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The following is a listing of City of Lufkin job openings that are currently available. Scroll down for additional information on each job vacancy posting.

Job Title/Department

Closing Date

Parks & Recreation-Concession Workers	Filled as Needed
Police Department- Communications Operator	Open until filled
Municipal Court- Part Time Warrant Officer	Open until filled
Ellen Trout Zoo- Asst. Collection Manager	Open until filled
Ellen Trout Zoo- Seasonal Zoo Attendant- Education	Open until filled
Parks & Recreation Department – Pool Supervisor	Open until filled
Parks & Recreation Department – Lifeguards	Open until filled
Ellen Trout Zoo- Zoo Keeper	Open until filled
Police Department – June 5th Civil Service Entrance exam	May 22, 2015



May 22, 2012

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

PARKS AND RECREATION CITY SPORTS COMPLEX CONCESSION STAND WORKERS

The City of Lufkin is accepting applications for sports complex concession stand workers. Applications are kept on file until positions are available.

REQUIREMENTS:

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

SKILLS:

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

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

Pay: \$8.00 per hour

A questionnaire must be completed and submitted with application.

**Submit completed applications and questionnaires to Human Resources Department at Lufkin City Hall, 300 E. Shepherd Ave., Suite 226, Lufkin, TX 75901
FAX 936-633-0408, email: jwolfe@cityoflufkin.com**

Visit our website, www.cityoflufkin.com for forms or contact Human Resources at the above information or call 936-633-0228.

**PARKS & RECREATION
CONCESSION STAND WORKERS**

NAME _____ **DATE** _____

Concession Stand Worker

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

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

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

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

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



January 26, 2015

***** VACANCY POSTING *****
POLICE DEPARTMENT
COMMUNICATIONS OPERATOR

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

REQUIREMENTS:

- Minimum of 18 years of age
- A normal volume speaking voice
- Speak English fluently
- Must have 20/40 eyesight (corrected)
- Unimpaired use of arms, hands, fingers, legs and feet
- Applicant must be able to work different 12 hour shifts and overtime as needed
- Must be able to thrive in a hectic/fast paced atmosphere
- Live within 30 minutes of the Lufkin Police Department

QUALIFICATIONS:

- High school diploma/GED
- **Type 35 words per minute (corrected). Present typing scores from Workforce Solutions at the time of application.**
- Pass an employment physical examination, which includes an audiological (hearing) test. Hearing range of 30 or more decibels, and frequency range of 250-3000 hertz.
- Must pass 5 state licensing courses and the State Licensing Test for Telecommunications within the first year of employment.
- Candidates are required to successfully pass the Communications Performance test, a polygraph test and complete a background investigation check.

COMPETITIVE PAY & BENEFITS:

- **Beginning salary of \$33,429 annually with ability to increase by 6 yearly steps to \$38,738 annually**
- Hourly- Non-exempt for Overtime
- Comprehensive Benefits Package (Medical, Prescription, Life, Dental, LTD)
- Texas Municipal Retirement System – 5 year vesting; 20 year retirement at any age; 7% employee contribution; 2 to 1 match; Updated Service Credit.
- Vacation, sick days, Longevity Pay, 11 Paid Holidays.
- \$40 per month cleaning allowance after 6 months employment

All Applications must be submitted to the Human Resources Department.

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

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

NAME _____

DATE: _____

COMMUNICATIONS OPERATOR/POLICE

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

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

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

4. Can you pass an extensive background investigation? _____

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

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

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



January 16, 2015

*****VACANCY RE-POSTING*****

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**MUNICIPAL COURT
Part-time Warrant Officer**

DUTIES INCLUDE:

- Service of arrest warrants
- Assists with Municipal Court procedures
- Assists with the arraignment of prisoners

QUALIFICATIONS:

- High School Diploma or GED
- Valid Texas Driver's License
- State of Texas Licensed Peace Officer
- Minimum of two years' experience in a general office setting using business English, spelling and drafting of documents
- Proficient in Microsoft Word and Excel
- Knowledge of Penal and Traffic Codes and the limitations and provisions of both
- Knowledge of State and Federal Law and City Ordinances
- Knowledge of and conforming to all manuals, rules and regulations, general orders, special orders, procedures policies, publications and instructions as prescribed and provided by the Lufkin Municipal Court and City of Lufkin
- Knowledge and skills necessary to utilize all equipment required to carry out duties

