



CITY OF KYLE

An Equal Opportunity Employer
JOB DESCRIPTION

Position: *Street Superintendent*

Employment Status: **Full-time**
FLSA Status: **Exempt**

Department: **Public Works** **Supervises: 10**
Reports To: **Assistant City Manager**

GENERAL STATEMENT:

Under the direction of or as authorized by the Public Works Director plans, directs and administers all of the programs, activities and operations of the Streets Division. Performs administrative and supervisory work necessary to coordinate and supervise the maintenance of the street and storm sewer systems within the City, including all paved and unpaved streets and alleys, roadsides, city-owned parking lots and right-of-way. This includes the following activities: street sweeping, storm water drainage system maintenance, snow and ice removal; various street maintenance and new construction activities; material hauling; roadside maintenance. Also supervises any new street or concrete construction performed by the Streets Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following are examples of duties, responsibilities and expectations, not necessarily limited to the following and not enumerated in any particular order or priority:

- Assist the Public Works Director or his designee in hiring, disciplining and evaluating employees.
- Directs operations concerning maintenance of streets; assigns daily work to various crews, and monitors the progress of each work assignment.
- Compiles various reports regarding streets; provides street, curb and gutter, and storm drain information to the public, outside and inside agencies.
- Assists in the planning and organizing of the Street division; assists in the preparation of the budget.
- Responds to public inquires and concerns regarding the Street Division's programs and activities and makes reasonable attempts to answer questions and correct problems.

- Inventories supplies and equipment; orders necessary supplies and equipment; schedules crews for maintenance on equipment.
- Responds to emergency events as needed

- Community Relations
 - Maintains desired working relationship with Public Works Director & City Manager.
 - Works cooperatively with community groups.
 - Provides support to all city department programs and/or activities as needed.
 - Actively participates in creating and providing desired service levels to the citizens of Kyle and non-citizens within the City of Kyle

OTHER DUTIES AND RESPONSIBILITIES:

- Performs all other duties as duly assigned by the assistant City Manager.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge or training of the methods, tools and equipment of assigned trades area
- Working knowledge of the methods, tools and equipment of other maintenance functions
- Ability to analyze problems and plan solutions
- Ability to maintain records on materials needed and used
- General operational knowledge, experience, and/or familiarity with all Public Works machinery and equipment.
- Thorough knowledge of street construction and maintenance, water and sewer system operation and maintenance, parks and grounds maintenance, and building maintenance.
- Ability to effectively and accurately communicate orally and in written form, including good spelling and grammatical skills.
- Must be able to perform and/or manage multiple tasks, projects, and priorities concurrently.
- Must be efficient, a self-starter, an independent worker, a detail person, and possess good work habits.
- Ability to read and interpret blueprints.

QUALIFICATIONS, EXPERIENCE AND/OR CERTIFICATION REQUIREMENTS

High school diploma or equivalent and at least three (3) years of verifiable Public Works Department experience. Valid Texas Commercial Driver's License (CDL), or ability to achieve same, and be eligible for coverage under the Kyle vehicle insurance provider. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Anyone who poses a direct threat to the health and safety of himself/herself or to others in the workplace will be deemed not qualified for this position

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.



CITY OF KYLE
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POSITION DESCRIPTION

Position: *Parks & Facilities Manager*

Employment Status: **Full-time**
FLSA Status: **Exempt**

Dept./Div: **Parks & Recreation**
Reports To: **Parks & Recreation Director**
Supervises: **1-50**

GENERAL STATEMENT:

Responsible for maintenance of public facilities, grounds and parks while coordinating scheduled use of same. Manages and supervises maintenance crews and equipment. Conveys information to the public concerning the Parks and Recreation Department facilities, policies and procedures. Has significant daily contact with the public. Irregular working hours, subject to working evenings, weekends and holidays. Typical work week exceeds 45 hours.

ESSENTIAL FUNCTIONS:

- Plans, develops, administers and evaluates a comprehensive maintenance program for all public facilities including the parks and trails. Coordinates and develops preventative maintenance program and facility energy conservation program. Assist in coordination, supervision and monitoring construction and renovation projects for city facilities and parks.
- Coordinates, supervises, inspects and evaluates all service contracts for City facilities and public grounds. These include contracts for janitorial, lawn maintenance, plant care and vending services, among other contracts.
- Supervises, recruits, hires, schedules, evaluates, trains and delegates duties for: Field Foremen, Crew Leaders, Equipment Operators, Parks, Maintenance and Facilities Technicians and other staff assigned to this departmental division.
- Monitors and manages departmental records that include accounts payable and receivable, facilities reservations and rentals as well as work orders and inspections.
- Drives to each activity site to supervise and train employees; monitors facility activities. Supports citywide special events by serving on event committees. Provides customers with information over the telephone and in person; responds to and resolves citizen's complaints concerning facilities, grounds, buildings and parks.
- Department liaison for youth, senior and other civic groups and organizations. Works with various local groups in organizing and developing effective partnerships through sponsorships, donations and grants. Represent the department on citywide committees.
- Miscellaneous:
 - Attends staff, committee, and council meetings and make presentations as needed.
 - Provide support at various departmental programs/activities.
 - Contributes to team effort by performing other duties as assigned.

