



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Animal Control Officer  
**DEPARTMENT:** Animal Control  
**JOB CODE:** 5130

---

**Pay Grade: 5**

**JOB DEFINITION:**

Under basic supervision, performs a variety of duties involved in enforcing and maintaining compliance with City ordinances and state laws governing the care and upkeep of animals in the city and to impound, care for, and dispose of animals as appropriate. Investigates animal related violations of state and Federal laws and local ordinances and educates the public on animal control issues.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Enforces the Port Lavaca Animal Control Ordinances and State Health Department regulations governing animal control issues.
- Cares for and maintains the shelter and the animals including cleaning and sanitizing the shelter, and feeding and watering the animals.
- Responds to calls for service; captures, transports, impounds, and quarantines animals; patrols City to check animal populations for dangerous and nuisance animals, strays, and wildlife.
- Transports captured animals to animal shelter; provides care for stray and nuisance animals at animal shelter; euthanizes animals within scope of authority.
- Picks up and disposes of dead animals; returns wild animals to natural habitats.
- Investigates nuisance complaints and calls on animal control code violations; interviews complainant and witnesses; notifies owners and involved parties of animal violations and corrective actions; writes reports and issues citations and warnings within scope of authority.
- Provides animal-related information to the public, including animal care, and City regulations.
- Provides information, instructions, and assistance to the public; provides educational programs to community groups.
- Maintains assigned vehicle and equipment according to City standards.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.
- Performs other duties as assigned.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Applicable Texas state rules and regulations, and City Ordinances.
- General safety practices, and animal capture and restraint techniques and equipment.
- Symptoms, causes, procedures, and reporting requirements for rabies control and other common animal diseases.
- Regional animal care resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.
- Basic principles of record keeping, records management, and customer service.

### **Skill in:**

- Capturing, controlling, containing, and transporting sick, injured, and diseased animals.
- Identifying various types of animals, and symptoms of abnormal behavior and animal diseases.
- Exercising patience, care, and compassion in dealing with animals.
- Care, maintenance, and safe operation of specialized animal control tools and equipment.
- Explaining City policies and procedures.
- Following and communicating verbal and written instructions.
- Dealing tactfully and courteously with the public and handling stressful situations and angry people.
- Establishing and maintaining cooperative working relationships with co-workers.
- Using a personal computer and basic software applications.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; OR an equivalent combination of education, training, and experience.

- State of Texas driver's license is required.
- Training and certification as an Animal Control Officer is required within six (6) months of hire.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed outdoors, at an animal shelter, and in a standard office environment; may be exposed to wild animals and potential physical harm; required to capture and physically restrain animals.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Animal Shelter Attendant  
**DEPARTMENT:** Animal Control (Police Dept.)  
**JOB CODE:** 5130c

---

**Pay Grade: 2**

**JOB DEFINITION:**

To perform a variety of duties involved in enforcing City and state laws governing the care and upkeep of animals in the City and to impound, care for, and dispose of animals as appropriate. Investigates animal cruelty and neglect charges and performs related duties to promote compliance with laws regulating animal treatment by performing the following duties.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assist in conducting education programs including making presentations at schools, educating citizens in the neighborhoods and responding to questions on the telephone.
- Perform light office work including: answering phone, taking messages and complaints.
- Take lost/found reports and call owners about lost/found animals.
- Checks out humane traps and calls residents about overdue traps.
- Check-in owner surrenders, resident drop-offs, and euthanasia drop offs.
- Retrieve owner redemptions.
- Fill out and process out impoundment cards.
- Assist residents with dead animal drop offs.
- Assist with the care and maintenance of the shelter and the animals including cleaning the shelter and feeding the animals.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff, maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.
- Perform other duties as assigned.

## **KNOWLEDGE AND SKILLS REQUIRED:**

- City policies and procedures
- Applicable Texas state rules and regulations, and City ordinances.
- General safety practices, and animal capture and restraint techniques and equipment.
- Regional animal care resources available to citizens.
- Basic principles of record keeping and records management.

## **Skill in:**

- Exercising patience, care, and compassion in dealing with animals.
- Basic customer service skills.
- Good working knowledge of computer operations and general office procedures.
- Care, maintenance, and safe operation of specialized animal control tools and equipment.
- Explaining City policies and procedures.
- Following and communicating verbal and written instructions.
- Dealing tactfully and courteously with the public and handling stressful situations and angry people.
- Establishing and maintaining cooperative working relationships with co-workers.
- Using a personal computer and basic software applications.
- Communicating effectively verbally and in writing.

## **Education and/or Experience:**

High school diploma or general education degree (GED); ability to work flexible work schedule as required by the department, some experience with animals, their care and diseases is preferred.

## **Certificates, Licenses, Registrations:**

Valid Class C Driver's License.

## **Physical Demands and Working Environment:**

Exposed to confined animals that may have diseases. May use hazardous chemicals in cleaning and euthanasia. Exposed to adverse environmental conditions to include, but not limited to, fumes, dust/mites, noxious odors, chemicals, solid waste substances, animal feces, urine, saliva, and blood. Ability to lift a minimum of 50 lbs.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Lead Animal Control Officer  
**DEPARTMENT:** Animal Control  
**JOB CODE:** 5130a / Incode 5131\*

---

**Pay Grade: 8**

**JOB DEFINITION:**

To oversee and perform a variety of duties involved in enforcing and maintaining compliance with City ordinances and state laws governing the care and upkeep of animals in the city and to impound, care for, and dispose of animals as appropriate. Investigates animal cruelty and neglect charges.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Enforce the Port Lavaca Animal Control Ordinances and State Health Department regulations governing animal control issues and care and upkeep of animals.
- Oversees Animal Control staff including training, scheduling, assigning and reviewing work, and coaching and counseling.
- Respond to calls and complaints regarding dead and loose animals.
- Patrol City streets and roads and search for stray and lost dogs and other domestic animals and livestock.
- Impound, Quarantine, and dispose of animals as appropriate, transport injured animals to a veterinarian to be treated. Euthanize sick, injured, or stray animals as necessary.
- Investigate reports or complaints of dogs, cats, or other animals creating nuisances, take appropriate actions, investigate reports of animal abuse, investigate animal bite reports, and prepare rabies specimens as necessary.
- Issue citations for violations of Animal Control ordinances, coordinate with the Police Department or other legal officials as needed, sign affidavits as appropriate, and appear in court on applicable cases.
- Assist in conducting education programs including making presentations at schools, educating citizens in the neighborhoods, and responding to questions on the telephone.
- Assist with the care and maintenance of the shelter and the animals including cleaning and sanitizing the shelter, feeding and watering the animals, and preparing the animals for euthanasia.
- Remove animals from inhumane conditions and drive vehicle to transport animals to shelter for treatment and care.
- Complete reports and document activities through the City's tracking system.

- Maintains assigned vehicle and equipment according to City standards
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff, maintains absolute confidentiality of work-related issues, client records, and City information.
- Perform other duties as assigned.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Applicable Texas state rules and regulations, and City Ordinances.
- General safety practices, and animal capture and restraint techniques and equipment.
- Symptoms, causes, procedures, and reporting requirements for rabies control and other common animal diseases.
- Regional animal care resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.
- Basic principles of record keeping and records management.
- Euthanasia practices and procedures.

### **Skill in:**

- Capturing, controlling, containing, transporting, and caring for stray, sick, injured, and diseased animals.
- Identifying various types of animals, and symptoms of abnormal behavior and animal diseases.
- Exercising patience, care, and compassion in dealing with animals.
- Care, maintenance, and safe operation of specialized animal control tools and equipment.
- Explaining City policies and procedures.
- Following and communicating verbal and written instructions.
- Dealing tactfully and courteously with the public and handling stressful situations and angry people.
- Establishing and maintaining cooperative working relationships with co-workers.
- Using a personal computer and basic software applications.
- Communicating effectively verbally and in writing.

### **Supervisory Responsibilities:**

Supervises Animal Shelter employees.

### **Education and/or Experience:**

High school diploma or general education degree (GED); three years related experience and/or training; or equivalent combination of education and experience. Must have supervisory experience.

**Certificates, Licenses, Registrations:**

Valid Class C Driver's License. Must possess a certification as a Basic Animal Control Officer through the Texas Department of Health. Obtain Euthanasia certification from an accredited training agency within six (6) months of employment.

**Physical Demands and Working Environment:**

Work is preformed outdoors, at an animal shelter, and in a standard office environment, may be exposed to wild animals and potential physical harm; required to capture and physically restrain animals. Required to perform moderate physical work, and lift and carry up to 80 pounds.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** City Manager  
**DEPARTMENT:** City Administration  
**JOB CODE:** 1010

---

**Pay Grade: 32**

---

**JOB DEFINITION:**

Under administrative direction of the City Council, serves as the Chief Executive and Administrative Officer of the City of Port Lavaca; directs and evaluates operations, programs, priorities, and projects; leads efforts to maximize the efficiency of City services and enhance customer satisfaction; assures operational activities are in compliance with City policies, procedures, and goals.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Serves as the City's Chief Executive and Administrative Officer and principal advisor to the Mayor and City Council; exercises independent judgment within broad policy guidelines.
- Reviews City operations and verifies compliance with budgets and service standards; monitors and evaluates financial and operational reports, and directs appropriate actions; develops policies and procedures to meet City goals; prepares and presents status reports to City Council, and assures effective communication of fiscal and operational issues.
- Leads and encourages interactive dialogue throughout the organization; directs and motivates leadership team to align programs and practices with City strategic plan, mission, vision, and goals; delegates responsibilities to effectively address operational issues and promote a productive and healthy work environment.
- Implements plans to meet City Council goals and directives; interprets concerns, defines desired results, develops solutions, determines scope and priorities of programs and projects, communicates status of projects and organizational issues, and assures the efficient delivery of high quality public services.
- Directs the development and presentation of City budget; monitors and approves expenditures.
- Manages and trains staff; assigns and reviews work, and evaluates assigned staff and operational programs; manages, coaches, mentors, and disciplines subordinate staff; meets regularly with management staff to discuss and resolve priorities, special assignments, problems, quality standards, and technical issues.
- Meets with citizens and community groups to discuss City plans and resolve citizen concerns.
- Interprets and explains federal and state regulations, and City policies and procedures.
- Maintains the integrity, professionalism, values, and goals of the City by assuring that all rules and policies are followed, and that accountability and public trust are preserved.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains



absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Principles and practices of local government administrative management, including personnel rules, procurement, finance, budgeting, contract and risk management, performance management, and evaluation of public sector programs, policies, and operations.
- State and Federal statutes, rules, codes, and regulations governing municipalities.
- Duties, powers, authorities, and limitations of a City Manager.
- Principles and practices of legal, ethical, and professional rules of conduct.
- Techniques and practices for efficient and cost effective management of resources.
- Strategic planning and project planning techniques to meet the complex needs of the City.
- Current political and economic trends in state and federal government.
- Techniques and methods for long-range strategic and financial planning.
- Local community issues and regional community resources available to citizens.
- Business and personal computers, and financial spreadsheet software applications.

### **Skill in:**

- Assuming executive-level responsibilities, projecting consequences of proposed actions, and making appropriate decisions, while assuring compliance with City goals and objectives.
- Analyzing complex administrative and operational issues, interpreting laws and regulations, evaluating alternatives, and developing recommendations and operational strategies.
- Analyzing City needs and prioritizing and promoting strategies to meet future needs.
- Preparing and administering the City budget.
- Interpreting and applying municipal policies and procedures.
- Presenting and defending operational reports and information in public meetings.
- Analyzing problems, resolving disputes and conflicts, and developing effective solutions.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining cooperative working relationships with City employees, elected officials, community groups, advocates, and representatives from other regional agencies.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Using a personal computer and specialized software applications.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Business or Public Administration, Finance, or related field; AND five year's experience managing local government operations; OR an equivalent combination of education, training and experience.

- State of Texas driver's license is required

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Executive Assistant/HR Coordinator  
**DEPARTMENT:** City Manager  
**JOB CODE:** 1210

---

**Pay Grade: 10**

**JOB DEFINITION:**

Under basic supervision, performs a variety of highly responsible human resources, administrative, technical support, and customer service duties for the City Manager and Port Commission.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs technical support functions for City Manager, requiring an understanding of municipal government operations, open meeting procedures, and City services and priorities; maintains information confidentiality, and performs duties with discretion and within scope of authority.
- Manages special assignments, requiring knowledge of City policies and procedures.
- Performs pre-employment activities including posting job announcements, processing background checks, pre-employment physicals, and drug screens; reviews hiring process with applicants/employees; and communicates with departments.
- Completes on- and off-boarding for all new hires and terminations including notifying TMRS, OAG, and others as applicable; ensuring new hire paperwork is complete; reviewing policies and procedures; preparing or disabling badges; processing resignations; completing unemployment application responses and gathering documents for hearings; .
- Maintains and updates a variety of computer databases and files; enters, edits, and retrieves data, prepares reports, and maintains employee files.
- Gathers and assembles information and materials and provides reports for special projects including but not limited to benefit renewal, Open Enrollment, open records requests applicable to human resource functions, salary surveys, city-wide safety meetings, workers' compensation reports and status updates, cyber security training, catapult, flu vaccine on-site clinic, and employee family night.
- Assists employees with wellness surveys, setting up their benefit portal apps, employment verifications, and retirement packages.
- Processes a variety of administrative forms, maintains City records and information tracking systems; prepares and updates records, forms, and reports; prepares complex correspondence, reports, and administrative documents.
- Explains City rules, policies, and procedures; provides customer services, and retrieves and releases information according to procedures.
- Arranges and schedules appointments and meetings; opens and distributes mail; and makes travel arrangements.

- Provides customer service and support for the City Manager, acting as the first point of contact for visitors and phone calls; resolving issues and complaints as appropriate; and updating and posting to the City Website.
- Orders and distributes supplies and Labor Law posters, and processes invoices for department.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues and City information; performs related duties as assigned or required.
- Performs other duties as assigned.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City organization, operation, policies, and procedures.
- Municipal government executive functions and political environments.
- Basic standards for business correspondence, writing, spelling, and grammar.
- Principles of record keeping, accounting, and records management.
- Customer service and office management standards and protocols.

### **Skill in:**

- Working independently, maintaining composure and discretion, and working effectively in a high-pressure environment with changing priorities.
- Prioritizing and completing assignments with minimum supervision.
- Compiling data, and preparing reports, technical documents, and correspondence.
- Planning, organizing, and managing administrative services.
- Maintaining accurate records and entering information into a computer system with speed and accuracy.
- Dealing tactfully and courteously with the general public and others seeking information about City functions and activities.
- Establishing and maintaining cooperative working relationships with co-workers.
- Using a personal computer and basic software applications including Microsoft Suite.
- Communicating effectively verbally and in writing,

## **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND two (2) years of customer service and/or general clerical experience involving the use of computer systems, including knowledge of Microsoft Office applications.

- State of Texas driver's license may be required.
- Must obtain notary public certification within six (6) months of hire.
- Human Resources Certification preferred.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Assistant City Secretary  
**DEPARTMENT:** City Secretary  
**JOB CODE:**

---

**Pay Grade: 11**

**JOB DEFINITION:**

Under the general administrative direction of the City Secretary; incumbent holds journeyman responsibility for completion of complex secretarial and clerical work required to support the activities of the City Secretary's; staffs City Secretary's office in absence of City Secretary; assists with all other duties of City Secretary, including work with elections, Municipal Court; helps maintain official City records; helps administer the Agenda and Packet Management System; Assists with Open Records Requests/Public Information Act and records management; does other related work as assigned by City Secretary.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists in taking and transcribing minutes of City Council meetings.
- Assists in coordinating and administering all phases of elections including preparing and supervising Early Voting and the ballot by mail process, preparing election process, assisting with hiring, training, and supervising election workers, and communicating with the general public, candidates, and elected officials.
- Assists with records maintenance/retention system and in maintaining official records of the City including keeping accurate records, preparing files for archiving, handling the digitization of physical records, overseeing the destruction of records when necessary and in accordance with the Archives Commission for all city departments.
- Assists in publishing required notices, preparation and delivery of meeting packets including scheduling, organizing, posting notices on website, performing pre-council meeting and parks board actions and follow-up actions for future postings after meetings, creates and posts meeting minutes on website.
- Assists with Open records requests including receiving and analyzing requests; providing information and updates to requestors; examining, evaluating, and coding requests; and entering requests on the department's online system.
- Types correspondence, minutes, ordinances, resolutions, proclamations, etc. as directed.
- Handles registration and reservation needs of City Council including keeping up with events and reminding members of available events to attend, and processing reimbursements.
- Assists Municipal Court customers and callers regarding court procedures, payments, citations, and warrants including explaining Court rules, policies, and procedures; providing

customer service; receiving, retrieving, and releasing information; and assists in training new hires and current staff as needed.

- Orders office supplies for City Hall, City Secretary, and Municipal Court as needed and process invoice for payment.
- Performs such other duties and assists with such other miscellaneous responsibilities of City Secretary's office as directed.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- State and federal rules and regulations, covering municipal government, open records, public information, elections, open meetings, administrative law, and criminal and traffic law.
- City Charter, Code of Ordinances, and Municipal Court protocol.
- Legal, ethical and professional rules of conduct for municipal employees and elected officials.
- Basic standards for business correspondence, writing, spelling, and grammar.
- Principles of record keeping, records retention, and records management.
- Customer service standards and protocols.
- Microsoft Suite including but is not limited to Word, PowerPoint, and Excel; Adobe PDF Pro; Virtual Meeting Platforms; and basic web design related to website maintenance.

### **Skill in:**

- Working independently, maintaining composure and discretion.
- Prioritizing and completing assignments with minimum supervision.
- Explaining federal and state rules and regulations, and City policies and procedures while exercising the highest degree of confidentiality.
- Following verbal and written instructions and procedures for management of public meetings.
- Maintaining complex official records and processing legal documents.
- Compiling data, and preparing reports, technical documents, and correspondence.
- Dealing tactfully and courteously with the general public and others seeking information about City functions and activities.
- Using a personal computer and basic software applications.
- Communicating effectively verbally and in writing,

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED equivalent; including or supplemented by courses in secretarial science and two (2) years responsible secretarial and general clerical experience involving use of computer and basic software applications.
- Work towards City Secretary certification preferred.
- State of Texas driver's license may be required.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** City Secretary / Court Administrator  
**DEPARTMENT:** City Secretary  
**JOB CODE:** 1020

---

**Pay Grade: 19**

**JOB DEFINITION:**

Under general supervision, performs the mandated functions and statutory requirements of the office of City Secretary as defined by state law; also serves as City Records Management Officer, Chief Election Official, and Chief Court Clerk of the Municipal Court; manages City Council meetings, maintains official City records, and assures compliance with the Texas Open Meetings Act and the Open Records Act / Texas Public Information Act.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs technical, administrative, and legal functions of the City Secretary; assures official City activities are in compliance with federal and state laws, and City rules and practices; performs duties within scope of authority and training; makes appropriate decisions based on knowledge of municipal government operations and City policies and procedures.
- Prepares City Council agendas, official minutes, and legal notices; records and transcribes public meetings of the City Council; serves as staff liaison, attends meetings, and manages completion of required follow-up on action items approved at council meetings.
- Manages publication of official notices, agendas, resolutions, and assures technical compliance; seals City documents; maintains City contracts and technical database.
- Maintains the City Code of Ordinances to ensure that Ordinances are sent for codification after every official adoption and that city departments, along with the public have access to updated versions of the City Code.
- Serves as Chief Election Official, and plans and coordinates City elections, orders election thru City Council, contracts election judges and clerks, orders all election supplies, publishes all legal notices, trains election workers, and coordinates with County Administrator with Voter Registrar, Main-in Ballots, and Provisional Ballots.
- Serves as Public Information Coordinator; assures Open Records Requests are processed in a timely fashion, and in compliance with the Texas Public Information Act.
- Serves as the duly appointed Records Manager and oversees an efficient Records Management Program for the city, following the Texas State Library and Archives Commission regulations, and complies in the storage and destruction of records in accordance with the commission.
- Serves as Chief Court Administrator.

