade organizations, agencies, businesses, community members and elected officials.
- Excellent problem solving skills with the ability to proactively identify and support creative and viable solutions.
- Highly motivated with demonstrated facilitation and leadership skills.
- Ability to quickly comprehend and analyze complex issues.
- GIS knowledge preferred.

EXPERIENCE, EDUCATION, AND LICENSES:

- Minimum eighteen (18) years of age.
- Must possess a high school diploma from an accredited high school or G.E.D. equivalent.
- Must possess a valid California Class C Driver's License and maintain possession of such license during the course of employment.
- A minimum of a Bachelor's Degree with an emphasis in urban or regional planning, business administration or a related field.
- Minimum of eight (8) years full time of progressively responsible experience in city or regional planning, community development, zoning administration or a closely related field.
- One year of graduate study in city planning or closely related field can be substituted for one year experience.
- Any combination of education and experience sufficient to provide the requisite knowledge, skills and abilities.

PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:

Must be found to be free from any physical, emotional or mental conditions, as determined by a qualified physician and/or psychologist, which with or without accommodation might affect the ability of the employee to perform essential job functions. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Near and far vision is required in order to read work related documents and use the computer. Acute hearing is required when providing phone and personal service. The position requires lifting, carrying, pushing, and/or pulling objects weighing up to 25 pounds. Incumbent must be willing to work shift work, including night, weekends and holidays.

This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The city reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confers process. Nothing herein is intended to constitute a written or implied contract of employment.

THE CITY OF BEAUMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN, MINORITIES, AND DISABLED INDIVIDUALS ARE ENCOURAGED TO APPLY.
THE CITY OF BEAUMONT IS A DRUG-FREE WORKPLACE.



EMPLOYMENT OPPORTUNITY

Principal Engineer

City of Beaumont
550 E 6th Street
Beaumont, CA 92223

(951) 769-8520
www.ci.beaumont.ca.us

Full Time Part Time Temporary FLSA Exempt Subject to MOU Benefits Available

SALARY RANGE: Step 70-80 Currently \$8,280—\$10,597 per month

THE POSITION:

Under general direction, plan, assign, supervise and review professional engineering work for the public works section; assist in developing and carrying out policies and programs; and do related work as required.

CORE (ESSENTIAL) DUTIES:

- Assist in the development and implementation of goals, objectives, policies and priorities;
- Confer with supervisors and assist regarding projects, priorities and progress;
- Supervise and participate in the preparation and administration of the capital improvement program and budget;
- Supervise and participate in the preparation of special engineering studies and reports;
- Coordinate activities with other City Departments, Divisions, and Sections and with outside agencies;
- Prepare and administer section budget;
- Design various public works projects such as sewer improvements, storm drain improvements, street improvements, and street lighting projects;
- Coordinate public works project utility relocations;
- Prepare street, sewer, and monument agreements for tract maps, parcel maps and improvement plans;
- Supervise, train, and evaluate professional and technical subordinates;
- Resolves conflicts or problems between staff and developers;
- Representation at City Council, Public Works Committee for WRCOG and other committees as requested;
- Leads or participates in discussions regarding engineering projects;
- Create, oversee and administer standard drawings and specifications for the Public Works Department;

KNOWLEDGE, SKILLS, & ABILITIES:

- Applicable federal, state, and local laws and regulations;
- Applicable laws and regulatory codes related to development and construction;
- Principles and practices of organization, administration, budget and personnel management;
- Technical report writing;
- Computes and computer programs;
- Principles and practices of engineering;
- Methods and techniques used in the design and construction of variety of public works projects;
- Plan, direct, and coordinate projects within assigned area;
- Supervise the preparation of specifications, cost estimates, work schedules, plans, maps and reports;
- Make complex engineering computations and check, design, and supervise the construction of a wide variety of public and private facilities;
- Direct preparation of and review of complex engineering designs, plans, specifications and legal contracts;

(Continued)

This recruitment is open to:

- Employees (Permanent)
- Employees (Temporary)
- Public

Selection procedures may include:

- Applicants will be screened for relevant education and experience
- Those applicants passing the initial screening process may be asked to participate in a written exam
- Those applicants passing the written exam may be required to complete a supplemental written assignment to assess the candidate's writing ability prior to participating in an oral interview
- Those applicants passing the oral interview may be required to participate in a physical agility test
- Candidates who successfully complete the above mentioned requirements will be placed on an eligibility list. Prior to appointment, candidates will be required to pass a comprehensive background check which may include, fingerprinting through Department of Justice, a comprehensive medical examination, psychological assessment, polygraph, and pre-employment drug screening.