COMMUNITY RELATIONS:

- Provides customers with information over the telephone and in person; responds to and resolves citizen's complaints concerning public facilities and grounds, parks, trails and other City owned buildings.
- Maintains desired working relationship with Parks & Recreation Director and City Manager.
- Works cooperatively with community groups.
- Maintains a professional working relationship with other Federal, State, and local Parks and Recreation Agencies.

OTHER DUTIES AND RESPONSIBILITIES:

- Physical duties: standing/walking, handling, lifting/carrying, pushing/pulling, bending, twisting, kneeling, crouching, crawling, climbing, balancing.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Able to work in climate controlled office or be exposed to outdoor weather conditions such as extreme heat or cold. May come in contact with herbicide, pesticides, chlorine and other chemicals.
- Able to read and understand professional drawings and specifications, safety regulations, equipment manuals, laws and regulations associated with facility maintenance.
- Thorough knowledge of applicable state, federal, and local laws involving any playground safety or parks and recreation specifications.
- Ability to prepare accurate financial records, activity reports, and make recommendations for annual budget requests.
- Ability to lead and direct the activities of a large organization.
- Ability to maintain cooperative relationships with other city officials, the general public, and the news media.
- Ability to remain calm and act resourcefully in an emergency.
- Ability to operate the following: computer, printer, telephone, copy machine, calculator, FAX machine, two-way radio, and vehicle.

QUALIFICATIONS, EXPERIENCE, AND/OR CERTIFICATION REQUIREMENTS:

Formal Education: Four-year Bachelors' degree in Parks & Recreation Administration, Physical Education, Public Administration or the equivalent is preferred.

Experience: Four years progressive management experience in Municipal Parks and Recreation Programs or the equivalent is preferred.

Other Requirements: Currently possess or able to obtain first aid/CPR certification, TDA/Pesticide (Non-Commercial) License, NPSI Playground Safety Inspector, Certified Park and Recreation Professional. Valid Texas Drivers License with an acceptable driving record. Registered professional is preferred.

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CITY OF KYLE

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POSITION DESCRIPTION

Position: **Administrative Assistant – Parks and Recreation Administration**

Employment Status: Full-time
FLSA Status: Non-Exempt

Dept. /Div: Parks & Recreation Admin
Reports To: PARD Director

GENERAL STATEMENT:

Under general direction, performs complex administrative and secretarial duties to facilitate the mission of the Kyle Parks and Recreation Department; performs duties under minimal supervision governed generally by broad instructions, objectives and policies and involving frequently changing conditions and problems.

ESSENTIAL FUNCTIONS:

- Performs office management duties; organizes, develops and implements procedures for executing various administrative assignments.
- Prepares/receives correspondence, reports or other work products; notarizes documents
- Reviews incoming correspondence for items of special interest to PARD Staff; determines when pertinent materials for files need to be attached based upon a thorough knowledge of program activities; composes departmental correspondence.
- Responsible for the maintenance of official records and files of the department, including online/internet systems, email service requests, Open Records requests; departmental correspondence and other records/files as assigned.
- Prepares statistical reports, documents, and graphs
- Answers telephone, greets the public, sends/receives facsimiles, provides and receives written and verbal information to the public, responds to citizen service requests, directs inquiries, complaints, and/or other requests to appropriate city department, employee or official.
- Primary responsibility for coordinating and purchasing general office supplies, processing invoices, securing quotes, communicating with vendors and other functions related to managing the office.
- Maintains utmost confidentiality as to city matters in dissemination of information.
- Responsible for daily bank deposits and reconciliation reports.

Community Relations

- Assists and participates in the resolution of conflicts.
- Maintains desired working relationship with PARD Director and City Manager.
- Maintains a professional working relationship with other departments and employees.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and ability to successfully perform in a high-paced office environment.
- Considerable knowledge of practices of public and business administration.
- Ability to exercise judgment and discretion in dealing with the public and in interpreting and applying departmental policies and procedures.
- Knowledge and experience in Microsoft Office Suite Software
- Ability to compose and prepare reports, records and correspondence.
- Ability to understand and execute complex written and oral instructions.
- Ability to type at a corrected rate of 40 words per minute.
- Ability to successfully multi-task; remain calm and act resourcefully in the performance of job responsibilities.
- Ability to operate the following: computer, printer, telephone, two-way radio, copy machine, calculator, fax machine, and vehicle.