- Maintains and updates a variety of computer databases and files; enters, edits, and retrieves data, and prepares reports; manages records retention and destruction procedures.
- Explains City rules, policies, and procedures; provides customer services, and receives, retrieves, and releases information according to procedures.
- Manages and trains staff, and evaluates performance; meets regularly with staff to discuss and resolve priorities, workload, technical issues, policies, quality standards, and services.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City organization, operation, policies, and procedures.
- Municipal government functions, political environments, and confidentiality standards.
- State and federal rules and regulations, covering municipal government, open records, public information, elections, open meetings, administrative law, and criminal and traffic law.
- City Charter, Code of Ordinances, and Municipal Court protocol.
- State statutes and parliamentary procedures governing public meetings.
- Legal, ethical, and professional rules of conduct for municipal employees and elected officials.
- Basic standards for business correspondence, writing, spelling, and grammar.
- Principles of record keeping, records retention, and records management.
- Customer service standards and protocols.

### **Skill in:**

- Working independently, maintaining composure and discretion, and working effectively in a high-pressure environment with changing priorities.
- Prioritizing and completing assignments with minimum supervision.
- Explaining federal and state rules and regulations, and City policies and procedures while exercising the highest degree of confidentiality.
- Researching, reviewing, correcting, and maintaining complex and extensive public records.
- Dealing tactfully and courteously with individuals seeking information about City functions.
- Following verbal and written instructions and procedures for management of public meetings.
- Maintaining complex official records and processing legal documents.
- Compiling data, and preparing reports, technical documents, and correspondence.
- Dealing tactfully and courteously with the general public and others seeking information about City functions and activities.
- Establishing and maintaining effective working relationships with City staff, City Council, City Manager, and the public.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Using a personal computer and basic software applications.
- Communicating effectively verbally and in writing

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND five years municipal or county government administrative experience, preferably in the state of Texas; OR an equivalent combination of education, training and experience.

- State of Texas driver's license may be required.
- Certification as a City Secretary by the Texas Municipal Clerks Association is required.
- Certification as a Notary Public is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.





CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Custodial Maintenance Worker  
**DEPARTMENT:** City Secretary  
**JOB CODE:** 1212

---

**Pay Grade: 2**

**JOB DEFINITION:**

Under the general administrative direction of the City Secretary; incumbent holds journeyman responsibility for general cleaning and housekeeping of City Hall, and does other related work as assigned by City Secretary.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Keeps building and property in clean and orderly condition;
- Performs routine maintenance activities.
- Clean building floors by sweeping, scrubbing, mopping, and vacuuming them;
- Dusts furniture, walls, and equipment
- Empty trash bins on a regular basis
- Cleans windows, mirrors, and partitions with soap and other cleansers.
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
- Put up signs to signal wet floors during cleaning or to show any other form of safety situation in the surroundings;
- Re-stock materials like toilet paper and hand towels in the rest rooms as needed;
- Prescribe appropriate cleaning materials and products needed for disinfecting and sanitizing the entire building according to the organization's standards;
- Washing and sanitizing toilets, sinks and showers and restocking disposables;
- Manages inventory of cleaning supplies.
- Performs other cleaning duties as assigned by City Secretary.

**KNOWLEDGE AND SKILLS REQUIRED:**

**Knowledge of:**

- Knowledge of standard cleaning methods and procedures
- Knowledge of use and maintenance of industrial cleaning equipment and appliances
- Outstanding organizational skills
- Ability to stand, walk, and bend for many hours

- Ability to perform repetitive motion for long periods of time
- Time-management and multitasking abilities

**Skill in:**

- Must be able to work with little or no supervision
- Physically capable of lifting and moving objects up to 30 pounds as necessary

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent

State of Texas driver's license may be required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The custodian job is physically demanding, since he/she needs to clean, dust, and wipe rooms and large furniture, as well as floors and carpets; wash walls and equipment with the help of ladders when needed, some exposure to dust, electrical and mechanical hazards and some hazardous chemicals; must have a good driving record; use personal vehicle on City business may be required.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Municipal Court Clerk  
**DEPARTMENT:** Municipal Court  
**JOB CODE:** 1310

---

**Pay Grade: 5**

**JOB DEFINITION:**

Under basic supervision, provides a variety of administrative, customer service, and technical clerical support for the Municipal Court; processes legal documents, reviews and enters data on secure databases, assists judges in the courtroom, and assists clients.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of administrative and technical clerical functions for the Municipal Court; performs duties within scope of authority and training, based on knowledge of City policies and court procedures; duties may vary according to job assignment.
- Follows court policies and procedures for file creation and maintenance, data entry, issuing and accepting documents and forms, accepting and receipting monies, and other specific Court duties and assignments; uses court-specific computer software.
- Completes all reports and paperwork in a timely manner, and in compliance with court administrative orders, regulations and standards; compiles and reviews data, updates files and databases, and generates reports including monthly DPS, OCA, and MVBA reports.
- Assists customers and callers regarding court procedures, payments, citations, and warrants; explains Court rules, policies, and procedures; provides customer services, and receives, retrieves, and releases information according to procedures.
- Collects and records fines and fees; balances and reconciles daily cash transactions; reviews and verifies accounting records.
- Reviews pending cases to verify defendants are meeting court ordered payments, restitution, and other court-ordered requirements and cases that have entered a plea and defaulted.
- Prepares and processes technical legal documents, status and summary reports, dockets, and requests jury summons as needed.
- Manages the flow of defendants and court case information to and from judge and courtroom including processing and reviewing judgements.
- Performs case management functions for special judicial tracking and enforcement programs.
- Processes capias warrants, capias pro fine, and arrest warrants; files all warrant paperwork into cases; files cases in warrant cabinet; and present warrants for judge's signature.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains

absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

- Communicates directly with the court's prosecutor regarding pending trial cases and legal questions; processes all States Motions to Dismiss paperwork; and communicates with defendant's attorney regarding the case status for trial.
- Maintain website with up-to-date docket calendar.
- Perform other related duties as assigned.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Basic legal terminology, and functions and procedures of Municipal Courts in Texas.
- Principles of bookkeeping, record keeping, and confidential records management.
- Business and personal computers, and specialized software applications.
- Customer service standards and protocols.

### **Skill in:**

- Understanding and applying laws, rules, codes, regulations, and procedures.
- Dealing tactfully and courteously with individuals seeking information about court functions.
- Following verbal and written instructions and performing mathematical calculations.
- Maintaining official records and processing technical documents.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Communicating effectively verbally and in writing,

## **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND two years technical clerical experience, preferably in a legal office or court environment; OR an equivalent combination of education, training and experience.

- State of Texas driver's license may be required.
- Completion of Court Clerk Certification Level 1 through TMCEC within two (2) years of hire.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office and municipal court environment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Code Enforcement Officer  
**DEPARTMENT:** Code Enforcement  
**JOB CODE:** 1400

---

**Pay Grade: 8**

---

**JOB DEFINITION:**

Under administrative direction, performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, ordinances, and related rules and regulations. The position is responsible for enforcing all the city codes not primarily enforced by the Police Department, and in particular, those codes pertaining to property use and maintenance and public nuisances. Position ensures the compliance of zoning related ordinances, abatements, building codes, property maintenance, abandoned and inoperable vehicles, and other issues related to the health, safety, and general welfare of the community for public, and private residential, commercial.

---

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations and determine proper method to resolve violations.
- Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violations, issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations, schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances, issue administrative and parking citations and notices of violation as necessary.
- Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
- Conduct pre-pour inspections on concrete slabs and driveways, meter loop inspections, and gas line inspections as needed.

- Performs other duties as assigned.

### **Knowledge of:**

- Code enforcement principles, practices, and methods as applicable to local government.
- Applicable laws, standards, and regulations relating to various land use, nuisance, and public safety codes.
- State, Federal, and local laws rules, ordinances, and regulatory standards applicable to code enforcement work and responsibilities.
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
- Principles and procedures of record keeping

### **Skill in:**

- 
- Understanding and utilizing zoning maps, land use maps, plat maps, and other documents related to real property.
- Skill to conduct various construction trade inspections.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including other city departments and employees, construction contractors, developers, and outside agencies, and the general public.
- Organizing work, establishing priorities, meeting established deadlines, and following up on assignments with minimum direction.
- Understanding and following written and oral instructions. Performing basic mathematical calculations.
- Preparing and maintaining accurate records and reports.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent.
- Six (6) months of municipal code enforcement or equivalent experience. Experience in construction related field desired.

### **ADDITIONAL DESIRABLE EDUCATION OR SKILLS:**

Valid Class C Driver's License.

Possession of, or ability to obtain within one year of appointment, certification as a Code Enforcement Officer issued by the TDLR.

### **PHYSICAL REQUIREMENTS:**

Must be capable to effectively and courteously communicate with public and other employees by telephone, in writing, and in person; sit for extended periods of time writing and reviewing reports, correspondence, and compiling data; be capable of lifting small parcels and boxes weighing up to thirty (30) pounds; must be able to pull or push boxes weighing up to forty-five (45) pounds; ability to walk long distances over rough ground, climb, stoop, squat, bend and kneel while making construction inspections may work in adverse weather conditions.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Development Services Technician  
**DEPARTMENT:** Development Services  
**JOB CODE:**

---

**Pay Grade: 6**

**JOB DEFINITION:**

Under basic supervision, acts as a liaison between companies and management, and provides administrative and clerical support for City programs

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is /LLUSTRATIVE ONLY and is not a comprehensive listing of al/ functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs technical support functions for the Director of Development Services, maintains and updates a variety of computer databases and files; enters, edits, and retrieves data; and completes monthly and yearly reports.
- Provides customer service including answering phones, taking messages, making copies, receiving complaints, responding to information requests from the general public, and explaining City rules, policies and procedures, requirements, and providing information to permit applicants.
- Maintains building files, alarm files, pet registrations and plats.
- Reviews submitted site plans and permit applications for completeness, accuracy, and conformance with applicable codes, monitors and reviews applications for compliance with requirements to laws, regulations, policies, procedures, and adopted codes, and issues approved building, electrical, plumbing, mechanical, and other City permits.
- Prepares requests for inspections.
- Issues contractor licenses and maintains files.
- Publishes legal notice and prepares agenda packets for Planning Board and other committee meetings.
- Records and transcribes meeting minutes.
- Distributes planning packets to appropriate City staff and board members for variances and other zoning changes.
- Maintains manual and computerized records of planning projects, prepares maps and charts exhibits for inclusion as exhibits in planning reports.
- Keeps record of members attendance, service, and contact information.
- Sets up, participates and takes minutes in pre-development and pre-application conferencing.
- Perform related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge:**

- City policies and procedures.
- Applicable Texas state rules and regulations, and City Ordinances.
- Geography, roads, and landmarks of City and surrounding areas.
- Basic office practices and principles, and administrative procedure of record keeping and records management, dictation or recording, and meeting minutes.
- Proper use of grammar, spelling, proofreading, and editing.
- Setting up and running virtual meetings

### **Skill in:**

- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Customer Service via phone, email, and in-person.
- Communicating effectively verbally and in writing
- Multitasking, problem solving, and time management.
- Use of computers
- Identifying performance measures and indicators.
- Responding to public inquiries in a timely and professional manner.
- Interpreting and communicating rules, regulations, policies, and procedures.
- Analyzing and interpreting data.

## **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND three (3) years of customer service and administrative experience with one (1) year of project coordination; OR an equivalent combination of education, training, and experience.

## **CERTIFICATIONS, LICENSES, REGISTRATIONS:**

State of Texas driver's license may be required.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.





CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Director of Development Services  
**DEPARTMENT:** City Administration  
**JOB CODE:**

---

**Pay Grade: 24**

**JOB DEFINITION:**

Reporting to the City Manager, manages, coordinates, and oversees all planning, engineering, construction, code enforcement, and building maintenance operations for the City.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Working with the Planning Commission, Developers, and the City Council to plan for City expansion to accommodate growth in population, coordinating between the community's various facilities to ensure our citizens' needs are met including scheduling and attending pre-development and economic development committee meetings, approving legal notices and agenda packets, presenting ordinances, new projects, variances, re-subdivisions, and requests, and presenting memos, charts, and recommendations to the Planning Commission and City Council as applicable.
- Directs, coordinates, and exercises functional authority for monitoring, documenting, inspecting, and managing the design and construction of local, state, and federally funded projects in coordination with City officials and the oversight of construction staff.
- Ensures effective communication with other City departments, design professionals, and consultants during grant application, pre-development, project design/development, and construction phases.
- Monitors all projects for quality, progress, payments, and processing; tracks contract changes; oversees dispute resolutions and the preparation of staff reports for City Council approval.
- Oversees the Construction Division to ensure water/wastewater, roads, drainage, facilities, and other projects are in compliance with engineering standards, contracts, City standards, state and federal grant requirements and regulations, and approved specifications.
- Coordinates project activities regarding technical developments, scheduling, and resolving engineering design and test problems to meet the required quality.
- Evaluates and recommends design changes, specifications, drawing releases, and change orders; controls expenditures within project budget limits; evaluates and recommends the approval of contractor pay requests.
- Develops and administers the operations budget; makes adjustments as necessary.
- Supervises staff; plans, prioritizes, and assigns tasks and projects; monitors work; develops staff skills and evaluates performance; provides technical guidance, assistance, and training; meets regularly with staff to discuss and resolve workload and technical issues; develops work plans and assures required deadlines are met; reviews and verifies the accuracy and efficiency of work activities.
- Supports the relationship between the City of Port of Lavaca and the general public by demonstrating courteous and cooperative behavior when interacting and communicating with citizens, visitors, and City

staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

- *Employees may at any time be required to work in order to provide for the safety and well-being of the general public, including the delivery and restoration of vital services, in the event of an emergency.*

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge:**

- Federal, State, and Local laws and regulations.
- City organization, operations, policies, and procedures.
- Principles and practices of professional civil engineering.
- Engineering design and generally accepted construction practices and procedures.
- TCEQ and building codes.
- Local, state and federal regulations affecting civil engineering operations.
- Principles and practices of administrative management.
- Principles and practices of contract administration.
- Principles and practices of effective employee supervision.
- Principles and practices of project management.
- Principles and practices of strategic planning.
- Business and personal computers, desktop publishing, and spreadsheet software applications.
- Best practices and administrative procedures.

### **Skill in:**

- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Building effective work teams and providing efficient customer service.
- Managing staff; delegating tasks and authority and providing coaching to improve staff performance.
- Understanding, applying, and explaining City policies and procedures, and applicable federal and state regulations.
- Establishing and maintaining cooperative working relationships with all levels within the City.
- Communicating effectively verbally and in writing.
- Making professional presentations to City Council and Commissions and Boards.

## **MINIMUM QUALIFICATIONS:**

Bachelor's degree in planning, Civil Engineering or a closely related field; AND five years' experience in comprehensive municipal planning and development, engineering operations, or building trades including three (3) years in a supervisory role and one (1) year in a project management role.

### **Certifications, Licenses, Registrations:**

Valid Class C Driver's License.

State Plumbing Inspector License, or ability to obtain within one (1) year.

Code Enforcement License, or ability to obtain within one (1) year.

Professional Engineer (PE), preferred,

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, with occasional work performed outside.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Accountant  
**DEPARTMENT:** Finance  
**JOB CODE:** 1120

---

**Pay Grade: 12**

**JOB DEFINITION:**

Under basic supervision, responsible for the timely and accurate processing and administration of payroll; reconciling bank statements and recording accounts receivable transactions; maintaining files, correcting errors, and monitoring staff compliance to City policies and procedures.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Processes accounts receivable transactions, and maintains account records; applies judgment and knowledge of City policies to resolve problems and make work process decisions;
- Checks documents for validity and accuracy of information within designated limits; performs mathematical calculations; records, files, sorts, and distributes documents.
- Processes timesheets; runs, proofs, processes, and transmits payroll.
- Trains departmental timekeepers on any updates in payroll laws and the payroll processing system. Works closely with timekeepers to resolve problems with the timekeeping process.
- Identifies pay anomalies for compliance with the City policies and FLSA and works with department managers or supervisors to resolve anomalies.
- Prepares, reconciles, submits, and transmits payments to the state comptroller, TMRS, and TMLIRP and tracks employee and employer contributions to Texas Municipal Retirement System (TMRS), 457 deferred comp plan, and medical plans.
- Reviews required federal government forms, payments, and reports regarding withholding and social security, including quarterly and yearly reports, 941s and W-2s.
- Assists in preparing required documentation related to payroll for annual financial audit.
- Prepares journal entries and annual reports associated with payroll records and procedures for multiple sources.
- Communicates and administers vacation, sick, and holiday accruals.
- Reconciles invoices and submits for payments.
- Maintains accounting and bookkeeping records and filing systems; enters data into computer systems; processes transactions, and updates accounts.
- Reconciles, prepares, and transmits monthly and quarterly payments to the State Comptroller for Sales Tax and Court Costs.

- Processes cash and payments, and prepares deposits and summary reports.
- Reports discrepancies and variances to supervisor; refers matters requiring policy interpretation to supervisor for resolution.
- Cross trains in other clerical and technical accounting duties.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; and maintains absolute confidentiality of work-related issues, client records, and City information.
- Performs other duties as assigned.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Principles and practices of accounting, bookkeeping, payroll and records maintenance.
- Principles and practices of municipal finance and technical records management.
- Fair Labor Standards Act.
- Customer service standards and protocols.
- Business and personal computers, MS Office, and financial spreadsheet software applications.

### **Skill in:**

- Interpreting and explaining City policies and procedures and accounting standards.
- Preparing, reviewing, and monitoring accounting documents for accuracy and completeness.
- Entering numerical data into a computer system with skill and accuracy.
- Following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.
- Maintaining confidential and sensitive information and files.

## **MINIMUM QUALIFICATIONS:**

Bachelor's degree in business, Human Resources, Finance, Accounting, or related field AND at least three years of accounting experience, preferably with a local municipality; OR an equivalent combination of education, training and experience.