How to Apply:

All application packets must be returned to:

Human Resources Dept.
550 E. 6th Street
Beaumont, CA 92223

Faxed applications will not be accepted. Resumes may be attached, but will not be accepted without a completed City application.

Principal Engineer *(continued)*



- Perform difficult technical research and analyze complex engineering and mathematical problems, evaluate alternative, and recommending or adopting effective courses of action;
- Plan, organize, manage, and integrate engineering design activities for major and minor capital improvement projects;
- Oversee engineering approval for land development projects and perform/oversee accurate plan checks to ensure compliance with all codes and standards;
- Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations;
- Understand, interpret, explain, and apply federal, state, and local policy, law, regulations, and court decisions applicable to areas of responsibility;
- Present proposals and recommendations clearly, logically, and persuasively in public meetings;
- Represent the City effectively in negotiations and other dealings on a variety of difficult complex, sensitive, and confidential issues;
- Operate a personal computer using software application appropriate to assigned tasks;
- Exercise sound independent judgment within general policy guidelines;
- Prepare clear, concise, and comprehensive correspondence, reports and other written materials;
- Organize set priorities and exercise sound independent judgement within areas of responsibility;
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations;
- Establish and maintain effective working relationships with City management , staff, developers, consultants, representatives of other governmental and utility agencies, business and community groups, citizens, the public, and others encountered in the course of work;
- Other duties as assigned;

EXPERIENCE, EDUCATION, AND LICENSES:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Minimum eighteen (18) years of age;
- Must possess a high school diploma from an accredited high school or G.E.D. equivalent;
- Must possess a valid California Class C Driver's License and maintain possession of such license during the course of employment
- Must have a an acceptable driving record, be insurable at standard rates by City's insurance carrier, and maintain such insurance during the course of employment;
- Eight (8) years experience in the performance of professional engineering work in the area of assignment including supervisory experience;
- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering;
- Licensed Civil Engineer in the State of California;

PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:

Must be found to be free from any physical, emotional or mental conditions, as determined by a qualified physician and/or psychologist, which with or without accommodation might affect the ability of the employee to perform essential job functions. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Near and far vision is required in order to read work related documents and use the computer. Acute hearing is required when providing phone and personal service. The position requires lifting, carrying, pushing, and/or pulling objects weighing up to 25 pounds.

This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The city reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confers process. Nothing herein is intended to constitute a written or implied contract of employment.

THE CITY OF BEAUMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN, MINORITIES, AND DISABLED INDIVIDUALS ARE ENCOURAGED TO APPLY.
THE CITY OF BEAUMONT IS A DRUG-FREE WORKPLACE.



EMPLOYMENT OPPORTUNITY

Assistant Director Public Works/ City Engineer

City of Beaumont
550 E 6th Street
Beaumont, CA 92223

(951) 769-8520
Beaumontca.gov

Full Time Part Time Temporary FLSA Exempt Subject to MOU Benefits Available

SALARY RANGE: Step 76—Step 86, Currently \$9,600—\$12,289 monthly.

THE POSITION:

Under direction of the Public Works Director, assist in planning, oversight and direction of the activities and operations of the Public Works Department, including engineering, street services, wastewater, land developments, traffic engineering, capital improvement programs, traffic planning and engineering, special projects, helps coordinate assigned activities with other departments and outside agencies; and provide highly responsible and complex administrative support to the Public Works Director; and does related work as assigned.

CORE (ESSENTIAL) DUTIES:

- Assist in planning, assigning, and direction over divisional employees engaged in a wide variety of engineering services, public works maintenance and operating tasks;
- Recommends and help administer policies and procedures;
- Serves as Acting City Engineer in City Engineer’s absence;
- Supervises and participates in the City’s capital improvement plan and budget;
- Assist in the development and administration of the department budget;
- Coordinates the selection training, development, evaluation and discipline of assigned staff pursuant to City guidelines and agreements;
- Advises and supports the Public Works Director and represents the department in policy matters;
- Directs and participates in the development and implementation of the City’s goals, objectives, policies and procedures;
- Represents the Public Works Department in relations with the community, advisory committees, local, state, federal and other public works agencies and professional organizations;
- Schedules public hearings and assists as necessary in discussions regarding proposed public works projects;
- Perform research regarding equipment and operations; advise the acceptance of bids and the ordering of supplies;
- Respond and resolve difficult and sensitive citizen inquiries and complaints.