Salary: \$12.37 Per Hour – Nonexempt From Overtime

Work Schedule Days: Flexible

Work Schedule Hours: 20 hours per week

Closing Date: Open Until Filled

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

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

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

NAME: _____

DATE: _____

MUNICIPAL COURT PART-TIME WARRANT OFFICER

1. Do you have experience in serving arrest warrants? _____
If yes, describe your experience; where you gained the experience, how many years' experience.

2. Describe your experience in court room proceedings.

3. Describe your experience dealing with prisoners.

4. Describe your computer software experience and where you obtained your experience. _____

5. Describe your data entry experience.

6. Describe a situation/job that required you to maintain confidentiality.

7. Describe your experience in dealing with difficult people? _____



March 18, 2015

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

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

**Assistant Collection Manager
ELLEN TROUT ZOO**

This position involves work with crocodylians and venomous reptiles.

Duties include:

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

Requirements:

- **Bachelor's Degree in Biology or Science**
- **Valid Texas driver's license at time of placement.**

This is a full time position with full benefits.

Starting Salary: \$25,793.59 annually- Exempt for Overtime

Scheduled Work Days: Varies

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

Closing Date: Open Until Filled

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

**Please submit the following to be considered for employment:
City of Lufkin Application, Cover Letter and Resume'**

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

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



March 19, 2015

*****VACANCY POSTING***
SEASONAL ZOO ATTENDANT - EDUCATION**

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REQUIREMENTS:

- **Assist with summer programs and special events**
- **Ability to work with animals and people**
- **Provide basic animal care**
- **Work weekends and holidays**
- **Conduct tours**
- **Skill in making presentations to audiences**
- **Experience with computers and first-aid helpful**

QUALIFICATIONS:

- **Valid Texas Drivers License**
- **High School Diploma or GED**

This is a temporary seasonal position.

Questionnaire must be completed and submitted with application.

Starting pay: \$8.79 per hour

Open Until Filled

Work Schedule/Days: Varies – Five days per week

Work Schedule/Hours: Varies – 40hours per week

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

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

NAME _____

DATE _____

SEASONAL ZOO ATTENDANT - EDUCATION

1. Describe your experience working with groups, such as scouts, church, schools, etc. _____

2. Do you mind working around animals including spiders and snakes?

3. Have you made any oral and written presentations? _____
Explain (school, church, work) _____

4. Describe your computer experience, programs, years of experience, etc. _____

5. Describe your science or biology background, training or experience.

April 1, 2015



**** VACANCY POSTING ****

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**POOL SUPERVISOR
PARKS & RECREATION DEPARTMENT**

Requirements:

- **Ability to manage groups of patrons in an orderly and polite manner to promote safety and a positive atmosphere**
- **Good communication skills**
- **Knowledge of chemical testing for chlorine and PH content**
- **Must work evenings and weekends**

Qualifications:

- **Valid Texas Driver's License**
- **Applicant must successfully pass physical and drug/alcohol test**

Starting pay: \$8.76 per hour-Non-exempt for overtime

Work Schedule/Days: Tuesday – Sunday

Work Schedule Hours: 1:00 pm to 7:00 pm - 35 hrs

OPEN UNTIL FILLED

THIS POSITION IS TEMPORARY FOR THE SUMMER ONLY.

Interested parties may contact the Human Resources Department at LufkinCity Hall, 300 E. Shepherd Ave., Suite 226, Lufkin, TX 75901, FAX 936-633-0408, call 936-633-0228, or email bsemien@cityoflufkin.com.