## **CERTIFICATIONS, LICENSES, REGISTRATIONS:**

- Certified Payroll Professional (CPP) certification or Fundamental Payroll Certification (FPC) is preferred or the ability to obtain within two (2) years of hire date.
- State of Texas driver's license may be required

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** Work is performed in a standard office environment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Accounts Payable Specialist  
**DEPARTMENT:** Finance  
**JOB CODE:** 1130

---

**Pay Grade: 6**

**JOB DEFINITION:**

Under close supervision, processes accounts payable transactions for the City, and issues checks; processes and balances daily deposits for fees collected by City departments, and assists with payroll processing.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Processes standard accounts receivable documentation, and maintains account records; performs duties within scope of authority and training, and in compliance with City policies and quality standards; duties may vary according to job assignment.
- Checks documents for validity and accuracy of information within designated limits; performs mathematical calculations; records, files, sorts, and distributes documents.
- Maintains accounting and bookkeeping records and filing systems; enters data into computer systems; processes transactions, and updates accounts.
- Reviews and inputs invoice information and purchase orders into the accounts payable software; proofs and processes checks, and scans invoices for retention.
- Receives, codes, and distributes invoices to appropriate departments; updates vendor files.
- Processes cash and payments, and prepares deposits and summary reports.
- Monitors and maintains accounts payable records.
- Prepares invoices for City services, and posts credits for payments received.
- Compiles monthly expenses, updates report, and posts on website.
- Assists in payroll processing.
- Reports discrepancies and variances to supervisor.
- Cross trains in other clerical and technical accounting duties.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information.
- Performs related duties as assigned or required.

**KNOWLEDGE AND SKILLS REQUIRED:**

**Knowledge of:**

- City policies and procedures.
- Basic principles and practices of accounting, bookkeeping, and records maintenance.
- Municipal and state purchasing laws, regulations, policies, and procedures.

- Customer service standards and protocols.
- Business computers and standard MS Office software applications.

**Skill in:**

- Entering numerical data into a computer system with skill and accuracy.
- Following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers and vendors.
- Communicating effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

High School diploma or GED; AND one year of accounting experience, preferably in the public sector; OR an equivalent combination of education, training and experience.

**CERTIFICATIONS, LICENSES, REGISTRATION:**

- None

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Capital Projects & Grant Coordinator  
**DEPARTMENT:** Finance  
**JOB CODE:**

---

**Pay Grade: 14**

---

**JOB DEFINITION:**

Under limited supervision of the Finance Director, the Capital Projects & Grant Coordinator provides professional, technical, administrative, and analytical assistance in coordinating various grants and capital projects across all City departments.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists with the establishment of citywide policies and ensures accurate grant application procedures are followed by user departments prior to submission and ensures proper procurement processes are followed according to applicable guidelines and procurement laws.
- Gathers and maintains accurate procurement records in accordance with the city's policies and procedures for all projects and grants, tracks progress of projects by uploading progress photos, progress documents, and expenditures, and reports on Project Transparency.
- Maintains software and master files on all projects and monitors all paperwork connected with major capital projects.
- Provides policy training to user departments and suggests updates to policies as needed.
- Coordinates meetings on a regular basis with all departments on grant opportunities research and updates.
- Writes grant application(s) to funding agencies, whether it is federal, state, local, or private foundations. Critiques and ensures grant proposals written by City department's staff are correct and accurate.
- Ensures accurate accounting of all City projects to include processing invoices, reviewing disbursements, ensuring compliance with policies, and providing funding verbiage for all projects before being presented to management.
- Initiates corrective action for budgetary allocations to ensure compliance with the approved budgets pertaining to projects. Serves as city liaison for grants and capital projects and prepares monthly, quarterly, and annual financial reports as required.
- Responsible for the preparation of the annual Schedule of Expenditures of Federal Awards (SEFA) and maintains a schedule of all capital projects and grants that include grants from federal, state, and local sources.
- Communicates with representatives of funding sources to work on details of proposals and develops Request for Proposal and Request for Engineering following the Federal and State procurement guidelines.
- Resolves issues and conflicts with grant funding agencies (ie. FEMA, GLO, TDHCA, TDEM, TxDOT, Texas Parks and Wildlife).
- Required to attend training to stay up to date on local, state, and federal rules and regulations related to grant and project administration.
- Authorizes project expenditures within policy and grant requirements.



- Reconciles all project and grant expenditures and proceeds monthly and ensures all activities comply with grant guidelines and expenditures are recorded against the appropriate project.
- Prepares reconciliation reports with project and grant expenditures and reimbursements to Finance Director quarterly.
- Coordinates with annual auditors to ensure successful completion of the Single Audit.
- Ensures timely execution of project awards and contracts to the city.
- Maintains accurate procurement records
- Performs other related duties as required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Generally Accepted Accounting Principles (GAAP), and Government, Accounting, Auditing, and Financial Reporting (GAAFR) principles for Public Sector financial management, including payroll, treasury, grant funds, public debt management, and regulatory reporting requirements.
- Federal, state and local laws, codes, and regulations governing finance and accounting.

### **Skill in:**

- Interpreting and applying accounting standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Monitoring and interpreting financial documents and verifying compliance with all regulatory requirements governing municipal financial activities.
- Reviewing interrelated financial and technical records and identifying and reconciling errors.
- Establishing and maintaining cooperative working relationships with co-workers.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Preparing complex analytical reports and maintaining detailed financial records.
- Exercising a considerable degree of independence.
- Using a personal computer, MS Office, specialized financial software applications and typical online forms.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

Bachelor's degree in Finance, Accounting, or related field; AND four years experience in municipal finance and budgeting; OR an equivalent combination of education, training and experience.

## **CERTIFICATIONS, LICENSES, REGISTRATIONS:**

- State of Texas driver's license may be required
- Certified Government Finance Officer (CGFO) is preferred or the ability to obtain within two (2) years of hire date.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Director of Finance  
**DEPARTMENT:** Finance  
**JOB CODE:** 1110

---

**Pay Grade: 24**

**JOB DEFINITION:**

Under administrative direction, directs, plans, and organizes all financial and budget functions and programs for the City; provides oversight of cash collections, payroll, accounts payable, utility billing, bill collections, and grants management; administers the operations of City Human Resources activities, including personnel, benefits, and risk management programs.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Directs, plans, and coordinates the Finance Department; establishes financial and administrative policies and procedures to meet City goals; oversees operations, including accounting, budgets, financial controls, bonds, human resources, utilities, and customer service; manages annual budget process and audit; oversees grant programs, reporting, and grant applications, and ensures the City is compliant with all GASB and GAAP standards.
- Serves as Chief Financial Officer and principal financial advisor to the City Manager; provides leadership, direction, and guidance in financial strategies and priorities; evaluates and analyzes financial data, and develops solutions to assure the City's financial health.
- Interprets and explains accounting and budget rules, personnel policies, complex variables, applicable federal and state rules and regulations, and City policies and procedures; monitors City operations and verifies compliance with rules and regulations.
- Manages financial reporting and financial statements; monitors fiscal performance, and manages the collection, analysis, and reporting of financial data; reviews technical documents, journal entries, and accounting records to verify accuracy; identifies and corrects errors and inconsistencies in documents and reports; monitors budget, revenue, and expenditure trends.
- Manages City personnel functions, including policies and procedures, training, health and benefits programs, insurance, workers compensation, claims, and compensation and classification system.
- Oversees Information Technology functions and evaluates needs.
- Oversees Utility Billing department.
- Manages, trains, and evaluates staff; assigns and reviews work; meets regularly with staff to discuss and resolve priorities, assignments, problems, quality standards, and technical issues.
- Supports the relationship between the City and the general public by providing insightful and cooperative behavior with clients, visitors, and City staff; explaining accounting and budgeting

rules, personnel policies, internal policies, applicable state and federal laws and regulations and city operations; and providing guidance and direction.

- Performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Generally Accepted Accounting Principles (GAAP), and Government, Accounting, Auditing, and Financial Reporting (GAAFR) principles for Public Sector financial management, including payroll, treasury, grant funds, public debt management, and regulatory reporting requirements.
- Duties, powers, authorities, and limitations of a municipal Finance Officer.
- Federal, state and local laws, codes, and regulations governing finance and personnel.
- Principals and practices of public sector administrative management, performance management, personnel rules, and human resource and benefits administration.
- Modern fiscal management principles, control procedures, and forecasting techniques.
- Human Resources management principles, including recruiting, training, organizational development, employee relations, and employee benefits programs.
- Legal, ethical, and professional rules of conduct for government employees.
- Techniques and practices for effective, efficient, and cost effective management of allocated resources, and for long-range strategic and financial planning.
- General ledger reconciliation standards.

### **Skill in:**

- Interpreting and applying accounting and personnel management standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Analyzing financial issues, evaluating alternatives, and developing solutions and strategies.
- Analyzing City needs and prioritizing and promoting financial strategies to meet future needs.
- Monitoring and interpreting complex financial documents and assuring compliance with all regulatory requirements governing municipal financial activities.
- Reviewing interrelated financial and technical records and identifying and reconciling errors.
- Presenting and defending operational reports and information in public meetings.
- Analyzing problems, resolving disputes and conflicts, and developing effective solutions.
- Using initiative and independent judgment within established procedural guidelines, while assuring compliance with City goals and objectives.
- Establishing and maintaining cooperative working relationships with co-workers.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Using a personal computer and specialized software applications.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Accounting, Public Administration, Business Administration or related field; AND five years experience in municipal finance and budgeting, including supervisory experience; OR an equivalent combination of education, training and experience.

**CERTIFICATIONS, LICENSES, REGISTRATIONS:**

Valid class C Driver's License.

Certified Government Finance Officer (CGFO) or Certified Public Finance Officer (CPFO) preferred.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Senior Accountant  
**DEPARTMENT:** Finance  
**JOB CODE:** 2010

---

**Pay Grade: 14**

**JOB DEFINITION:**

Under limited supervision, performs a wide range of professional accounting, technical review, and general ledger functions, including journal entries, payroll, cash management, accounts receivable, account reconciliation, and financial reporting; performs work in compliance with state and federal regulations, City policies and procedures, and government accounting standards.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a range of accounting, technical review, and general ledger functions; reviews and approves documents, and posts journal entries and computer accounting entries; exercises independent judgment and corrects errors within City policy guidelines.
- Reviews and reconciles cash and accounting transactions, and other financial activities; reviews accounting records, verifies fund integrity, prepares journal entries, corrects errors, and resolves accounting issues within the scope of authority.
- Performs cash collections, balances accounts, and prepares deposits; prepares documentation, approves purchase orders for payment, and reviews accounts payable.
- Maintains inventory of fixed assets.
- Maintains accurate records of all assets including vehicles, and insurance-related matters.
- Compiles the City's annual budget document and subsequent submission for award through GFOA.
- Prepares monthly and quarterly reports for department heads and City Council.
- Assists with the preparation of the Comprehensive Annual Financial Report (CAFR) including meeting the criteria to submit for award through GFOA
- Maintains liquor permits.
- Assists with payroll as needed including proofing, running, processing, and transmitting payroll.
- Assists with utility billing functions as needed.
- Assists with RFP process as needed.
- Trains staff as needed.
- Performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- Generally Accepted Accounting Principles (GAAP), and Government, Accounting, Auditing, and Financial Reporting (GAAFR) principles for Public Sector financial management, including payroll, treasury, grant funds, public debt management, and regulatory reporting requirements.
- Federal, state and local laws, codes, and regulations governing finance and accounting.
- Modern fiscal management principles, control procedures, and forecasting techniques.
- General ledger reconciliation standards.
- Project management principles and techniques.
- General office procedures and equipment.

### **Skill in:**

- Interpreting and applying accounting standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Monitoring and interpreting financial documents and verifying compliance with all regulatory requirements governing municipal financial activities.
- Reviewing interrelated financial and technical records and identifying and reconciling errors.
- Establishing and maintaining cooperative working relationships with co-workers and vendors.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Using a personal computer, including MS Office Applications and specialized financial software applications.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Finance, Accounting, Business Administration, or related field; AND four (4) years experience in municipal finance and budgeting; OR an equivalent combination of education, training and experience.

## **CERTIFICATIONS, LICENSES, REGISTRATIONS:**

- State of Texas driver's license may be required
- Certified Government Finance Officer (CGFO) is preferred or the ability to obtain within two (2) years of hire date.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



# CITY OF PORT LAVACA



---

**JOB TITLE:** Fire Captain  
**DEPARTMENT:** Fire  
**JOB CODE:** 1401

---

**Pay Grade: 18**

## **JOB DEFINITION:**

Under general supervision, manages, organizes, and coordinates the work of Port Lavaca Fire Department (PLFD) personnel on an assigned shift; responds to and manages emergency incidents, and assures that personnel are properly trained and ready to provide an effective response to protect the City.

## **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages operations of the Port Lavaca Fire Department (PLFD) to protect the lives and property of the community through a comprehensive program of services, including public education, inspections, prevention and control of fire, emergency response, and rescue operations.
- Serves as PLFD operational manager on assigned shift; responds to emergencies including traffic accidents, structure and grass fires, coordinates fire suppression, rescue, and emergency medical activities.
- Assumes emergency incident scene command according to PLFD guidelines; determines the proper course of action, and coordinates response; prioritizes emergency medical responses, and mitigates hazards, emergency situations, and hazardous materials incidents.
- Manages the daily activities of the staff; prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance.
- Assures that PLFD staff are properly trained and equipped, are held accountable for duties and responsibilities assigned, and follow City policies and procedures.
- Provides professional staff assistance to the Chief; compiles data, and prepares staff reports; conducts organizational studies, investigations, and operational studies; assists with the development of goals, objectives, policies, and priorities; recommends staffing levels, and resolves citizen inquiries and complaints.
- Inspects vehicles, tools and equipment, directs and performs preventive maintenance and repairs; directs cleaning and maintenance of PLFD facilities, vehicles, tools, and equipment.
- Directs and performs station maintenance and lawn care.
- Evaluates and analyzes operational data and develops reports; reviews technical documents and identifies and corrects errors and inconsistencies; monitors budget and expenditures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; monitors and evaluates workload, administrative support systems, internal reporting relationships, and inter-agency issues; identifies opportunities for improvement.

- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Operational services and functions of comprehensive fire suppression, fire prevention, and emergency medical services programs.
- Operational characteristics of specialized fire suppression apparatus, vehicles, and equipment.
- Procedures and equipment used in modern fire fighting and emergency medical response.
- Federal, state, and local laws and regulations governing fire safety and emergency services.
- Tactics for deployment of personnel and equipment in fire and emergency situations.
- Methods and techniques for handling hazardous materials.
- Incident Command System (ICS) and National Incident Management System (NIMS) protocols
- Record keeping and file maintenance principles and procedures.
- City geography, traffic patterns, and the location of all streets, landmarks, and buildings.

### **Skill in:**

- Assuming incident command responsibilities, and coordinating firefighting, rescue, and emergency medical services under complex emergency conditions.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Reading pre-fire plans and applying appropriate firefighting techniques.
- Effectively supervising and leading staff, and delegating tasks and authority.
- Recognizing the construction, contents and occupancy of buildings and emergency incident scenes in order to apply appropriate firefighting, rescue, and emergency medical techniques.
- Assessing emergency medical needs, stabilizing patients, and providing medical care.
- Supervising maintenance and repair of firefighting vehicles, facilities, and equipment.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and federal agencies.
- Assessing and prioritizing multiple tasks, projects and demands.
- Using a personal computer and specialized software applications.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND four years experience as Fire Lieutenant; OR an equivalent combination of education, training and experience. Must maintain a level of physical fitness to meet Department standards.

## **CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas Class B Exempt Driver's License is required.
- Certifications for Advanced Firefighter, Fire Officer II, and Fire Instructor II from Texas Commission on Fire Protection (TCFP) are required.



- Certification for Emergency Medical Technician from Texas Department of State Health Services (DSHS) is required.
- Depending on the needs of the City, additional licenses and certifications may be required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed outdoors and indoors at emergency incident sites, and in fire station facilities; requires strenuous physical efforts, and ability to lift and move items weighing up to one hundred (100) pounds; may be exposed to environmental fumes, hazardous chemicals, communicable diseases, and potential physical harm.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Fire Chief  
**DEPARTMENT:** Fire  
**JOB CODE:** 1400

---

**Pay Grade: 26**

**JOB DEFINITION:**

Under administrative direction, serves as Fire Chief and Fire Marshal, and manages the daily operations of the Port Lavaca Fire Department (PLFD); manages Building Inspections work group.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Directs, plans, and coordinates management staff and programs for the Port Lavaca Fire Department (PLFD); establishes public safety policies and procedures to meet City goals.
- Directs operations of the Port Lavaca Fire Department (PLFD) to protect the lives and property of the community through a comprehensive program of services, including public education, prevention, inspection, and control in areas of fire, rescue, hazardous materials, and disaster planning.
- Exercises independent judgment within broad policy guidelines; evaluates PLFD issues, reviews trends, develops solutions, and identifies corrective strategies.
- Assures that PLFD staff are properly trained and equipped, are held accountable for duties and responsibilities assigned, and follow PLFD policies and procedures.
- Interprets and explains PLFD standards, complex variables, applicable federal and state rules and regulations, and policies and procedures.
- Manages and trains PLFD staff; assigns and reviews work, and evaluates assigned staff and operational programs; manages, coaches, mentors, and disciplines subordinate staff; meets regularly with PLFD staff to discuss and resolve priorities, special assignments, problems, quality standards, and technical issues.
- Evaluates and analyzes operational data and develops reports; reviews technical documents and identifies and corrects errors and inconsistencies; monitors budget and expenditures.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

**KNOWLEDGE AND SKILLS REQUIRED:**

**Knowledge of:**

- City policies and procedures.
- Duties, powers, authorities, and limitations of a municipal Fire Chief.
- Federal, state and local laws, codes, and regulations governing Fire safety.
- Modern Fire safety and emergency services management principles, and techniques and practices for effective, efficient, and cost-effective management of allocated resources.
- Current trends and strategies for deployment of personnel and equipment in emergency situations, and for general community protection.
- Principles and practices of modern fire suppression and prevention.
- Procedures and equipment used in modern fire fighting and emergency medical response.
- Record keeping and file maintenance principles and procedures.
- Geography, roads, and landmarks of City and surrounding areas.

#### **Skill in:**

- Analyzing public safety issues, evaluating alternatives, and developing recommendations based on findings.
- Using initiative and independent judgment within established procedural guidelines, while assuring compliance with City goals and objectives.
- Assuming incident command responsibilities, and coordinating firefighting, rescue, and emergency medical services under complex emergency conditions.
- Recognizing the contents and occupancy of buildings and emergency incident scenes in order to apply appropriate firefighting, rescue, and emergency medical techniques.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state, and federal agencies.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Using a personal computer and specialized software applications.
- Communicating effectively verbally and in writing.

#### **MINIMUM QUALIFICATIONS:**

Associates Degree in Fire Protection, and Bachelor's Degree in Public Safety, Business or Public Administration; AND seven years management experience in Fire Department operations; OR an equivalent combination of education, training and experience. Must maintain a level of physical fitness to meet Department standards.

#### **CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas driver's license is required
- Certification for Master Firefighter from Texas Commission on Fire Protection (TCFP) is required.
- Depending on the needs of the City, additional licenses and certifications may be required, including Inspector and Instructor certifications.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, with occasional on-scene response to emergency situations.