KNOWLEDGE, SKILLS, & ABILITIES:

- Extensive knowledge of municipal public works, planning, design, maintenance and construction;
- Knowledge of California engineering and administration principles related to the design and construction of public works project;
- Knowledge of municipal organizations administration, budgeting, staffing and supervision;
- Civil engineering principles related to planning, traffic, streets, public buildings, capital facilities planning, technical, legal and financial requirements involved in the conduct of municipal public works studies;
- Knowledge of enterprise operations and rate setting principles for operations;

(Continued)

This recruitment is open to:

- Employees (Permanent)
- Employees (Temporary)
- Public

Selection procedures may include:

- Applicants will be screened for relevant education and experience
- Those applicants passing the initial screening process may be asked to participate in a written exam
- Those applicants passing the written exam may be required to complete a supplemental written assignment to assess the candidate’s writing ability prior to participating in an oral interview
- Those applicants passing the oral interview may be required to participate in a physical agility test
- Candidates who successfully complete the above mentioned requirements will be placed on an eligibility list. Prior to appointment, candidates will be required to pass a comprehensive background check which may include; fingerprinting through Department of Justice, a comprehensive medical examination, psychological assessment, polygraph, and pre-employment drug screening.

How to Apply:

All application packets must be returned to:

Human Resources Dept.
550 E. 6th Street
Beaumont, CA 92223

Faxed applications will not be accepted. Resumes may be attached, but will not be accepted without a completed City application.

Assistant Director Public Works/City Engineer (*continued*)

KNOWLEDGE, SKILLS, & ABILITIES (*continued*):

- Techniques and methods of preparing designs, plans, specifications, estimates and reports for proposed municipal facilities;
- Knowledge of recent developments, current literature and sources of information in California Public Works Administration;
- Communicate clearly and concisely, orally and in writing;
- Operate a personal computer using database and spread sheet programs; perform limited program modifications to adapt software to varying applications.

EXPERIENCE, EDUCATION, AND LICENSES:

- Minimum eighteen (18) years of age;
- Must possess a high school diploma from an accredited high school or G.E.D. equivalent;
- Must possess a Bachelor's Degree from an accredited college or university with major course work in Engineering, Public Administration or an equivalent field;
- Masters degree in a related field desirable;
- Ten (10) years of responsible management experience involving public works operations;
- Registration as a Civil Engineer in the State of California;
- Must possess a valid California Class C Driver's License and maintain possession of such license during the course of employment;
- Must have an acceptable driving record, be insurable at standard rates by City's insurance carrier, and maintain such insurability during the course of employment.

PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:

Must be found to be free from any physical, emotional or mental conditions, as determined by a qualified physician and/or psychologist, which with or without accommodation might affect the ability of the employee to perform essential job functions. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Near and far vision is required in order to read work related documents and use the computer. Acute hearing is required when providing phone and personal service. The position requires lifting, carrying, pushing, and/or pulling objects weighing up to 25 pounds. Incumbent must be willing to work shift work, including nights, weekends, and holidays. Must be able to work in adverse weather conditions, including extreme heat and cold.

This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The city reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confers process. Nothing herein is intended to constitute a written or implied contract of employment.

THE CITY OF BEAUMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN, MINORITIES, AND DISABLED INDIVIDUALS ARE ENCOURAGED TO APPLY.
THE CITY OF BEAUMONT IS A DRUG-FREE WORKPLACE.



EMPLOYMENT OPPORTUNITY

Transit Manager

City of Beaumont
550 E 6th Street
Beaumont, CA 92223

(951) 769-8520
BeaumontCa.gov

Full Time Part Time Temporary FLSA Exempt Subject to MOU Benefits Available

SALARY RANGE: Step 54 (\$32.17/hour) - Step 64 (\$41.18/hour)

THE POSITION:

Under direction, supervises, assigns, reviews and participates in daily transit, fixed-route and paratransit operations; interacts daily with transit staff and the public to provide information regarding services available; establishes and maintains customer relations including handling various transit incidents and complaints and provides responsible staff assistance to the Transit Director.

CORE (ESSENTIAL) DUTIES:

- Must be able to meet the physical, mental, and environmental requirements identified in this job description
- Plans, prioritizes, assigns, supervises, reviews, and participates in the daily transit, fixed-route, and paratransit operations; determines manpower and equipment needed to maintain operations; schedules drivers and call outs; evaluates services and develops or modifies routes as needed.
- Establishes schedules and methods for providing transit services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
- Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
- Participates in the selection of assigned transit operations staff and makes recommendations for hiring and termination to the director; works with employees to correct deficiencies; implements discipline procedures.
- Participates in the preparation and administration of assigned program budget; submits budget recommendations; monitors expenditures.
- Assists in conducting random investigations of Bus Driver driving records; maintains accurate and complete driving record files for audits.
- Manages all aspects of annual CHP audit of vehicle maintenance, ensuring compliance with State law.
- Reviews operator inspection reports; coordinates maintenance and repair activities for transit operations equipment and vehicles.
- Manages all aspects of staff training and curriculum in accordance with State and Federal laws.
- Represents the department at various meetings outside the city; develops presentations and provides program updates to required boards and committees.
- Supervises the City-wide vehicle maintenance program; coordinates with other departments on ensuring efficient and effective vehicle maintenance operations.