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

April 1, 2015



**** VACANCY POSTING ****

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**LIFEGUARD
4 positions
PARKS & RECREATION DEPARTMENT**

REQUIREMENTS:

- **Ability of supervise the operation of the pool including safety, water quality, facility cleanliness, lifeguard work assignments, training and revenue reports**
- **Must work evenings and weekends**

QUALIFICATIONS:

- **Red Cross Lifeguard Certification**
- **First Aid certification, including CPR Certification**
- **Applicant must successfully pass physical and drug/alcohol tests**

Starting pay: \$8.00 per hour-Non-exempt for overtime

Work Schedule/Days: Tuesday – Sunday

Work Schedule/Hours: 1:00 PM to 7:00 PM – 35 hrs per week

OPEN UNTIL FILLED

THESE POSITIONS ARE TEMPORARY FOR THE SUMMER ONLY.

Interested parties may contact the Human Resources Department at City Hall, Room 226, 300 E. Shepherd Ave., Lufkin, Texas 75901, FAX 936-633-0408 or email bsemien@cityoflufkin.com. You may also contact Texas Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX. 75904.



April 10, 2015

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

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**ZOO KEEPER
ELLEN TROUT ZOO**

This position involves work with crocodilians and venomous reptiles.

Duties include:

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

Requirements:

- **Bachelor's Degree in Biology or Science**
- **Valid Texas driver's license at time of placement.**

This is a full-time position with full benefits.

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

Starting Salary: \$25,793.59 annually - Exempt From Overtime

Scheduled Work Days: Varies

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

Closing Date: Open Until Filled

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

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



April 29, 2015

Civil Service Testing Announcement Police Entrance Examination

The City of Lufkin, Texas will be administering an entrance examination for
Civil Service Police Officer at 9:00 A.M. on Friday, June 5, 2015.

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

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No late arrivals will be allowed to test.

All individuals who are interested in taking the entrance exam for possible employment with the City of Lufkin Police Department **must complete a City of Lufkin Personal Information form** which is available at www.cityoflufkin.com and City of Lufkin Human Resources Dept., 300 E. Shepherd St., Room 226, Lufkin, Texas 75901. Completed forms must be received by 5:00 PM, May 22, 2015 by email: bsemien@cityoflufkin.com, mail: P.O. Drawer 190, Lufkin, Texas 75902-0190 or in the Human Resources Department of the City of Lufkin.

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

Applicants wishing to receive additional points to a passing score for military service must provide a copy of their DD214 with an honorable discharge on record at the testing. No originals please. Your copy will not be returned to you.

No experience required

REQUIREMENTS:

Age: You must be 21 yrs of age, and not have reached your 45th birthday to take the police entrance exam.

Education: High School diploma or equivalent

Starting pay: \$42,534.13 annually

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

All applicants scoring 70 or above on the examination will be tested for physical agility. Report to the Lufkin Police Department at City Hall at 9:00 AM on Monday, June 8, 2015. Bring appropriate clothing for the agility testing (shorts, tennis shoes, t-shirt, etc.). The physical fitness standards exam consists of four different tests. The tests and their time restrictions are as follows:

1.5 mile run	Less than or equal to	18 minutes and 8 seconds
300 meter run	Less than or equal to	75 seconds
Bench Press	The lesser of	135 lbs. or 67% of the candidate's body weight
Vertical Jump	Greater than or equal to	15.5 inches

Posted: April 29, 2015
Denise Myers
Human Resource Assistant

City of Lufkin
Personal Information Form
Civil Service Examination
POLICE

DATE

LAST NAME FIRST NAME MI

STREET ADDRESS CITY STATE ZIP CODE

TELEPHONE *DATE OF BIRTH AGE ON THE TEST DATE

Exam takers must be 21-44

*SEX: MALE FEMALE

E-MAIL ADDRESS

SOCIAL SECURITY NUMBER Driver's License: State/Number

*ETHNIC CODE:

BLACK AMERICAN INDIAN ASIAN/PACIFIC ISLANDERS
 HISPANIC WHITE OTHER

INDICATE BELOW WHICH IS APPLICABLE:

PEACE OFFICER: YES NO
TCLOSE CERTIFIED: YES NO
MILITARY SERVICE: YES NO
HONORABLE DISCHARGE: YES NO

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

(SIGNATURE)

Please return completed form to bsemien@cityoflufkin.com.

Or hand deliver to

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

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

(Shared/Civil Service/Police/Police Personal Info 10/17/2014)