# CITY OF PORT LAVACA



---

**JOB TITLE:** Fire Lieutenant  
**DEPARTMENT:** Fire  
**JOB CODE:** 1402

---

**Pay Grade: 15**

## **JOB DEFINITION:**

Under basic supervision, assists the Fire Captain in supervising Port Lavaca Fire Department (PLFD) staff on an assigned shift; responds to emergency fire and medical situations, leads equipment and facility maintenance, and training programs, and performs duties of fire inspector and trainer.

## **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists in supervising and training staff of the Port Lavaca Fire Department (PLFD) on an assigned shift to protect the lives and property of the community; participates in and coordinates fire suppression, rescue, and emergency medical activities; performs duties of fire inspector and trainer.
- Supervises fire and emergency services staff at emergency scenes according to PLFD guidelines; follows assignments and coordinates response; prioritizes emergency medical responses, and mitigates hazards, emergency situations, and hazardous materials incidents.
- Supervises the daily activities of the staff; monitors work and evaluates performance.
- Assures that PLFD staff are properly trained and equipped, are held accountable for duties and responsibilities assigned, and follow City policies and procedures.
- Inspects vehicles, tools and equipment, supervises preventive maintenance and repairs; supervises cleaning and maintenance of PLFD facilities, vehicles, tools, and equipment.
- Performs duties of Fire Inspector; conducts inspections for hazards, life safety problems, sales tax numbers, permits, gaming permits, code enforcement, foster homes, and fire preplans, and reviews plans for new construction as needed.
- Evaluates and records operational data, activities, training, equipment, and personnel records, and develops reports as needed; and keeps Fire Department City and County maps up to date.
- Conducts training sessions and fire drills for PLFD staff and volunteer personnel.
- Monitors and evaluates service delivery methods and procedures and identifies opportunities for improvement.
- Leads Public Fire Safety Education initiatives for the community including school age children.
- Performs annual flow testing and maintenance on fire hydrants
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Operational services and functions of comprehensive fire suppression, fire prevention, and emergency medical services programs.
- Operational characteristics of specialized fire suppression apparatus, vehicles, and equipment.
- Procedures and equipment used in modern fire fighting and emergency medical response.
- Federal, state, and local laws and regulations governing fire safety and emergency services.
- Tactics for deployment of personnel and equipment in fire and emergency situations.
- Methods and techniques for handling hazardous materials.
- Record keeping and file maintenance principles and procedures.
- City geography, traffic patterns, and the location of all streets, landmarks, and buildings.

### **Skill in:**

- Assuming supervisory responsibilities, and coordinating firefighting, rescue, and emergency medical services under emergency conditions.
- Reading pre-fire plans and applying appropriate firefighting techniques.
- Effectively supervising and leading staff, and delegating tasks and authority.
- Recognizing the construction, contents and occupancy of buildings and emergency incident scenes in order to apply appropriate firefighting, rescue, and emergency medical techniques.
- Assessing emergency medical needs, stabilizing patients, and providing medical care.
- Supervising maintenance and repair of firefighting vehicles, facilities, and equipment.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and federal agencies.
- Assessing and prioritizing multiple tasks, projects and demands.
- Using a personal computer and specialized software applications.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND four years experience as Firefighter/Engineer; OR an equivalent combination of education, training and experience. Must maintain a level of physical fitness to meet Department standards.

## **CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas Class B Exempt Driver's License is required.
- Certifications for Intermediate Firefighter, Fire Officer I, and Fire Instructor from Texas Commission on Fire Protection (TCFP) are required.
- Certification for Emergency Medical Technician from Texas Department of State Health Services (DSHS) is required.
- Depending on the needs of the City, additional licenses and certifications may be required, including Fire Inspector certification.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed outdoors and indoors at emergency incident sites, and in fire station facilities; requires strenuous physical efforts, and ability to lift and move items weighing up to one hundred

(100) pounds; may be exposed to environmental fumes, hazardous chemicals, communicable diseases, and potential physical harm.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Firefighter-Engineer  
**DEPARTMENT:** Fire  
**JOB CODE:** 1403

---

**Pay Grade: 12**

**JOB DEFINITION:**

Under basic supervision, maintains Port Lavaca Fire Department (PLFD) equipment and facilities, and performs fire fighting, rescue, and emergency medical duties as required to protect the lives and property of the City residents.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Inspects and maintains PLFD facilities, vehicles, equipment, apparatus, tools, supplies, and hydrants; inspects, tests, evaluates, and repairs equipment after use; notifies supervisors of equipment problems beyond the scope of authority or skills.
- Inspects and maintains personal protective equipment and assures that all firefighting equipment is in a state of readiness and available for immediate use.
- Responds to emergency alarms and calls for service, and performs fire suppression, rescue, and emergency medical duties; relays orders, instructions, and information on emergency actions, and follows orders under stressful conditions.
- Operates emergency apparatus safely and efficiently during emergency and non-emergency situations.
- Operates emergency, fire, rescue, medical, marine, and life saving tools and equipment; assists and coordinates with law enforcement personnel and other emergency responders as required; ventilates and enters burning structures to extinguish fires and rescue victims.
- Performs station maintenance; maintains station living quarters in clean and orderly condition; operates, inspects, and maintains PLFD equipment; performs minor repairs on apparatus and equipment inside and outside of facilities; orders replacement supplies as needed.
- Learns City geography, traffic patterns, streets, landmarks, and building locations, and special hazards of designated facilities, to assure that firefighting activities are accomplished in a fast, effective and safe manner.
- Assists in the maintenance of hydrants and conducts flow tests.
- Assists with inspections and review of fire preplans.
- Assists with fire prevention, public education, pre-fire planning, and safety programs; assists with training of citizens and volunteer staff as assigned.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Operational characteristics of specialized fire suppression apparatus, vehicles, and equipment.
- Procedures and equipment used in modern fire fighting and emergency medical response.
- Federal, state, and local laws and regulations governing fire safety and emergency services.
- Methods and techniques used in rescue operations on land and in water.
- Methods and techniques for handling hazardous materials.
- Mathematics as applicable to the fire service.
- Hydraulic, Engines, pumps (stationary and mobile), foam, sprinkler, and alarm systems.
- Record keeping and file maintenance principles and procedures.
- City geography, traffic patterns, and the location of all streets, landmarks, and buildings.

### **Skill in:**

- Providing firefighting, rescue, and emergency medical services under emergency conditions.
- Observing and following safe fire fighting practices.
- Following orders under stressful conditions.
- Recognizing the construction, contents and occupancy of buildings in order to apply appropriate standard firefighting techniques.
- Assessing emergency medical needs, stabilizing patient, and providing medical care.
- Operating and maintaining fire suppression apparatus, tools and equipment.
- Maintaining physical condition required for the performance of assigned duties and responsibilities.
- Establishing and maintaining effective working relationships with co-workers.
- Using a personal computer and specialized software applications.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND one year of related experience. Must maintain a level of physical fitness to meet Department standards.

## **CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas Class B Exempt Driver's License is required.
- Certification for Basic Firefighter from Texas Commission on Fire Protection (TCFP) is required.
- Certification for Driver-Operator from Texas Commission on Fire Protection (TCFP) is required within two years of hire date.
- Certification for Emergency Medical Technician from Texas Department of State Health Services (DSHS) is required.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed outdoors and indoors at emergency incident sites, and in fire station facilities; requires strenuous physical efforts, and ability to lift and move items weighing up to one hundred (100) pounds; may be exposed to environmental fumes, hazardous chemicals, communicable diseases, and potential physical harm.





CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Light House Beach Attendant  
**DEPARTMENT:** Parks & Recreation  
**JOB CODE:**

---

**Pay Grade: 4**

**JOB DEFINITION:**

Under basic supervision, supervises the day-to-day operations of the park, including maintenance, cleanliness, and safety/security.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Operates a variety of specialized equipment and performs manual labor tasks in order to maintain a clean, safe, attractive and user-friendly City park and campground; maintains facilities; follows all safety rules and regulations to minimize risk of accidents; duties may vary according to job assignment and experience.
- Performs a variety of maintenance activities, including watering procedures; cleaning up trash and debris; painting; plumbing; and preparing sites for new guests.
- Maintains, repairs, and renovates facilities as directed; performs basic carpentry, plumbing, electric, painting, and masonry tasks.
- Performs basic inspection and maintenance on tools, equipment, playground equipment, and motorized machinery; performs minor repairs to grounds maintenance equipment.
- Operates and maintains a variety of vehicles and equipment in accordance with all safety regulations and procedures; reports mechanical problems requiring additional repair.
- Performs set-up, teardown, and other tasks for special City events as directed.
- Monitors work site to assure that safety rules and regulations are followed, and that the work zone and all equipment are in safe operating condition.
- Recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Provides customer service including interacting with guests and visitors, assisting them with navigating the website, answering questions about the park, recommending things to do, and planning events such as movie nights, game nights, potluck dinners, etc.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information;
- Performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Tools, equipment, and cleaning supplies used in parks, grounds, and facilities maintenance.
- Federal, state, and City safety rules and regulations.
- Occupational hazards and safety precautions
- Basic principles of record keeping and records management.
- Advanced knowledge of "Campspot".

### **Skill in:**

- Operating and maintaining power and hand tools and motorized equipment in a safe and effective manner.
- Safe and efficient operation and maintenance of equipment according to standard operating and safety procedures.
- Safe use of chemicals and cleaning compounds.
- Performing manual labor tasks, including lifting and carrying heavy objects.
- Closely following verbal and written instructions and procedures.
- Care, maintenance, and safe operation of specialized tools and equipment.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.
- Using a personal computer including Microsoft applications and Campspot.

## **MINIMUM QUALIFICATIONS:**

Associate's degree in Business Management or a related field and three (3) years of experience in a similar field; OR an equivalent combination of education, training and experience.

## **CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas driver's license is required.
- According to the needs of the City, specific training and certifications may be required, including herbicide/pesticide application.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed outdoors; required to perform moderate physical work, may be exposed to extreme weather, safety hazards, and dangerous tools and equipment, and lifts and carries up to 50 pounds.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Parks Superintendent  
**DEPARTMENT:** Parks & Recreation Department  
**JOB CODE:** 4010

---

**Pay Grade: 17**

**JOB DEFINITION:**

Under basic supervision, plans, coordinates, and manages Parks Department work crews engaged in the repair, maintenance, and construction of parks, harbor facilities, and other projects; trains, inspects, and monitors work crews in the field, and assures proper safety standards and procedures are followed.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages operations of the parks and harbor repair and maintenance work crews; works independently, and makes appropriate decisions based on work experience and authority; assures that parks and CRP operations and projects meet state standards; sets project priorities and allocates labor, materials, and equipment for specific projects.
- Plans, coordinates, and manages work crews engaged in the repair, maintenance, and construction of streets, parks, landscaping, and other parks and CRP projects; inspects work sites to assure that safety rules and regulations are followed, and that work area and all equipment are in safe operating condition.
- Monitors park and CRP operations to identify and resolve problems and priorities; reviews the work of assigned staff to assure the work quality, and the efficient and timely accomplishment of assigned duties; assures the use of effective maintenance and repair techniques, and sound operational and technical practices to meet parks and harbor goals and project objectives.
- Supervises assigned staff; develops work schedules and assigns tasks and projects; trains and coaches staff, develops staff skills, and conducts performance evaluations; analyzes workload trends, and implements staffing and assignment adjustments; meets regularly with staff to discuss and resolve priorities, assignments, problems, workload, and technical issues.
- Plans maintenance and repair activities, schedules staff and special projects, and purchases supplies and materials; inspects job sites to assure work meets quality and safety standards.
- Compiles and evaluates operational data, and prepares status and summary reports; manages expenditures, contractors, bid procedures, and vehicle/equipment maintenance.
- Work with City Departments and Regional Agencies to determine costs of design elements, coordinate parks and CRP projects, prepares presentations to showcase finished designs to community.
- Ensures all hazards are taken care of in a timely manner.
- Performs the duties of a Parks or CRP Maintenance Worker as needed to meet workload demand.

- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information;
- Performs related duties as assigned or required.
- Attends Parks & Recreation Board meetings.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Practices and methods of operation and maintenance of Parks & Port Commission facilities, grounds, and Coastal Resources.
- Knowledge of native, eco-friendly, xeriscape, water-wise, and sustainable landscape designs and practices.
- Tools and equipment used in parks, grounds, and facilities maintenance.
- Rules and regulations of the Texas General Land Office governing coastal environments.
- Federal, State, and City safety rules and regulations.
- Environmentally responsible and resource-efficient repair and maintenance techniques.
- Basic principles of record keeping and records management.
- Supervisory practices and techniques.

### **Skill in:**

- Interpreting and applying parks and harbor operational and safety standards and procedures, applicable federal and state rules and regulations, and City policies and procedures.
- Supervising staff, delegating tasks and authority, and coaching to improve staff performance.
- Using a personal computer including Microsoft Office Applications, AutoCad, Sketch Up, and GIS applications.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Promoting and enforcing safe work practices.
- Working independently to complete daily activities according to work schedule.
- Inspecting, servicing, and maintaining vehicles and specialized equipment.
- Using tools and equipment for plumbing, carpentry, electrical, masonry, and metalwork.
- Establishing and maintaining cooperative working relationships with co-workers and vendors.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent; Bachelors or Associates degree preferred in Parks and Recreation or related field; AND five years of public works project construction and maintenance experience, including supervisory experience; OR an equivalent combination of education, training and experience.

## **CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas driver's license is required; commercial driver's license may be required.
- According to the needs of the City, specific training and certifications may be required, including herbicide/pesticide application license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and at City facilities and work sites; may be exposed to extreme weather, safety hazards, and dangerous tools and equipment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Parks Crew Leader  
**DEPARTMENT:** Parks & Recreation  
**JOB CODE:** 4020

---

**Pay Grade: 9**

**JOB DEFINITION:**

Under basic supervision, leads work crews in the maintenance and repair of City parks; performs manual and machine-aided labor tasks in landscape and facilities maintenance, including plumbing, painting, carpentry, and cement work; assures work is performed in accordance with all safety regulations and procedures.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Leads work crews in the maintenance and repair of City parks and facilities; assists supervisor in planning, organizing, coordinating, training, and assigning work; responds to citizen questions.
- Supervises work crews and trains the proper use of equipment and tools; assures appropriate tools, equipment, and materials are at the job site.
- Monitors work site to assure that safety rules and regulations are followed and that the work zone and all equipment are in safe operating condition.
- Operates a variety of specialized equipment and performs manual labor tasks in order to maintain a clean, safe, attractive, and user-friendly City park system; maintains park facilities, lawns, grounds, playgrounds, beaches, pools, sports fields, cultivated areas, and other City facilities; follows all safety rules and regulations to minimize risk of accidents.
- Performs duties of Park Maintenance Worker as needed to meet workload demands.
- Leads the maintenance, repair, and renovation of park facilities; performs basic carpentry, plumbing, electric, painting, and masonry tasks.
- Inspects tools, equipment, playground equipment, and motorized machinery; verifies proper maintenance and repair methods are followed.
- Operates and maintains a variety of vehicles and equipment in accordance with all safety regulations and procedures; reports mechanical problems requiring additional repair.
- Coordinates set-up, teardown and other tasks for special City events.
- Recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Orders supplies to keep operations running efficiently including tools, fuel, toiletries, and cleaning supplies.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information;

- Performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Tools and equipment used in parks, grounds, and facilities maintenance.
- Federal, state and City safety rules and regulations.
- Occupational hazards and safety precautions
- Geography, roads, and landmarks of City and surrounding areas.
- Basic principles of record keeping and records management.

### **Skill in:**

- Monitoring park operations, identifying maintenance and safety issues, and prioritizing maintenance projects.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Promoting and enforcing safe work practices.
- Safe use of chemicals and cleaning compounds.
- Care, maintenance, and safe operation of specialized tools and equipment.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND three (3) years of landscaping and maintenance experience; OR an equivalent combination of education, training and experience.

## **CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas driver's license is required.
- According to the needs of the City, specific training and certifications may be required, including herbicide/pesticide application.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed outdoors; required to perform moderate physical work, may be exposed to extreme weather, safety hazards, and dangerous tools and equipment, and lifts and carries up to 50 pounds.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Parks Maintenance Worker  
**DEPARTMENT:** Parks & Recreation  
**JOB CODE:** 4030

---

**Pay Grade: 4**

**JOB DEFINITION:**

Under basic supervision, performs general labor and maintenance tasks for City parks, facilities, lawns, grounds, playgrounds, and other cultivated areas in the City; performs work in accordance with all safety regulations and procedures.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Operates a variety of specialized equipment and performs manual labor tasks in order to maintain a clean, safe, attractive and user-friendly City park system; maintains park facilities, lawns, grounds, playgrounds, beaches, pools, sport fields, cultivated areas, and other City facilities; follows all safety rules and regulations to minimize risk of accidents; duties may vary according to job assignment and experience.
- Performs a variety of Park grounds maintenance activities, including mowing, landscaping, and watering procedures; cleans up trash and debris; prunes and trims trees and shrubs.
- Maintains and repairs irrigation systems and sprinklers; sweeps and cleans parks facilities, grounds, and adjacent areas; loads and hauls materials.
- Maintains, repairs, and renovates park facilities as directed; performs basic carpentry, plumbing, electric, painting, and masonry tasks.
- Performs basic inspection and maintenance on tools, equipment, playground equipment, and motorized machinery; performs minor repairs to grounds maintenance equipment.
- Operates and maintains a variety of vehicles and equipment in accordance with all safety regulations and procedures; reports mechanical problems requiring additional repair.
- Cleans and maintains park facilities and buildings.
- Performs set-up, teardown, and other tasks for special City events as directed.
- Monitors work site to assure that safety rules and regulations are followed, and that the work zone and all equipment are in safe operating condition.
- Recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Makes welcome and rules signs.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information;
- Performs related duties as assigned or required.



## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Tools and equipment used in parks, grounds, and facilities maintenance.
- Federal, state and City safety rules and regulations.
- Occupational hazards and safety precautions
- Geography, roads, and landmarks of City and surrounding areas.
- Basic principles of record keeping and records management.

### **Skill in:**

- Operating and maintaining power and hand tools and motorized equipment in a safe and effective manner.
- Safe and efficient operation and maintenance of equipment according to standard operating and safety procedures.
- Safe use of chemicals and cleaning compounds.
- Performing manual labor tasks, including lifting and carrying heavy objects.
- Closely following verbal and written instructions and procedures.
- Care, maintenance, and safe operation of specialized tools and equipment.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

High School diploma or GED equivalent; OR an equivalent combination of education, training and experience.