This recruitment is open to:

- Employees (Permanent)
- Employees (Temporary)
- Public

Selection procedures may include:

- Applicants will be screened for relevant education and experience
- Those applicants passing the initial screening process may be asked to participate in a written exam
- Those applicants passing the written exam may be required to complete a supplemental written assignment to assess the candidate's writing ability prior to participating in an oral interview
- Candidates who successfully complete the above mentioned requirements will be placed on an eligibility list. Prior to appointment, candidates will be required to pass a comprehensive background check which may include, fingerprinting through Department of Justice, a comprehensive medical examinations and pre-employment drug screening.

How to Apply:

Please submit City application along with resume and cover letter to:

City of Beaumont
Attn: Kari Mendoza
Human Resources Dept.
550 E. 6th Street,
Beaumont, CA 92223

Direct questions/inquiries to:
Kari Mendoza
951-572-3228
karim@beaumontca.gov

ALL POSITIONS ARE POSTED IN-HOUSE FOR THE FIRST 10 DAYS AFTER INITIAL POSTING. ONCE 10 DAYS HAS ELAPSED ALL POTENTIAL CANDIDATES ARE WELCOME TO APPLY

Transit Manager (continued)

- Participates and manages all new vehicle purchases for transit operations; coordinates with bus dealerships for design, purchase, and delivery of new vehicles.
- Manages the process of surplus vehicles and equipment for all City departments.
- Prepares requisitions and purchase orders.
- Reviews invoices for accuracy and codes for payment.
- Participates in the selection process of contractors and vendors for the transit system capital procurement and construction program; manages the contractors and vendors upon hire.
- Participates in the selection process of contractors and vendors for the transit system capital procurement and construction program; manages the contractors and vendors upon hire.
- Performs a variety of administrative functions including counting money collected from all services, scheduling passengers for paratransit, and coding billing receipts; prepares correspondence, complex reports, memos, flyers, deposit forms, and other documents.
- Responds to public inquiries in a courteous manner; provides information to the public in person and on the telephone on transit services; resolves complaints in an efficient and timely manner.
- Operates a variety of communications equipment, including copy machines, telephones, fax, email, Internet and other various computer systems.
- Coordinates assigned maintenance activities with those of other divisions and outside agencies and organizations; responds to requests for information from the public, City departments and outside agencies.
- Performs related duties, as assigned.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a transit program.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of delivering public transportation programs.
- Training requirements, methods, and techniques.
- General principles of transit fleet maintenance.
- Schedule writing, run cutting, and general principles, practices, techniques, and standards of public transportation systems.
- The geography of the City of Beaumont.
- Principles of basic report preparation.
- Principles and procedures of record keeping.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations including state and federal transportation regulations and statutes.

Ability to:

- Coordinate and direct operations and activities of transit operations.

Transit Manager (*continued*)

- Respond to requests and inquiries from the general public.
- Investigate and resolve problems with transit, fixed-route and paratransit operations.
- Understand and work within the scope of authority.
- Relate effectively to people of a variety of cultures, languages, disabling conditions and socioeconomic situations.
- Adhere to and ensure the adherence to department policies and procedures by other employees.
- Use sound professional judgment.
- Operate office equipment including computers and supporting software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education / Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training or college level course work in business, public administration, or a related field. A Bachelor's degree is desirable.

Experience:

Five years increasingly responsible experience in public transit operations including three years of lead supervisory responsibility.

License or Certificate:

Must possess a valid California Class B Driver's License with a passenger endorsement; must possess a Verification of Transit Training certificate and maintain possession of such licenses during the course of employment.

Must possess a valid Transit Safety Instructor certificate.

PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Must be found to be free from any physical, emotional or mental conditions; as determined by a qualified physician and/or psychologist, which with or without accommodation might affect the ability of the employee to perform essential job functions. The position requires working in an office environment and in the field. It may be necessary for the Transit Operations Manager to be in the field to fill in for dispatchers/field support from time to time. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Near and far vision is required in order to read work related documents and use the computer. Acute hearing is required when providing phone and personal service.

This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The city reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confers process. Nothing herein is intended to constitute a written or implied contract of employment.

THE CITY OF BEAUMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN, MINORITIES, AND DISABLED INDIVIDUALS ARE ENCOURAGED TO APPLY.