## **CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas driver's license is required.
- According to the needs of the City, specific training and certifications may be required, including herbicide/pesticide application.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed outdoors; required to perform moderate physical work, may be exposed to extreme weather, safety hazards, and dangerous tools and equipment, and lifts and carries up to 50 pounds.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Office Manager  
**DEPARTMENT:** Police  
**REPORTS TO:** Chief of Police  
**EMERGENCY STATUS:** Essential  
**JOB CODE:** 5110

---

**Pay Grade: 10**

---

**JOB DEFINITION:**

Under minimal supervision, performs advanced, complex, and confidential administrative tasks for the Police Chief and the department. Work involves overseeing high-level administrative operations of all divisions within the department. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a wide variety of complex, responsible, and confidential administrative professional duties for the Police Chief, Police Department, and Animal Control; performs special projects and assignments; coordinates and prioritize workflow; directs and oversees office operations.
- Compiles information for sensitive reports and evaluations; assists in preparing comprehensive reports, recommends improvements in workflow, procedures and use of equipment and forms.
- Screens visitors and telephone callers; responds to complaints and requests for information on regulations, procedures, systems and precedents relating to the Police Department.
- Maintains calendars of Department activities, meetings and various events with the public and outside agencies, schedules meetings with citizens and staff when directed.
- Operates a variety of office equipment including a computer; inputs and retrieves data and text; organizes and maintains disc storage and filing.
- Makes limited delegated policy and procedure interpretation within the specific areas of authorization by the Department; conducts transactions with Department Heads, other employees or proper agencies requiring detailed knowledge of rules, procedures, policies, precedents, and activities; supplies information involving facts and interpretations.
- Assists with budget preparation, processes invoices, prepares memos, financial statements and other documents, using word processing, spreadsheet, database, or presentation software; maintains large amounts of administrative correspondence in a retrievable format.
- Opens, sorts and distributes incoming correspondence, including faxes and email.
- Liaison with payroll, checking time and attendance in software and making corrections as needed, answering employee questions and coordinating with Human Resources regarding Personnel Action Forms and performance evaluations.

- Performs general office duties such as ordering supplies and performing basic bookkeeping work.
- Performs Quarter Master duties, issuing equipment and uniforms.
- Organizes and maintains complex technical and confidential filing systems; manages department records system including citizen's complaints, internal investigations, Use of Force reports, performance evaluations, TCOLE file, and department personnel files.
- Performs a variety of research, investigative, statistical and analytical tasks relating to administrative processes and responsibilities; independently composes correspondence related to responsibilities assigned.
- Monitors mandatory deadlines for various State and Federal reporting requirements.
- Coordinates the Employee Recognition program.
- Serves as a Notary Public for the department.
- Store and retrieve all property and evidence collected, seized, or kept by the Police Department assuring a continuous chain of custody. maintaining all records related to property and evidence, and processing for final disposition of evidence and property.
- Mails or delivers evidence which needs laboratory analysis to the Texas Department of Public Safety laboratory or other laboratories as needed; Deliver or manage delivery of evidence to and from court, prosecutor's offices and other locations.
- Processes property disposition forms; State laboratory evidence submission forms; court ordered motions related to property and evidence; and related letters to the public.
- Responds to inquiries and requests from department personnel, criminal justice agencies such as County/District Attorneys and City Prosecutors, and the public in regard to property
- Writes supplementary offenses and related reports
- Documents all handling of evidence and property; responsible for maintaining retention dates and preparing destruction of records
- Conducts inventories/audits in accordance with Police Department Policies and Procedures
- Coordinates, prepares and approves all items designated for PropertyRoom.com auction, reconciles the auction report, ensures timely deposit of funds.
- Provide technical support and training, dealing with procedures, equipment, evidence and property for all divisions within the Police Department.
- Appears in and testifies in court.
- Subject to after-hours call-out and out-of-town travel to transport and/or secure evidence.
- Performs public and community relations at the police station, special events, and in the community
- Performs all other related duties as assigned or as become apparent.
- Supports the relationship between the City and the public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or as become apparent.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **KNOWLEDGE**

- City policies and procedures.
- Port Lavaca Police Department policies and procedures
- Law enforcement and public safety agency terminology.

- Principles and practices of confidential records management, and file maintenance.
- Extensive knowledge of Microsoft Office applications including but not limited to Word and Excel.
- Budget planning, cost analysis, invoice processing, and financial records maintenance.
- CJIS standards, CJIS audit requirements, and state/federal reporting standards for law enforcement data.
- Principles of effective customer service and public relations.
- Property/evidence handling laws, storage, and disposition requirements.

## **SKILLS**

- Effectively communicating both verbally and in writing.
- Prioritizing work assignments; managing programs; reading and understanding manuals, and recording work activity.
- Operating and maintaining office machines and equipment including computers, copiers, scanners, multi-line phones.
- Dealing tactfully, courteously, and impartially with the police and the public.
- Proficiency in typing
- Learning and using Records Management software.
- Securing and storing evidence.
- Writing clear, accurate and concise reports suitable for submission to a court of law.
- Presenting clear and accurate testimony in court.
- Working without direct supervision.
- Reading, interpreting and applying laws, ordinances, rules and regulations.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED equivalent; AND five (5) years of experience minimum of office or business experience, law enforcement experience preferred.

## **CERTIFICATIONS, LICENSES, REGISTRATION:**

- Requires a Notary Public commission or ability to obtain one within 6 months of employment.
- Requires valid Texas Driver's license with driving record that meets City Guidelines.
- CJIS security clearance or ability to obtain within 1 month of employment.
- Obtain TAPEIT Basic Certification within one year of hire.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is mostly completed indoors with possibility of being called into field. May be exposed to potentially hazardous chemicals, diseases, fumes, odors. Enough physical strength and stamina to lift up to 50 pounds, and drag, pull and push up to 100 pounds while placing and removing property and evidence onto and from shelves. Will be required to travel out of town to deliver evidence, testify in court and to attend training schools.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Police Chief  
**DEPARTMENT:** Police  
**JOB CODE:** 5010

---

**Pay Grade: 26**

**JOB DEFINITION:**

Under limited supervision, oversees and directs the Port Lavaca Police Department (PLPD) to provide for the safety and security of the citizens, and provides command leadership to assure the delivery of professional police service including investigations, records, operations, and animal control, in an efficient and ethical manner; assures the operations of the PLPD are in compliance with state and federal laws, and City policies, procedures, and guidelines.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Directs, plans, and coordinates PLPD management staff and programs; provides leadership and direction in the development of short and long range plans to protect and preserve the rights of the people, serve the citizens of Port Lavaca, and treat all people with fairness, respect, and dignity through professionalism, open communication, and ethical behavior.
- Directs and participates in PLPD services, including patrol, investigations, community relations, records, dispatch, and animal control; meets regularly with management staff to discuss and resolve priorities, special assignments, problems, quality standards, and technical issues.
- Manages and trains staff; assigns and reviews work, and evaluates assigned staff and operational programs; manages, coaches, mentors, and disciplines subordinate staff
- Exercises independent judgment within broad policy guidelines; evaluates PLPD operational and community issues, reviews trends, develops solutions, and identifies corrective strategies.
- Assures that PLPD staff are properly trained and equipped, are held accountable for duties and responsibilities assigned, and follow City policies and procedures and Law Enforcement Code of Ethics; reviews staff work as needed to assure compliance to PLPD policies and general orders; investigates and resolves administrative, inter-agency, and operational issues.
- Manages critical incidents and criminal investigations; takes command of major crime and accident scenes; coordinates active case investigations, major crime investigations, raids and emergencies; evaluates operations to assess and assign priorities and resources.
- Directs coordination with state and local law enforcement agencies, City departments, and emergency services agencies; manages community relations issues, and resolves concerns.
- Gathers, interprets, evaluates, and analyzes operational data, and prepares reports and recommendations; reviews policies, procedures, and staff reports, and monitors budget and expenditures.

- Attends regular and special city council and board meetings.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Duties, powers, authorities, and limitations of a municipal Police Chief.
- Modern law enforcement management principles for efficient and cost-effective management of allocated resources, including personnel administration, labor law, finance and budgeting.
- State, federal, and local civil and criminal laws, regulations, codes, and ordinances.
- Texas criminal justice system and court procedures, records management procedures, and Texas Administrative Code governing Public Safety functions.
- Strategy and tactics for management and deployment of law enforcement personnel and equipment in tactical and emergency situations.
- Principles and practices of modern crime suppression and prevention.
- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence, and search and seizure.
- Local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

### **Skill in:**

- Assuming command level responsibilities and making appropriate decisions.
- Analyzing Police issues, evaluating alternatives, and developing solutions based on findings.
- Assuming incident command responsibilities and coordinating emergency services under complex emergency conditions.
- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Interpreting and applying criminal laws to information, evidence, and other data compiled.
- Investigating, researching, and analyzing facts and situations.
- Presenting and defending operational reports and information in public meetings.
- Establishing and maintaining cooperative working relationships with co-workers, officials, community groups, advocates, and representatives from local, state and Federal agencies.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Criminal Justice, or related field; AND seven years management experience in law enforcement organizations; OR an equivalent combination of education, training and experience. Must maintain a level of physical fitness to meet Department standards.

## **CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas driver's license is required

- Master Peace Officers License and certification from Texas Commission on Law Enforcement (TCOE) is required.
- Training certification from the FBI National Academy for law enforcement leaders, or the Law Enforcement Management Institute of Texas (LEMIT) is preferred.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and in the field to lead investigations and command tactical situations.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Police Corporal  
**DEPARTMENT:** Police  
**JOB CODE:** 5050

---

**Pay Grade: 14**

**JOB DEFINITION:**

Under basic supervision, patrols, investigates, responds to calls for service, enforces laws, prevents crimes, and assists the general public; performs supervisory duties as needed and as directed by the commanders of the Port Lavaca Police Department (PLPD); maintains order in the City, and discipline in the PLPD.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Enforces state and federal laws, and City regulations; maintains discipline, and resolves operational issues using experience and technical knowledge; duties will vary according to job assignment.
- Performs work according to PLPD policies to enforce laws, preserve peace, maintain order, solve problems, respond to requests for service, and promote crime prevention through community policing.
- Assists with PLPD supervisory functions; trains and motivates Officers and maintains the chain of command; assists Officers in the performance of their duties; verifies the lawful and consistent application of regulations and procedures, and that professional police services are provided.
- Responds to incidents and accidents, and takes command when appropriate; manages basic investigations, and coordinates police response to a variety of situations; coordinates mutual assistance with regional law enforcement and emergency services agencies.
- Patrols City to preserve the peace, enforce the law, control vehicular traffic, and prevent and detect misconduct, misdemeanors, felonies, and other law violations; serves and protects the community.
- Preserves the peace of the community through mediation, investigation, intervention, assistance, and arrest; utilizes all lawful means to improve the quality of life by recognizing and resolving problems.
- Works with citizens to address the issues of safety, crime, and neighborhood disorder; assures citizens are treated with courtesy and respect; responds to citizen complaints.
- Performs crime investigation and detection, and arrest of persons involved in crimes and misconduct; interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at accident scenes; takes measurements and



draws diagrams of scene; searches scene of crimes for clues; analyzes and evaluates evidence; prepares cases for giving testimony and testifies in court proceedings.

- Trains Officers and cross-trains in a wide variety of law enforcement skills and disciplines.
- Assists with the review of detailed reports and required paperwork for accuracy and quality assurance.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Duties, powers, authorities, and limitations of a Police Officer.
- State, federal, and local civil and criminal laws, regulations, codes, and ordinances.
- Principles of crime scene management, and the operation of specialized technical equipment.
- Texas criminal justice and court systems, and principles of criminal justice records management.
- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence, and search and seizure.
- Tactics for deployment of law enforcement personnel and equipment at crime scenes.
- Local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

### **Skill in:**

- Interpreting and applying criminal laws to information, evidence, and other data compiled.
- Assuming incident command responsibilities and coordinating activities under emergency conditions.
- Evaluating facts and evidence, drawing logical conclusions, and making proper recommendations.
- Investigating, researching, and analyzing facts and situations.
- Exercising controlled discretion, communicating with violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest and control techniques.
- Care, maintenance, and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
- Remaining alert at all times and reacting quickly and calmly in emergency situations.
- Preparing clear, comprehensive, and accurate reports.
- Establishing and maintaining cooperative working relationships with co-workers, officials, community groups, advocates, and representatives from local, state and federal agencies.
- Supervising staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND two years experience as a sworn Law Enforcement Officer, preferably in the State of Texas; OR an equivalent combination of education, training and experience. Must maintain a level of physical fitness to meet Department standards.

**CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas driver's license is required
- Basic Peace Officers License and certification from Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) is required.
- Depending on the needs of the City, additional licenses and certifications may be required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and in the field to lead investigations and tactical situations; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases; required to physically restrain persons.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Police Lieutenant  
**DEPARTMENT:** Police  
**JOB CODE:** 5020a

---

**Pay Grade: 18**

**JOB DEFINITION:**

Under general supervision, manages patrol, investigation, communications, records, armory, internal affairs, training and budgets for the Port Lavaca Police Department (PLPD); assures the operations of the PLPD are in compliance with state and federal laws, and City policies, procedures, and guidelines; serves as Acting Police Chief as required.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs duties of senior manager of PLPD; manages personnel and activities of assigned divisions; consults with and advises PLPD personnel on legal issues, techniques and methods
- Manages sworn Officers to protect and preserve the rights of the people, serve the citizens of Port Lavaca, and treat all people with fairness, respect, and dignity through professionalism, open communication, and ethical behavior.
- Meets regularly with management staff to discuss and resolve priorities, special assignments, problems, quality standards, and technical issues.
- Manages and trains staff; assigns and reviews work, and evaluates assigned staff and operational programs; manages, coaches, mentors, and disciplines subordinate staff.
- Exercises independent judgment within broad policy guidelines; evaluates PLPD operational and community issues, reviews trends, develops solutions, and identifies corrective strategies.
- Assures that PLPD staff are properly trained and equipped, are held accountable for duties and responsibilities assigned, and follow City policies and procedures and Law Enforcement Code of Ethics; reviews staff work as needed to assure compliance to PLPD policies and general orders; investigates and resolves administrative, inter-agency, and operational issues, and ensures equipment and vehicles are in proper and safe working condition.
- Manages critical incidents and criminal investigations; takes command of major crime and accident scenes; coordinates active case investigations, major crime investigations, raids and emergencies; evaluates operations to assess and assign priorities and resources.
- Directs coordination with state and local law enforcement agencies, City departments, and emergency services agencies; manages community relations issues, and resolves concerns.
- Gathers, interprets, evaluates, and analyzes operational data, and prepares reports and recommendations; reviews staff reports, and monitors budget and expenditures.
- Recruits and performs background checks on police applicants.
- Serves as Municipal Court Bailiff acting as courtroom security,

- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Duties, powers, authorities, and limitations of a Police Officer.
- Modern law enforcement management principles for efficient and cost effective management of allocated resources, including personnel administration, labor law, finance and budgeting.
- State, federal, and local civil and criminal laws, regulations, codes, and ordinances.
- Texas criminal justice system and court procedures, records management procedures, and Texas Administrative Code governing Public Safety functions.
- Strategy and tactics for management and deployment of law enforcement personnel and equipment in tactical and emergency situations.
- Principles and practices of modern crime suppression and prevention.
- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence, and search and seizure.
- Local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

### **Skill in:**

- Assuming command level responsibilities and making appropriate decisions.
- Analyzing Police issues, evaluating alternatives, and developing solutions based on findings.
- Assuming incident command responsibilities and coordinating emergency services.
- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Interpreting and applying criminal laws to information, evidence, and other data compiled.
- Investigating, researching, and analyzing facts and situations.
- Presenting and defending operational reports and information in public meetings.
- Establishing and maintaining cooperative working relationships with co-workers, officials, community groups, advocates, and representatives from local, state and Federal agencies.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

Associate's Degree in Criminal Justice, or related field; AND four years experience as a Police Sergeant, preferably in Texas; OR an equivalent combination of education, training, and experience. Must maintain a level of physical fitness to meet Department standards.

## **CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas driver's license is required

- Advanced Peace Officers License and certification from Texas Commission on Law Enforcement (TCOL) is required.
- Training certification from the FBI National Academy for law enforcement leaders, the Law Enforcement Management Institute of Texas (LEMIT), or other command-level law enforcement management training is preferred.
- Depending on the needs of the City, additional licenses and certifications may be required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and in the field to lead investigations and command tactical situations.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Police Officer  
**DEPARTMENT:** Police  
**JOB CODE:** 5060

---

**Pay Grade: 13**

**JOB DEFINITION:**

Under basic supervision, patrols, investigates, responds to calls for service, enforces laws, prevents crimes, and assists the general public; conducts surveillance, monitors traffic, and maintains order in the City.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Enforces state and federal laws, and City regulations; identifies, prevents, and terminates unlawful activities using experience and technical training; identifies, pursues, and arrests suspects and perpetrators of criminal acts; duties will vary according to job assignment.
- Performs work according to PLPD policies to enforce laws, preserve peace, maintain order, solve problems, respond to requests for service, and promote crime prevention through community policing.
- Consistently applies PLPD regulations and procedures and provides professional police services.
- Responds to incidents and accidents; initiates basic investigations, and coordinates responses with regional law enforcement and emergency services agencies.
- Patrols City to preserve the peace, enforce the law, control vehicular traffic, and prevent and detect misconduct, misdemeanors, felonies, and other law violations; serves and protects the community.
- Preserves the peace of the community through mediation, investigation, intervention, assistance, and arrest; utilizes all lawful means to improve the quality of life by recognizing and resolving problems.
- Works with citizens to address the issues of safety, crime, and neighborhood disorder.
- Conducts security checks, responds to citizen complaints, and treats citizens with courtesy and respect.
- Performs crime investigation and detection, and arrest of persons involved in crimes and misconduct; interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at accident scenes; takes measurements and draws diagrams of scene; searches scene of crimes for clues; analyzes and evaluates evidence; prepares cases for giving testimony and testifies in court proceedings.
- Cross trains in a wide variety of law enforcement skills and disciplines.

- Prepares accurate and detailed reports and required paperwork.
- Maintains vehicle and equipment in proper and safe working condition.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Duties, powers, authorities, and limitations of a Police Officer.
- State, federal, and local civil and criminal laws, regulations, codes, and ordinances.
- Principles of crime scene management, and the operation of specialized technical equipment.
- Texas criminal justice and court systems, and principles of criminal justice records management.
- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence, and search and seizure.
- Local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

### **Skill in:**

- Interpreting and applying criminal laws to information, evidence, and other data compiled.
- Working under stressful conditions and emergency situations.
- Investigating, researching, and analyzing facts and situations.
- Exercising controlled discretion, communicating with violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest and control techniques.
- Care, maintenance, and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
- Remaining alert at all times and reacting quickly and calmly in emergency situations.
- Preparing clear, comprehensive, and accurate reports.
- Establishing and maintaining cooperative working relationships with co-workers, officials, community groups, advocates, and representatives from local, state and federal agencies.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND successful completion of Police Academy training. Must maintain a level of physical fitness to meet Department standards.

## **CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas driver's license is required
- Basic Peace Officers License and certification from Texas Commission on Law Enforcement (TCOLE) is required.
- Depending on the needs of the City, additional licenses and certifications may be required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in the field to participate in investigations and tactical situations; may be exposed to physical attacks, all weather conditions, hazardous chemicals, infectious and communicable diseases; required to physically restrain persons.





CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Police Records Specialist  
**DEPARTMENT:** Police  
**JOB CODE:** 5140

---

**Pay Grade: 6**

**JOB DEFINITION:**

Under basic supervision, processes Port Lavaca Police Department (PLPD) Officer reports, enters data into secure computer databases, and distributes police reports according to established procedures; sorts, compiles and processes PLPD documents, and provides information within scope of authority.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs basic clerical and administrative duties in accordance with PLPD policy and procedures, including data entry, record keeping, and preparing and processing documents; performs duties within scope of authority and according to PLPD standards
- Processes PLPD Officer reports according to established procedures.
- Processes JUSTFoia requests, background checks, and open records requests from citizens and attorneys.
- Provides information, instructions and assistance to the public and others having business with PLPD; assists customers with requests, applications, government forms, and other documents.
- Collects case files and PLPD information, and compiles data for reports; receives and sends information to and from other agencies; maintains records and files.
- Participates in the storage and delivery of evidence to maintain the chain of evidence.
- Monitors sex offender registration files for noncompliance; processes file updates.
- Maintains and updates a variety of computer databases, resource management systems, and files; enters, edits, and retrieves data, and prepares reports.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

**KNOWLEDGE AND SKILLS REQUIRED:**

**Knowledge of:**

- City policies and procedures.
- Law enforcement and public safety agency terminology.
- Principles and practices of confidential records management, and file maintenance.

- Federal, State, and local rules and regulations regarding records management and processing of open records requests.
- Federal, State, and local rules and regulations regarding sex offender registration.

**Skill in:**

- Communicating clearly and concisely, and relaying details accurately.
- Handling multiple tasks simultaneously while under pressure of deadlines.
- Closely following verbal and written instructions and procedures.
- Dealing tactfully and courteously with the public, handling stressful situations and angry people, and obtaining information from hostile and emotional callers.
- Actively listening to speakers' statements, determining precise meanings, and synthesizing information.
- Communicating verbal and written instructions, advising callers of actions and consequences, and maintaining security of confidential information.
- .
- Operating a personal computer utilizing standard and specialized software and entering information with speed and accuracy.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND one year of clerical and computer experience; OR an equivalent combination of education, training, and experience.

**CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas driver's license may be required.
- A variety of technical training and certifications are required within one year of hire, including Telecommunicator Certification for access to National/Texas Crime Information Centers (NCIC/TCIC), and Texas Law Enforcement Telecommunications System (TLETS).

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and in a fast paced, high volume call center environment; incumbents must remain alert and responsive while coordinating stressful situations in a fluid and dynamic work environment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Police Sergeant  
**DEPARTMENT:** Police  
**JOB CODE:** 5030

---

**Pay Grade: 16**

**JOB DEFINITION:**

Under general supervision, supervises Police Officers of the Patrol Division of the Port Lavaca Police Department (PLPD); schedules and coordinates shift activities to maintain order in the City, enforce state and federal laws and City ordinances, and assist the general public.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Enforces state and federal laws, and City regulations; maintains discipline, and resolves operational issues using sound judgment and technical knowledge.
- Supervises Police Officers and other assigned staff; schedules and coordinates shift activities; performs work according to PLPD policies to enforce laws, preserve peace, maintain order, solve problems, respond to requests for service, and promote crime prevention through community policing.
- Schedules and deploys Officers; assigns and prioritizes tasks; trains, motivates, and disciplines staff; assures that Officers are ready and prepared for duty, assures the lawful and consistent application of regulations and procedures, and assures that professional police services are provided to the public.
- Instructs and trains Officers; supervises activities, develops skills and competencies, and evaluates performance; conducts shift briefings, and assists Officers in the performance of their duties.
- Responds to incidents and accidents, and takes command when appropriate; manages basic investigations, and coordinates police response to a variety of situations; coordinates mutual assistance with regional law enforcement and emergency services agencies.
- Patrols City to preserve the peace, enforce the law, control vehicular traffic, and prevent and detect misconduct, misdemeanors, felonies, and other law violations; serves and protects the community.
- Preserves the peace of the community through mediation, investigation, intervention, assistance, and arrest; utilizes all lawful means to improve the quality of life by recognizing and resolving problems.
- Works with citizens to address the issues of safety, crime, fear of crime, and neighborhood disorder; assures citizens are treated with courtesy and respect; responds to citizen complaints.

- Performs crime investigation and detection, and arrest of persons involved in crimes and misconduct; interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at accident scenes; takes measurements and draws diagrams of scene; searches scene of crimes for clues; analyzes and evaluates evidence; prepares cases for giving testimony and testifies in court proceedings.
- Trains Officers and cross-trains in a wide variety of law enforcement skills and disciplines.
- Supervises the inspection, maintenance, repair, and replacement of PLPD equipment; reviews and approves detailed reports and required paperwork for accuracy and quality assurance
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Duties, powers, authorities, and limitations of a Police Officer.
- State, federal, and local civil and criminal laws, regulations, codes, and ordinances.
- Principles of crime scene management, and the operation of specialized technical equipment.
- Texas criminal justice and court systems, and principles of criminal justice records management.
- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence, and search and seizure.
- Tactics for deployment of law enforcement personnel and equipment at crime scenes.
- Local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

### **Skill in:**

- Interpreting and applying criminal laws to information, evidence, and other data compiled.
- Assuming incident command responsibilities and coordinating activities under emergency conditions.
- Evaluating facts and evidence, drawing logical conclusions, and making proper recommendations.
- Investigating, researching, and analyzing facts and situations.
- Exercising controlled discretion, communicating with violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest and control techniques.
- Care, maintenance, and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
- Remaining alert at all times and reacting quickly and calmly in emergency situations.
- Preparing clear, comprehensive, and accurate reports.
- Establishing and maintaining cooperative working relationships with co-workers, officials, community groups, advocates, and representatives from local, state and federal agencies.
- Supervising staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND five years' experience as a sworn Law Enforcement Officer, preferably in the State of Texas; OR an equivalent combination of education, training and experience. Must maintain a level of physical fitness to meet Department standards.

**CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas driver's license is required
- Intermediate Peace Officers License and certification from Texas Commission on Law Enforcement (TCOL) is required.
- Depending on the needs of the City, additional licenses and certifications may be required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and in the field to lead investigations and tactical situations; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases; required to physically restrain persons.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Administrative Assistant  
**DEPARTMENT:** Ports & Harbors  
**JOB CODE:** 1210

---

**Pay Grade: 6**

**JOB DEFINITION:**

Under basic supervision, performs a variety of highly responsible administrative, technical support, and customer service duties for the Port Commission and Harbor Master. Provides technical and administrative support related to a variety of Administrative functions.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs technical support functions for Harbor Master, requiring understanding of municipal government operations, open meeting procedures, and City services and priorities; maintains information confidentiality, and performs duties with discretion and within scope of authority.
- Manages special assignments related to the Ports & Harbors fund, requiring knowledge of City policies and procedures.
- Maintains and updates a variety of computer databases and files; enters, edits, and retrieves data, and prepares reports.
- Gathers and assembles information and materials for special projects related to Ports & Harbors fund.
- Processes a variety of administrative forms, maintains City records and information tracking systems; prepares and updates records, forms, and reports; prepares complex correspondence, reports and administrative documents related to Port Commission properties, leases, Tariffs, etc.
- Attends City Port Commission meetings; prepares information packets; takes and distributes meeting minutes.
- Provides administrative support to the Port Commission and Harbor Master.
- Assists Harbor Master with the annual budget process, purchasing, and procurement.
- Updates information on the City's web site.
- Explains City rules, policies, and procedures; provides customer services, and retrieves and releases information according to procedures.
- Arranges and schedules appointments and meetings; opens and distributes mail; makes travel arrangements; processes registrations.
- Screens visitors and phone callers; resolves issues and complaints as appropriate.
- Orders and distributes supplies and processes invoices.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains

absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City organization, operation, policies, and procedures.
- Municipal government executive functions, political environments, and confidentiality standards.
- Basic standards for business correspondence, writing, spelling, and grammar.
- Principles of record keeping, accounting, and records management.
- Customer service standards and protocols.

### **Skill in:**

- Working independently, maintaining composure and discretion, and working effectively in a high-pressure environment with changing priorities.
- Prioritizing and completing assignments with minimum supervision.
- Compiling data, and preparing reports, technical documents, and correspondence.
- Planning, organizing, and managing administrative services.
- Maintaining accurate records, and entering information into a computer system with speed and accuracy.
- Dealing tactfully and courteously with the general public and others seeking information about City functions and activities.
- Establishing and maintaining cooperative working relationships with co-workers.
- Using a personal computer and basic software applications.
- Communicating effectively verbally and in writing,

## **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND four years of customer service, accounting, and computer experience, including executive support in a public sector environment; OR an equivalent combination of education, training and experience.

- State of Texas driver's license may be required.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



# CITY OF **PORT LAVACA**



---

**JOB TITLE:** Harbor Master  
**DEPARTMENT:** City Administration  
**JOB CODE:** 5210

---

**Pay Grade: 17**

---

## **JOB SUMMARY:**

Under the general administrative direction of the City Manager, the incumbent is responsible for the operation, maintenance and oversight of all properties now or subsequently owned by the City which are designated port, wharf and dock property or waters, including the Nautical Landings office building (Ports and Harbors properties); manages leases for land tracts, building spaces, boat slips and dock spaces, as well as overseeing service contracts related to property maintenance; prepares activity reports; attends all Port Commission meetings and presents recommendations concerning repairs, improvements, and general operations of Ports and Harbors facilities; directs and oversees the work of administrative assistant staff; works under the supervision and policy guidance of the City Manager and is expected to exercise sound judgment and initiative in fulfilling responsibilities; work is coordinated through and reviewed by the City Manager to ensure alignment with city policies and objectives.

## **ESSENTIAL JOB FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Aids in coordinating enforcement of all Federal, State and local laws, rules, ordinances and regulations affecting Ports and Harbors properties.
- Manage leases and payments on rental property and assists in collection of delinquent accounts and evictions.
- Responsibility for maintaining cleanliness and performing or overseeing a variety of regular inspections, maintenance, repair, and contracts for the Ports and Harbors properties.
- Receives reports/complaints from lessees regarding condition/use of Ports and Harbors properties.
- Prepares reports on all Ports and Harbors properties activities and attends all Port Commission meetings.
- Makes recommendations regarding improvements, repairs of Ports and Harbors properties and leases.
- Coordinates work with engineering firms regarding specifications, schedules, permits and grants and provides site management for Ports and Harbors capital improvement projects.
- Participates in marketing Ports and Harbors properties.



- Provides expertise in the development and enforcement of the Ports and Harbors budget and Tariff Circular
- Ensuring continuous improvement of customer service and quality standards.
- Ability to respond to emergency situations which could require accommodating on-call working and/or unsociable hours.
- Perform other tasks as assigned.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- State and Federal regulations governing municipal ports, harbors and waterways
- Methods, materials, and equipment used in municipal ports, harbors and waterways construction, maintenance, and repair.
- Basic principles of record keeping and records management.
- Management principles for efficient and cost-effective management of allocated resources, including personnel administration, procurement, accounting, budgeting, grant management, and project management.

### **Skill in:**

- Interpreting and applying engineering and safety standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Reading, and interpreting plans, specifications, schedules and permit requirements.
- Calculating and preparing budgets.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining cooperative working relationships with co-workers, community groups, board members, and representatives from other local, state, and federal agencies.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Using a personal computer and specialized software applications.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent.; Bachelors or Associate degree preferred; AND five years of ports, harbors and marine operations experience, including supervisory experience; OR an equivalent combination of education, training and experience.

## **CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas driver's license, Class "C"
- According to the needs of the City, specific training and certifications may be required

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and at City facilities and work sites; may be exposed to extreme weather, wet/slippery areas with narrow walking space adjacent to deep water, and other safety hazards, and dangerous tools and equipment; must have good memory recall and reading comprehension skills to keep abreast of laws, rules and regulations affecting municipal ports and harbor operations, terms of lease agreements and regulations affecting collection of tariffs; be able to work under stressful conditions, often with irate or uncooperative facility lessees, have ability to understand instructions and implement requirements of leases, laws, rules and regulations affecting Ports and Harbors operations, ability to interact well with a wide range of service contractors, lessees, industrial business leaders, elected and appointed officials, staff, employees and the general public under conditions, ranging from normal to extremely stressful; available to attend out of town, (some multi-day) seminars and/or training programs as required; must have a good driving record.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Director of Public Works  
**DEPARTMENT:** Public Works  
**JOB CODE:** 7100

---

**Pay Grade: 24**

**JOB DEFINITION:**

Under general administrative direction of the City Manager, directs the Public Works Department (PWD) operations, including water, sewer, streets, drainage, parks, and harbors; plans and directs maintenance and repair projects for the City's infrastructure, and directs operations of water and wastewater treatment plants.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Directs, plans, and coordinates operations of the Public Works Department (PWD) , including, water, sewer, streets, drainage, and the maintenance of municipal buildings and the Bauer Community Center, through effective planning, staff management, resource allocation, and sound fiscal practices; establishes priorities, policies, and procedures to meet City goals.
- 
- Exercises independent judgment within broad policy guidelines; evaluates PWD issues, reviews trends, develops solutions, and identifies corrective strategies.
- Directs PWD staff; develops work schedules and assigns tasks and projects; instructs and trains staff, monitors work, and evaluates performance; analyzes workload trends and implements staffing and assignment adjustments; meets regularly with staff to discuss and resolve priorities, assignments, problems, workload, quality standards, and technical issues.
- Directs operations of the water and wastewater treatment plants, works independently, and makes appropriate decisions based on work experience and authority; operates and maintains plants according to Texas Commission on Environmental Quality (TCEQ) standards; makes operational adjustments as needed to maintain quality standards; assures that water and wastewater operations and output meets state standards.
- Plans maintenance and repair activities, schedules staff and special projects, and purchases supplies and materials; inspects job sites to assure work meets quality and safety standards.
- Interprets and explains safety and quality standards, complex technical variables, applicable federal and state rules and regulations, and City policies and procedures; monitors PWD operations and verifies compliance with rules and regulations.
- Gathers, interprets, evaluates, and analyzes operational data, and prepares reports and recommendations; reviews staff reports, and monitors budgets, expenditures, and grants; and provides technical advice and assistance to the City Manager, Parks Board, City Council, developers, and the public.

- Reviews plans and specifications for construction and renovation projects, and new subdivisions to assure compliance with city design criteria; secures pricing quotes on capital improvement projects.
- Coordinates staffing and training with Parks Department.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information.
- Performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- State and Federal regulations governing municipal utilities, environmental science, and the treatment and transmission of water/wastewater; including United States Environmental Protection Agency (US EPA), and Texas Commission on Environmental Quality (TCEQ).
- TCEQ quality regulations, inspection protocols, best practices, and compliance standards.
- Principles and practices of managing municipal infrastructure development and maintenance.
- Principles of design, construction, and maintenance of public works infrastructure.
- Methods, materials, and equipment used in public works construction, maintenance, and repair.
- Management principles for efficient and cost-effective management of allocated resources, including personnel administration, procurement, accounting, budgeting, grant management, and project management.

### **Skill in:**

- Interpreting and applying engineering and safety standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Writing, reading, and interpreting plans and specifications.
- Calculating and preparing budgets.
- Analyzing and evaluating PWD technical data and construction documentation.
- Analyzing PWD issues, evaluating alternatives, and developing solutions and strategies.
- Analyzing City needs and developing infrastructure management strategies to meet goals.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining cooperative working relationships with co-workers, community groups, advocates, and representatives from other local, state, and federal agencies.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Using a personal computer and specialized software applications.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Engineering, Public Administration, Business Administration or related field; AND seven (7) years of increasingly responsible public works program management experience, including water and wastewater plant operations experience; OR an equivalent combination of education, training and experience.

**CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas driver's license.
- TCEQ Class B Water Distribution Operator license.
- TCEQ Class B Wastewater Treatment Operator license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and on location at City facilities and work sites. May be exposed to extreme weather conditions and hazardous equipment and chemicals.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Office Manager  
**DEPARTMENT:** Public Works  
**JOB CODE:** 7180

---

**Pay Grade: 10**

**JOB DEFINITION:**

Under basic supervision, is responsible for coordinating the day-to-day operations of the public works department, performs a variety of responsible administrative, technical support, regulatory compliance and customer service duties for the Streets, Parks & Recreation, Water Distribution, and Wastewater Collection and Treatment departments.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs technical support functions for assigned department, requiring understanding of municipal government operations, and City services and priorities; maintains information confidentiality, and performs duties with discretion and within scope of authority.
- Manages special assignments, requiring knowledge of City policies and procedures.
- Maintains and updates a variety of computer databases and files; enters, edits, and retrieves data, and prepares reports; reviews and processes invoices and work orders.
- Gathers and assembles information and materials for special assignments and projects.
- Processes a variety of administrative forms, maintains and updates City records and information tracking systems; prepares correspondence, reports, accounting documentation, and administrative documents.
- Purchases and distributes supplies, and manages inventory; works with vendors, verifies deliveries and services, and resolves customer service and technical issues.
- Explains City rules, policies, and procedures; provides customer services, and retrieves and releases information according to procedures.
- Provides information, instructions, and assistance to the public and others having business with the City; assists customers with requests, applications, and other documents.
- Arranges and schedules appointments and meetings; opens and distributes mail; makes travel arrangements; processes registrations.
- Assists with the annual budget process, monitors monthly budget expenditures, approves department purchases, and submits all invoices to accounts payable for payment.
- Screens visitors and phone callers; resolves issues and complaints as appropriate.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information

- Assists in the human resources functions related to disciplinary action, annual reviews, terminations, interviews, certification pay, and new hires and registers employees for school, training, and license testing.
- Coordinates and tracks permits issued for digging through Texas 811 and TxDOT, reports gas line breaks to Railroad Commission, and submits and tracks necessary paperwork and correspondence for claims.
- Responsible for the supervision of the Lighthouse Beach Attendant.
- Maintains and reports the disinfectant monitoring for TCEQ reports, and coordinates the water sampling activities on a monthly and quarterly basis, along with the associated reporting and maintaining all records for TCEQ yearly inspection.
- Required to perform operations in the field related to the operation of neighborhood splash pads, on-location project meetings contractors, and project inspections.
- Oversees asset management and GIS functions performed by staff.
- Performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City organization, operation, policies, and procedures.
- Federal, State, and local Policies, laws, rules, and regulations covering specific areas of assignment, including safety, water, and wastewater quality standards.
- City administration policies, including accounting, budgeting, payroll, and personnel rules.
- Operations, services, and activities of Streets, Parks & Recreation, Water Distribution, and Wastewater Collection and Treatment.
- Methods and techniques of researching and compiling data for reports and presentations.
- Customer service principles, protocols, and methods.
- Principles of record keeping, records retention, accounting, and file maintenance.
- Knowledge of plant equipment, instrumentation, computers, and standard software applications.

### **Skill in:**

- Working independently, maintaining composure and confidentiality, and working effectively in a high-pressure environment with changing priorities.
- Understanding, and applying relevant rules, ordinances, codes, regulations, policies, procedures, administrative orders, and other governing regulations.
- Interpreting and explaining policies and procedures of assigned departments.
- Using initiative and independent judgment within established procedural guidelines.
- Researching and compiling data for reports and technical documents.
- Dealing tactfully and courteously with the public.
- Following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers and vendors.
- Communicating effectively verbally and in writing.
- Using a personal computer including Microsoft applications.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND five (5) years of water/sewer system construction and/or municipal public works experience, preferably in a public sector environment; OR an equivalent combination of education, training and experience.

**CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas driver's license.
- TCEQ Class C water and wastewater license, or ability to obtain within six (6) months of hire.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment and outdoors on construction sites, and other city facilities. May be exposed to extreme weather conditions and hazardous equipment/chemicals.





CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Senior Streets Maintenance Worker  
**DEPARTMENT:** Public Works  
**JOB CODE:** 6040

---

**Pay Grade: 7**

**JOB DEFINITION:**

Under basic supervision, performs skilled and semi-skilled general labor, maintenance, and repair work for the City; maintains City streets, parks, utility infrastructure, facilities, and grounds, in accordance with all safety regulations and procedures.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of skilled and semi-skilled labor tasks, and specialized vehicle and equipment operation for the Public Works Department (PWD) in order to maintain streets, roadway, utility infrastructure, parks, grounds, traffic controls, and facilities; duties may vary according to job assignment and individual skills.
- Follows all safety rules and regulations, and City procedures.
- Performs work in compliance with PWD quality standards and safety regulations.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations; recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Operates a variety of equipment and vehicles.
- Maintains and cleans vehicles, equipment, workshop, and PWD maintenance yard.
- Performs the duties of a PWD Maintenance Worker as needed to meet workload demand.
- Ensures operations are completed in a timely and safe manner.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information.
- Performs related duties as assigned or required.

**KNOWLEDGE AND SKILLS REQUIRED:**

**Knowledge of:**

- City policies and procedures.
- Applicable state and federal laws and regulations.
- Methods, materials, tools, and equipment used in City construction, repair, and maintenance projects.
- Federal and state traffic and safety regulations.

- Vehicle and equipment maintenance procedures and practices.
- City geography, traffic patterns, streets, landmarks, and facility locations

**Skill in:**

- Using and maintaining power and hand tools.
- Safe and efficient operation and maintenance of vehicles and equipment according to standard operating and safety procedures.
- Following and maintaining safety standards.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND two years of experience operating specialized vehicles and maintenance equipment, including heavy equipment; OR an equivalent combination of education, training and experience.

**CERTIFICATIONS, LICENSES, REGISTRATION:**

- Valid Texas Commercial Motor Vehicle Operators License with Air Brake Endorsement

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed at City facilities and work sites; requires constant physical efforts, and ability to lift and move items weighing up to one hundred pounds; may be exposed to safety hazards, extreme weather conditions, and dangerous tools and equipment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Streets Maintenance Worker  
**DEPARTMENT:** Public Works  
**JOB CODE:** 6050

---

**Pay Grade: 4**

**JOB DEFINITION:**

Under basic supervision, performs unskilled and semi-skilled general labor, maintenance, and repair work for the City; maintains City streets, infrastructure, facilities, and grounds, in accordance with all safety regulations and procedures.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of unskilled and semi-skilled labor tasks for the Public Works Department (PWD) in order to maintain streets, roadway, storm sewers, infrastructure, parks, grounds, traffic controls, and facilities; duties may vary according to job assignment and individual skills.
- Performs manual labor tasks in the construction, maintenance, and repair of streets and roadway; assists in resurfacing, patching, sweeping, grading, and shaping roads; digs and fills holes; clears and repairs roadway, shoulders, storm drains, and adjoining areas; clears trash, brush, weeds, and debris from roadways.
- Repairs and replaces street signs.
- Cleans and maintains City buildings and facilities.
- Follows all safety rules and regulations, and City procedures.
- Performs work in compliance with PWD quality standards and safety regulations, sets up traffic control.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations; recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Learns to operate a variety of equipment and vehicles.
- Maintains and cleans vehicles, equipment, workshop, and PWD maintenance yard.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information.
- Performs related duties as assigned or required.

**KNOWLEDGE AND SKILLS REQUIRED:**

**Knowledge of:**

- City policies and procedures.
- Tools and equipment used in City construction, repair, and maintenance projects.

- Basic traffic and safety regulations.
- City geography, traffic patterns, streets, landmarks, and facility locations

**Skill in:**

- Using and maintaining power and hand tools.
- Safe and efficient operation and maintenance of tools and equipment according to standard operating and safety procedures.
- Following and maintaining safety standards.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent; OR an equivalent combination of education, training and experience.

**CERTIFICATIONS, LICENSES, REGISTRATION:**

- Valid Texas Commercial Motor Vehicle Operators License with Air Brake Endorsement or ability to obtain within one (1) year of hire.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed at City facilities and work sites; requires constant physical efforts, and ability to lift and move items weighing up to one hundred pounds; may be exposed to safety hazards, extreme weather conditions, and dangerous tools and equipment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Streets Superintendent  
**DEPARTMENT:** Public Works  
**JOB CODE:** 6025

---

**Pay Grade: 17**

**JOB DEFINITION:**

Under basic supervision, plans, coordinates, and manages Street Department work crews engaged in the repair, maintenance, and construction of streets, roadways, traffic devices, and other Street Department projects; trains, inspects, and monitors work crews in the field, and assures proper safety standards and procedures are followed.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages operations of the Street Department repair and maintenance work crews; works independently, and makes appropriate decisions based on work experience and authority; assures that Street Department operations and projects meet state standards; sets project priorities and allocates labor, materials, and equipment for specific projects.
- Plans, coordinates, and manages work crews engaged in the repair, maintenance, and construction of streets, roadways, traffic control devices, landscaping, and other Street Department projects; inspects work sites to assure that safety rules and regulations are followed, and that work area and all equipment are in safe operating condition.
- Monitors Street Department operations to identify and resolve problems and priorities; reviews the work of assigned staff to assure the work quality and the efficient and timely accomplishment of assigned duties; assures the use of effective maintenance and repair techniques, and sound operational and technical practices to meet Street Department goals and project objectives
- Supervises assigned staff; develops work schedules and assigns tasks and projects; trains and coaches staff, develops staff skills, and conducts performance evaluations; analyzes workload trends, and implements staffing and assignment adjustments; meets regularly with staff to discuss and resolve priorities, assignments, problems, workload, and technical issues.
- Plans maintenance and repair activities, schedules staff and special projects, and purchases supplies and materials; inspects job sites to assure work meets quality and safety standards.
- Compiles and evaluates operational data, and prepares status and summary reports; manages expenditures, contractors, bid procedures, and vehicle/equipment maintenance.
- Coordinates Street Department projects with City departments and regional agencies.
- Performs the duties of a Street Department Maintenance Worker as needed to meet workload demand.

- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information.
- Performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- State and Federal regulations governing public works programs and projects, including Manual on Uniform Traffic Control Devices (MUTCD), and TxDOT standards, protocols, and guidelines for public works construction and safety standards in traffic environments.
- Principles, practices, and techniques of road and infrastructure maintenance and repair.
- Occupational hazards and safety precautions in construction zones, including traffic laws and rules involved in vehicle and equipment operation, and techniques of traffic control.
- Principles and practices of managing infrastructure development and maintenance.
- Environmentally responsible and resource-efficient repair and maintenance techniques.

### **Skill in:**

- Interpreting and applying Street Department operational and safety standards and procedures, applicable federal and state rules and regulations, and City policies and procedures.
- Supervising staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Promoting and enforcing safe work practices.
- Working independently to complete daily activities according to work schedule.
- Inspecting, servicing, and maintaining vehicles and specialized equipment.
- Using tools and equipment for plumbing, carpentry, electrical, masonry, and metalwork.
- Establishing and maintaining cooperative working relationships with co-workers.
- Using a personal computer and basic software applications.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND five (5) years of public works project construction and maintenance experience, including supervisory experience; OR an equivalent combination of education, training and experience.

- State of Texas driver's license is required; commercial driver's license may be required.
- According to the needs of the City, specific training and certifications may be required, including herbicide/pesticide application license.

## **CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas driver's license is required; commercial driver's license may be required.
- According to the needs of the City, specific training and certifications may be required.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and at City facilities and work sites; may be exposed to safety hazards, extreme weather conditions, and dangerous tools and equipment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Streets Crew Leader  
**DEPARTMENT:** Public Works  
**JOB CODE:** 6040a

---

**Pay Grade: 9**

**JOB DEFINITION:**

Under basic supervision, performs skilled and semi-skilled general labor, maintenance, and repair work for the City, and coordinates the activities of work crews; maintains City streets, parks, infrastructure, facilities, and grounds, in accordance with all safety regulations and procedures.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of skilled and semi-skilled labor tasks, and specialized vehicle and equipment operation for the Public Works Department (PWD) in order to maintain streets, roadway, sewers, infrastructure, parks, grounds, and facilities.
- Leads work crews performing skilled and semi-skilled general labor, construction, maintenance, and repair work; verifies paperwork is in order, employees are ready to work, employees have everything they need for the job, and that all safety rules and regulations are followed.
- Coordinates and assigns staff, vehicles, and equipment; checks work activities for compliance to quality standards, safety regulations, and City procedures.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations; recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Operates a variety of equipment and vehicles.
- Leads the maintenance of vehicles, equipment, work shop, and PWD maintenance yard in accordance with City procedures.
- Performs the duties of a PWD Heavy Equipment Operator as needed to meet workload demand.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information.
- Performs related duties as assigned or required.

**KNOWLEDGE AND SKILLS REQUIRED:**

**Knowledge of:**

- City policies and procedures.
- Applicable state and federal laws and regulations.

- Methods, materials, tools, and equipment used in City construction, repair, and maintenance projects.
- Federal and state traffic and safety regulations.
- Vehicle and equipment maintenance procedures and practices.
- City geography, traffic patterns, streets, landmarks, and facility locations

**Skill in:**

- Assigning, overseeing, and coordinating a work crew.
- Using and maintaining power and hand tools.
- Safe and efficient operation and maintenance of vehicles and equipment according to standard operating and safety procedures.
- Following and maintaining safety standards.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Working independently to complete daily activities according to work schedule.
- Communicating effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND two (2) years experience operating specialized vehicles and maintenance equipment, preferably with the City of Port Lavaca; OR an equivalent combination of education, training, and experience.

**CERTIFICATIONS, LICENSES, REGISTRATION:**

- State of Texas driver's license is required; commercial driver's license may be required.
- According to the needs of the City, specific training and certifications may be required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed at City facilities and work sites; requires constant physical efforts, and ability to lift and move items weighing up to fifty pounds; may be exposed to safety hazards, extreme weather conditions, and dangerous tools and equipment.





CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Customer Service Representative  
**DEPARTMENT:** Utility Billing  
**JOB CODE:**

---

**Pay Grade: 5**

**JOB DEFINITION:**

Under basic supervision, performs daily tasks including receiving payments, reviewing, processing and/or investigating requests for and questions about utilities service and billing charges.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provides customer services, answers and responds to inquiries by telephone, e-mail and in person related to utility services regarding sewer and water data, billing data, solid waste service and fees, and connection fee charges; conducts research and answers complaints regarding incorrect charges and recommends necessary adjustments; processes and monitors service requests; notifies customers about delinquent bills.
- Explains the solid waste pick-up schedule to include regular service, brush and bulky pick-up intervals and interprets the collection map for customers.
- Receives payments for Utilities, processes to facilitate collection of revenue, and records transactions on customer accounts. Reconciles daily cash collections and credit card transactions.
- Maintains necessary records as to location and status of residences or businesses within assigned areas; enters report information, sans paperwork, and prepares necessary oral and written reports and communications.
- Acts as a liaison between sewer and water departments, solid waste collection contractor, builders, contractors, property owners, and other governmental agencies with respect to information exchange.
- Reviews computer printouts of water, solid waste and wastewater to ensure accuracy of billings related to service charges, reviews for bank drafts pending and extensions, and adds late fees where applicable.
- Sets up new accounts for customers requesting utility service, handles turn-offs for customers closing their accounts; transfers accounts for customers who are moving; and updates records on the computer system.
- Generates and completes work orders for meter repairs, installations, and customer services, and additional solid waste containers and/or repairs.

- Collects and reports bad debt payments received to collection agency; establishes payment plans for customers; grants extensions for customers needing more time to pay bill; makes adjustments to customer accounts for NSF checks.
- Enters government payments and processes permit, food permit, finance, and Boat Harbor payments.
- Performs related work as required.
- Position may be deemed essential during periods of emergency.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Principles and practices of accounting, bookkeeping, and records maintenance.
- Principles, practices, and methods of municipal utility billing and collections.
- Federal, state, and local regulations and laws pertaining to water utilities.
- Computer record keeping and file maintenance principles and procedures.
- Customer service standards and protocols.
- Procedures and techniques for account collections.
- Business computers and standard software applications.

### **Skill in:**

- Reading and interpreting documents such as operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.
- Ability to communicate effectively and efficiently orally and in writing, to communicate ideas, facts, and technical information accurately, thoroughly, and in an easily understood manner.
- Utilizing Microsoft Office, InCode, and other specialist software programs.
- AccuratePerforming mathematical calculations.
- Ability to maintain confidentiality regarding financial matters.
- Ability to identifying, analyzing, and solving problems, and identifying alternatives or solutions, and consequences of proposed actions, when needed.
- Ability to answer inquiries from the public in a respectful, tactful, courteous, effective, and professional manner.
- Ability to organize and complete multiple work assignments, meeting objectives and deadlines, and following directions.
- Knowledge of principles, practices, and methods of municipal utility billing and collections; Knowledge of federal, state, and local regulations and laws pertaining to water utilities.
- Entering numerical data into a computer system with skill and accuracy.
- Skill in establishing and maintaining effective working relationships with co-workers, regional agencies, and financial institutions.

## **MINIMUM QUALIFICATIONS:**

Possession of a High School Diploma or GED and one (1) year customer service experience with cash handling or related experience.

**CERTIFICATIONS, LICENSES, REGISTRATION:**

- N/A

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment; required to perform moderate physical work and lift and carry up to 30 pounds.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Utility Billing Supervisor  
**DEPARTMENT:** Utility Billing  
**JOB CODE:** XXXX

---

**Pay Grade: 11**

**JOB DEFINITION:**

Under general direction of the Finance Department oversees the daily functions of Utility billing services including supervising the utility services staff, providing direction to contractors to ensure maintenance and processing of data related to utility billing, utility services, and utility accounts within an automated office environment. Employee may assist other office support positions within the respective operational area. Work involves considerable contact with the public.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Oversees the daily operation of utility services including supervising, coordinating, training, and evaluating job assignments, supporting technical development of subordinate staff members, planning, organizing, and scheduling resources, and reviewing and monitoring staff duties and interactions with customers.
- Manages the operation of the automatic meter reading computer system, investigates meter monitoring issues, searches for missing meter information, customer leaks, non-reading meters, and other meter/account information issues, creates work orders for techs to field inspect, completes work orders and determines next steps.
- Handles difficult customer contacts involving account disputes, collections, water turn-offs, etc., explaining the City's policies and procedures regarding the aspects of meter installation, testing, water billing, and payment collection; Receives and investigates complaints/disputes and recommends corrective action, as necessary to resolve complaints/disputes; Directs and interprets the research and analysis of customers' problems and inquiries; Compiles reports and maintains records of services rendered.
- Manages and assists in contracts with several third-party providers to include but not limited to: meters, meter testing, banking partners related to utility billing services, credit card processing companies, and software vendors.
- Maintains billing schedules and all phases of preparing monthly utility billings; Maintains penalty schedules on past due accounts and generates monthly accounts receivable statements; Prepares monthly cut-off listing and ensures receipt of payments on delinquent accounts; Maintains payment arrangements and contracts.

- Coordinates utility billing and collections activities with the meter reading process and other City departments, as appropriate.
- Assists utility services staff with receiving and processing utility billing payments; participates in receiving, reconciling, and depositing funds, reconciling checks, statements, utility bills and computer summary reports; accepts and posts payments, balances cash, change fund, or petty cash drawer.
- Oversees service order requests, new account set-up, and service disconnections; provides information regarding account balances, deposits, new service connection, service disconnection, and other utility matters; Maintains and audits utility account service requests, billing statements, and related reports; Inputs and maintains accurate adjustments and miscellaneous charges.
- Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store, and/or retrieve information as requested or otherwise necessary; summarizes data in preparation of standardized reports.
- Prepares regular reports of utility billing activities including all work orders with descriptive task, assigned staff, and status, adjustments with justifications and resolutions, billing registers, listing of accounts requiring rereads and justifications, listing of accounts with estimated bills and justifications, and any other reports deemed necessary by the Finance Director.
- Compiles reports with utility billing and consumption data with multi-year comparison and analysis and any reports deemed necessary to meet public needs.
- Develops, coordinates, and maintains good relationships with the public, outside agencies, vendors, and other City departments; Coordinates programs and activities with other City Departments, as may be necessary.
- Assists in developing written policies, writing policy change recommendations, or managing the consistent application of existing policies.
- Other duties as assigned or required to perform the functions of the position.

## **KNOWLEGDE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures.
- Principles and practices of accounting, bookkeeping, and records maintenance.
- Principles, practices, and methods of municipal utility billing and collections.
- Federal, state, and local regulations and laws pertaining to water utilities.
- Computer record keeping and file maintenance principles and procedures.
- Supervisory methods and techniques.
- Customer service standards and protocols.
- Procedures and techniques for account collections.
- Business computers and standard software applications.

**Skill in:**

- Reading and interpreting documents such as operating and maintenance instructions, and procedure manuals. Communicating effectively and efficiently orally and in writing, to communicate ideas, facts, and technical information accurately, thoroughly, and in an easily understood manner.
- Utilizing Microsoft Office, InCode, and other specialist software programs.
- Performing mathematical calculations.
- Maintaining confidentiality regarding financial matters.
- Identifying, analyzing, and solving problems, and identifying alternatives or solutions, and consequences of proposed actions, when needed.
- Answering inquiries from the public in a respectful, tactful, courteous, effective, and professional manner.
- Organizing and completing multiple work assignments, meeting objectives and deadlines, and following directions.
- Entering numerical data into a computer system with skill and accuracy.
- Establishing and maintaining effective working relationships with co-workers, regional agencies, and financial institutions.

**MINIMUM QUALIFICATIONS:**

Possession of a high school diploma or GED (Associate Degree from an accredited college is preferred), and three (3) years of experience in municipal/government/utility billing, collection, customer service, accounting, auditing, or related functions and operations which includes at least one (1) year of experience in a supervisory or “team leader” capacity; or any equivalent combination of education training and experience.

**CERTIFICATIONS, LICENSES, AND REGISTRATION:**

- Valid State of Texas driver’s license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Meter Technician  
**DEPARTMENT:** Utility Billing  
**JOB CODE:** XXXX

---

**Pay Grade: 6**

**JOB DEFINITION:**

The Meter Technician is responsible for the installation and maintenance of water meters and the City's AMR/AMI Meter System. Under the general direction of the Customer Services Supervisor, the Meter Technician evaluates and interprets water usage information from the AMR/AMI meter system from meter equipment and/or computer. Works closely with the City's Utility Billing process to ensure the accuracy and integrity of the customer billing process.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists with the daily operation of utility services,
- Assists in planning, coordinating, and overseeing the city's meter program and interface units including meter reading, testing, repair, and replacement, residential and commercial water service turn on/off's, and follow-ups on service requests and work orders.
- Completes work orders pertaining to billings, checks for errors, and performs disconnects, and reconnects.
- Installs new meters and connects customer with water supply.
- Maintains automated utility system database to ensure data accuracy.
- Handles difficult customer contacts involving account disputes, collections, water turn-offs, etc., explaining the City's policies and procedures regarding the aspects of meter installation, testing, water billing, and payment collection; Research and interprets customers' problems and inquiries; Compiles reports and maintains records of services rendered.
- Inspects meter boxes for leaks and cracks including cleaning out box, digging, and removing box if necessary.
- Maintains city equipment including vehicles and tools.
- Performs related duties as assigned or required.

**KNOWLEDGE AND SKILLS REQUIRED:**

**Knowledge of:**

- City policies and procedures.
- Complicated mathematics such as business math, simple algebra and geometry, or elementary statistics.

- Computer record keeping and file maintenance principles and procedures.
- Customer service standards and protocols.
- Water meter system operations.
- Business computers and standard MS Office software applications.

**Skill in:**

- Evaluating and interpreting water usage information from the AMS meter system from meter equipment and/or computer.
- Using handheld tools in confined spaces.
- Entering data into a computer system to track work orders and other information in an accurate and timely manner.
- Comfortable with reading, researching, and interpreting state and federal regulations such as Texas Commission on Environmental Quality (TCEQ) rules and City Codes and Ordinances.
- Maintaining records of work performed on a daily basis to provide proper billing information in an accurate and timely manner.
- May assist water/wastewater crews in the repair, maintenance and construction of water and wastewater mains and/or services, if necessary.
- Ability to read and interpret meters, maps, blueprints, gauges, dials, and technical handbooks.
- Following verbal and written instructions and procedures.
- Establishing and maintaining good working relationships with customers, builders, contractors, and other City personnel.
- Communicating effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

Possession of a high school diploma or GED, and one (1) year of utility maintenance experience; or any equivalent combination of education training and experience.

**CERTIFICATIONS, LICENSES, AND REGISTRATION:**

- Valid State of Texas Class C Driver's License.
- Class "D" Water System Operator License, or obtain within the first six months of employment.
- Class "C" Water System Operator License, or obtain within the first two (2) years of employment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment and also outdoors; exposure to inclement and adverse weather conditions; required to perform moderate physical work, and lift and carry up to 80 pounds.





CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Utilities Crew Leader  
**DEPARTMENT:** Public Works  
**JOB CODE:** 6040b

---

**Pay Grade: 9**

**JOB DEFINITION:**

Under basic supervision, supervises and coordinates the activities of work crews performing skilled and semi-skilled general labor, maintenance, and repair work for the City Water/Wastewater (W/W) infrastructure in accordance with all safety regulations and procedures.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of skilled and semi-skilled labor tasks, and specialized equipment operation for the Public Works Department (PWD) to maintain Water/Wastewater (W/W) infrastructure.
- Supervises work crews performing skilled and semi-skilled general labor, construction, maintenance, and repair work; coordinates and assigns staff, vehicles, and equipment; checks work activities for compliance with quality standards, safety regulations, and City procedures.
- Monitors work sites to verify that all safety rules and regulations are followed.
- Investigates water leaks and sewer complaints, and prioritizes repairs.
- Reviews work orders, checks status of jobs, completes daily work logs, reports, and prepares timesheets; monitors parts inventory and usage, and develops inventory re-orders.
- Trains work crew in City procedures, techniques, and safety standards; trains crew in the use and maintenance of equipment and tools.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations; recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Coordinates projects with City departments, regional agencies, and contractors.
- Operates a variety of equipment and vehicles.
- Performs the duties of a Utility Maintenance Worker as needed to meet workload demand.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information.
- Performs related duties as assigned or required.

**KNOWLEDGE AND SKILLS REQUIRED:**

**Knowledge of:**

- City policies and procedures.

- State and Federal regulations governing municipal utilities, environmental science, and the treatment and transmission of water/wastewater; including United States Environmental Protection Agency (US EPA), and Texas Commission on Environmental Quality (TCEQ).
- Methods, materials, tools, and equipment used in W/W construction, repair, and maintenance projects.
- TCEQ quality regulations, inspection protocols, best practices, and compliance standards.
- Federal and state traffic and safety regulations.
- OSHA safety rules and regulations, occupational hazards, and safety standards and precautions in hazardous traffic environments.
- Vehicle and equipment maintenance procedures and practices.
- City geography, traffic patterns, streets, landmarks, and facility locations.

#### **Skill in:**

- Supervising and coordinating a work crew, and assigning and evaluating work.
- Using and maintaining power and hand tools.
- Safe and efficient operation and maintenance of vehicles and equipment according to standard operating and safety procedures.
- Identifying unsafe conditions and mechanical problems.
- Following and maintaining safety standards.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Working independently to complete daily activities according to work schedule.
- Communicating effectively verbally and in writing.

#### **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND two (2) years' experience operating specialized vehicles and maintenance equipment, preferably with the City of Port Lavaca; OR an equivalent combination of education, training and experience.

#### **CERTIFICATIONS, LICENSES, REGISTRATION:**

- Valid Texas Commercial Motor Vehicle Operators License with Air Brake Endorsement
- TCEQ Class C Water Distribution and/or Class III Wastewater Collections licenses are required.
- According to the needs of the City, additional training and certifications may be required.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed at City W/W facilities and work sites; work requires moderate physical efforts and strength sufficient to occasionally lift and move items weighing up to one hundred pounds; may be exposed to safety hazards, gases, chemicals, extreme weather conditions, and dangerous tools and equipment. Physical dexterity is required to work in confined spaces and use precision tools and equipment; requires vision capacity to perform fine calibrations and differentiate between colored wires.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Utilities Superintendent  
**DEPARTMENT:** Public Works  
**JOB CODE:**

---

**Pay Grade: 17**

**JOB DEFINITION:**

Under basic supervision, manages the Utility Maintenance and Water/Wastewater (W/WW) Treatment sections of the Public Works Department (PWD); oversees the maintenance, operations, and repairs of the water distribution, and wastewater collection and treatment systems; manages W/WW maintenance workers and plant operators, assures compliance with state and federal regulations, and ensures adequate water pressure is maintained throughout the water distribution system.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages the W/WW utility work group to meet community and regulatory requirements for the city; sets project priorities and allocates labor, materials, and equipment for specific projects; evaluates and analyzes issues and recommends solutions to improve operations.
- Monitors W/WW operations to identify and resolve problems and priorities; reviews the work of assigned staff to assure the work quality, and the efficient and timely accomplishment of assigned duties; assures the use of effective maintenance and repair techniques, and sound operational and technical practices to meet W/WW program objectives.
- Supervises assigned staff; develops work schedules and assigns tasks and projects; trains and coaches staff, develops staff skills, and conducts performance evaluations; analyzes workload trends, implements staffing and assignment adjustments; meets regularly with staff to discuss and resolve priorities, assignments, problems, workload, and technical issues, and makes recommendations for promotions, transfers, suspensions, and terminations.
- Provides leadership, direction, and guidance in W/WW system management techniques and repair and maintenance procedures.
- Exercises independent judgment within PWD policy guidelines; evaluates W/WW issues, reviews trends, develops solutions, and identifies corrective strategies.
- Manages operations of the W/WW plants and repair and maintenance work crews; works independently, and makes appropriate decisions based on work experience and authority; operates and maintains plants according to Texas Commission on Environmental Quality (TCEQ) standards; makes operational adjustments as needed to maintain quality standards; assures that water and wastewater operations and output meets state standards.
- Plans maintenance and repair activities, schedules staff and special projects, and purchases supplies and materials; inspects job sites to assure work meets quality and safety standards.

- Gathers, interprets, evaluates, and analyzes operational data, and prepares reports for regulatory agencies; manages expenditures, contractors, and vehicle/equipment maintenance.
- Keeps records of lift stations hours of use and levels of wet wells.
- Supports the relationship between the City and the public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information.
- Performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- State and Federal regulations governing municipal utilities, environmental science, and the treatment and transmission of water/wastewater; including United States Environmental Protection Agency (US EPA), and Texas Commission on Environmental Quality (TCEQ).
- TCEQ quality regulations, inspection protocols, best practices, and compliance standards.
- Principles and practices of managing W/WW infrastructure development and maintenance.
- Principles of design, construction, and maintenance of W/WW plants and infrastructure.
- Safety rules and regulations, occupational hazards, and safety precautions in public utilities.
- Methods, materials, and equipment used in W/WW plant construction, maintenance, and repair.
- Management principles for efficient and cost-effective management of allocated resources, including personnel, purchasing, accounting, budgeting, and project management.

### **Skill in:**

- Interpreting and applying W/WW operational and safety standards and procedures, applicable federal and state rules and regulations, and City policies and procedures.
- Supervising staff, delegating tasks, and authority, and coaching to improve staff performance.
- Analyzing W/WW issues, evaluating alternatives, and developing solutions and strategies.
- Analyzing W/WW maintenance needs and developing plans and priorities to meet goals.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining cooperative working relationships with co-workers, community groups, advocates, and representatives from other local, state, and federal agencies.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Using a personal computer and specialized software applications.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; AND six (6) years of water and wastewater plant operations experience; OR an equivalent combination of education, training, and experience.

## **CERTIFICATIONS, LICENSES, AND REGISTRATION:**

- A valid State of Texas driver's license is required.
- TCEQ Water Distribution Operator C and Wastewater Treatment Operator C licenses.
- TCEQ Water Distribution Operator B and Wastewater Treatment Operator B licenses or the ability to acquire within one year are required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and at City W/WW facilities and work sites. May be exposed to extreme weather conditions, hazardous chemicals, and infectious diseases.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Utility Maintenance Worker  
**DEPARTMENT:** Public Works  
**JOB CODE:** 7150

---

**Pay Grade: 4**

**JOB DEFINITION:**

Under basic supervision, performs semi-skilled labor, cleans, repairs, and maintains water and wastewater lines and components of the City Water/Wastewater (W/W) distribution and collection system ; maintains and repairs facilities and equipment according to procedures.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Operates a variety of specialized equipment and performs manual labor tasks in order to maintain clean and safe City facilities for W/WW; follows all safety rules and regulations to minimize risk of accidents; duties may vary according to job assignment and experience.
- Performs a variety of maintenance activities, including water and wastewater line repair; cleans up trash and debris at work site, clean wastewater lines
- Operates and maintains a variety of vehicles and equipment in accordance with all safety regulations and procedures; reports mechanical problems requiring additional repair.
- Recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries
- Assists with meter change outs, Vacuum truck operation, reads GBRA meters, and determines chlorine residual
- Replaces fire hydrants and valves
- Make water and sewer taps for new customers
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

**KNOWLEDGE AND SKILLS REQUIRED:**

**Knowledge of:**

- City policies and procedures.
- Methods and tools used for maintenance and repair of the water and wastewater system.
- Methods, materials, and equipment used in W/W maintenance and repair.
- Safety rules and regulations, occupational hazards, and safety precautions in public utilities.

**Skill in:**

- Using and maintaining tools and equipment to perform maintenance and repair work.
- Following standardized methods and procedures, and verbal and written instructions.
- Performing basic plumbing repair activities.
- Identifying unsafe conditions and mechanical problems.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent; Valid Texas Commercial Motor Vehicle Operators License with Air Brake Endorsement or ability to obtain one within six months

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed at City W/W facilities and work sites; work requires physical efforts, and strength sufficient to lifting and moving items weighing up to one hundred pounds; may be exposed to safety hazards, gases, chemicals, and dangerous tools and equipment. Physical dexterity is required to work in confined spaces and use precision tools and equipment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Water Quality Specialist  
**DEPARTMENT:** Public Works  
**JOB CODE:**

---

**Pay Grade: 6**

**JOB DEFINITION:**

Under basic supervision, monitors and tests water quality, develops and maintains a database and records relating to water quality including spreadsheets, files, maps, and other documents to record dates, locations, test results, etc., reports any abnormalities, and performs routine flushing

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Collects daily chlorine residuals and weekly bacteriological water samples; monitors the supervisory control and data acquisition (SCADA) pumping station operations; reads and interprets various charts, dials, pressure levels, and gauges in the water and wastewater pumping stations.
- Prepares internal, State, and Federal reports.
- Performs routine flushing for water quality and dead-end flushing.
- Performs a variety of customer service tasks as needed, connects, disconnects, and reads meters; assists customers with various issues, including low water pressure, taste and odor, high usage, and water quality; monitors for unmetered or illicit use of water supplies and services.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information.
- Performs related duties as assigned or required.

**KNOWLEDGE AND SKILLS REQUIRED:**

**Knowledge of:**

- City policies and procedures.
- Applicable local, State, and Federal codes, regulations, and ordinances.
- Tools and equipment used in water quality testing, City construction, repair, and maintenance projects.
- Basic math and chemistry used in calculating water usage and chemical measurements.
- City geography, traffic patterns, streets, landmarks, and facility locations



**Skill in:**

- Using and maintaining power and hand tools.
- Safe and efficient operation and maintenance of tools and equipment according to standard operating and safety procedures.
- Following and maintaining safety standards.
- Closely following verbal and written instructions and procedures.
- Maintaining accurate records.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.
- Using a personal computer including MS Office applications.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent and one (1) year of utilities maintenance experience; OR an equivalent combination of education, training and experience.

**CERTIFICATIONS, LICENSES, REGISTRATION:**

- Valid Texas Commercial Motor Vehicle Operators License with Air Brake Endorsement or ability to obtain within one (1) year of hire.
- TCEQ Water Operator Class C License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed at City facilities and work sites; requires constant physical efforts, and ability to lift and move items weighing up to one hundred pounds; may be exposed to safety hazards, extreme weather conditions, and dangerous tools and equipment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Utility Maintenance Worker  
**DEPARTMENT:** Public Works - WWTP  
**JOB CODE:** XXXX

---

**Pay Grade: 4**

**JOB DEFINITION:**

Under basic supervision, maintains wastewater system; maintains and repairs facilities and equipment according to procedures.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Operates a variety of specialized equipment and performs manual labor tasks in order to maintain clean and safe City facilities for WWTP; follows all safety rules and regulations to minimize risk of accidents; duties may vary according to job assignment and experience.
- Collects and analyzes incoming wastewater for contaminants and pathogens and the effluent from wastewater plant; and analyzes and documents results
- Performs a variety of maintenance activities, including checking plant and pumps for proper function, greasing fittings, checking oil levels, checking belts, repairing malfunctioning pumps, cleaning and maintaining UV treatment room and fixtures, and making repairs on clarifiers as needed.
- Checks lift stations for proper performance, documents all hours and levels daily, removes obstructions, and replaces pumps when needed.
- Troubleshoots and repairs control panels as needed.
- Maintains lift station areas including mowing and weed eating and maintaining and repairing buildings.
- Operates and maintains a variety of vehicles and equipment in accordance with all safety regulations and procedures; reports mechanical problems requiring additional repair.
- Recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

**KNOWLEDGE AND SKILLS REQUIRED:**

**Knowledge of:**

- City policies and procedures, TCEQ regulations, and the National Electrical Code
- Methods and tools used for maintenance and repair of the water and wastewater system.

- Methods, materials, and equipment used in W/WW treatment process.
- Safety rules and regulations, occupational hazards, and safety precautions in public utilities.
- Electrical and pump repair.

**Skill in:**

- Using and maintaining tools and equipment to perform maintenance and repair work.
- Following standardized methods and procedures, and verbal and written instructions.
- Performing basic plumbing repair activities.
- Identifying unsafe conditions and mechanical problems.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent and two (2) years Utility Maintenance experience; or any equivalent combination of experience and/or education.

**CERTIFICATIONS, LICENSES, REGISTRATION:**

- Valid Texas Driver's License.
- TCEQ Wastewater Operator Class "D" License.
- TCEQ Wastewater Operator Class "C" License or ability to obtain within one (1) year of employment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed at City WW Treatment facilities; work requires physical efforts, and strength sufficient to lifting and moving items weighing up to one hundred pounds; may be exposed to safety hazards, gases, chemicals, and dangerous tools and equipment. Physical dexterity is required to work in confined spaces and use precision tools and equipment.



CITY OF  
**PORT LAVACA**



---

**JOB TITLE:** Wastewater Plant Operator  
**DEPARTMENT:** Public Works - WWTP  
**JOB CODE:** XXXX

---

**Pay Grade: 8**

**JOB DEFINITION:**

Under basic supervision, maintains wastewater system; maintains and repairs facilities and equipment according to procedures.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Operates a variety of specialized equipment and performs manual labor tasks in order to maintain clean and safe City facilities for WWTP; follows all safety rules and regulations to minimize risk of accidents; duties may vary according to job assignment and experience.
- Collects and analyzes incoming wastewater for contaminants and pathogens and the effluent from wastewater plant; and analyzes and documents results.
- Performs routine age flushing and dead-end flushing.
- Performs a variety of maintenance activities, including checking plant and pumps for proper function, greasing fittings, checking oil levels, checking belts, repairing malfunctioning pumps, cleaning and maintaining UV treatment room and fixtures, and making repairs on clarifiers as needed.
- Checks lift stations for proper performance, documents all hours and levels daily, removes obstructions, and replaces pumps when needed.
- Troubleshoots and repairs control panels as needed.
- Creates and maintains records and reports, annotating collection data for quick reference on the state of water for the City transferring paper reports and records to electronic, and creating TCEQ submissions.
- Maintains lift station areas including mowing and weed eating and maintaining and repairing buildings.
- Operates and maintains a variety of vehicles and equipment in accordance with all safety regulations and procedures; reports mechanical problems requiring additional repair.
- Recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- City policies and procedures, TCEQ regulations, and the National Electrical Code
- Methods and tools used for maintenance and repair of the water and wastewater system.
- Methods, materials, and equipment used in W/WW treatment process.
- Safety rules and regulations, occupational hazards, and safety precautions in public utilities.
- Math and chemistry as it relates to calculations of water usage and chemical measurements.
- Electrical and pump repair.

### **Skill in:**

- Using and maintaining tools and equipment to perform maintenance and repair work.
- Following standardized methods and procedures, and verbal and written instructions.
- Performing basic plumbing repair activities.
- Identifying unsafe conditions and mechanical problems.
- Establishing and maintaining cooperative working relationships with co-workers.
- Using a personal computer including Microsoft applications.
- Communicating effectively verbally and in writing.

## **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent and two (2) years experience including collecting and analyzing samples and lab experience; or any equivalent combination of experience and/or education.

## **CERTIFICATIONS, LICENSES, REGISTRATION:**

- Valid Texas Driver's License.
- TCEQ Wastewater Operator Class "D" License.
- TCEQ Wastewater Operator Class "C" License or ability to obtain within one (1) year of employment.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed at City WW Treatment facilities; work requires physical efforts, and strength sufficient to lifting and moving items weighing up to one hundred pounds; may be exposed to safety hazards, gases, chemicals, and dangerous tools and equipment. Physical dexterity is required to work in confined spaces and use precision tools and equipment.