QUALIFICATIONS, EXPERIENCE AND/OR CERTIFICATION REQUIREMENTS:

High School Graduate or Equivalent, possess a valid Texas Drivers License, knowledge/training in accounting procedures or arithmetical calculation, two (2) years secretarial experience; or equivalent combination of training or experience which evidences a comprehensive knowledge of required job duties and expectations. This position requires the ability to obtain and maintain a Texas Notary Public Commission. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Anyone who poses a direct threat to the health and safety of himself/herself or to others in the workplace will be deemed not qualified for this position.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

While performing duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally

required to stand, sit, and climb and balance. The employee must have the ability to safely pull, push, lift, and carry item weighing up to forty (40) pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The noise level in the work environment is usually moderate.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is no intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City of Kyle retains and reserves any or all rights to change, modify, amend, add to, or delete from, any section of this document as it deems to be reasonable and proper to meet changes in technology or service demands.



CITY OF KYLE

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POSITION DESCRIPTION

Position: **Library Clerk**

Employment Status: Full-time
FLSA Status: Non- Exempt

Dept. /Div: Library
Reports To: Library Director

GENERAL STATEMENT:

Under the administrative direction of the Library Director, performs a variety of library circulation, shelving and clerical procedures which includes public contact. The primary responsibility will be circulation and interlibrary loan.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Duties are illustrative and not inclusive. Individual assignments may vary.)

- Responsible for circulation and interlibrary loans.
- Reads the shelves which includes stack maintenance and shifts the collections as needed as well as shelving.
- Empties the book drop.
- Checks in/out/renews library materials to patrons.
- Collects and records fines for overdue and lost materials.
- Uses the computer to register borrowers and circulate materials to patrons.
- Handles reservations for the meeting room.
- Interprets and applies library policies.
- Assists in book selection.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs all other duties as duly assigned by the Library Director.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of:

- Standard office practices and procedures.
- Decimal system.
- City departments and staff and their associated functions, responsibilities and special programs.

Ability to:

- Bend and stoop repeatedly.
- Maintain effective working relationships with professionals, City officials, City staff and those encountered in the course of work.
- Establish and maintain effective working relationships with subordinates, city officials, and general public.
- Communicate with public in a courteous and professional manner by telephone and in person.
- Work independently with general supervision
- Understand and carry out written and oral instructions.

QUALIFICATIONS, EXPERIENCE AND/OR CERTIFICATION REQUIREMENTS:

High School Graduate or Equivalent required. AA degree preferred. No experiences required but prefer prior library or clerical experience. Valid Texas driver's license. Must be able to work nights and weekends. Bilingual preferred. General knowledge of computer use and familiarity with the internet expected

PHYSICAL REQUIRMENTS AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Physical Demands

While performing the duties of this job, employees are regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, keel, crouch, or crawl. The employee must regularly lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Mental Demands

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; must be adaptable to performing under stress and when confronted with persons acting under stress.

Work Environment

Employees work under typical office conditions, and the noise level is usually moderately quiet.

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CITY OF KYLE

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JOB DESCRIPTION

Position: *Police Sergeant*

Employment Status: **Full-time**
FLSA Status: **Non- Exempt**

Department: **Police**
Reports To: **Chief of Police**

Supervises: **0-12**

GENERAL STATEMENT:

Under general direction of the Police Chief and Lieutenant. Assists with the overall operation of the department; directs special investigations; performs duties requiring analysis of broad problems and planning of various departmental activities including analysis and planning of training needs of the department personnel. Responsible for maintaining law and order, investigating crimes and accidents, and protecting life and property throughout the city.

ESSENTIAL FUNCTIONS OF POSITION:

- Assist uniform patrol in patrol of assigned areas and assists general public, inspects doors and windows in the business district and performs general surveillance activities, traffic enforcement, issues citations, makes criminal arrests.
- Assists and develops reports of activities of uniform patrol, investigations, and court activity.
- Assists the Chief in drafting orders, rules, regulations and budget operating procedures for the department and assists in enforcement and training of same and enforcement of department manual of operations.
- Assists the Chief in the management of the department with responsibilities for personnel scheduling, for planning and directing training programs for department personnel, training employees, assigning work, evaluating employees, and administering discipline.
- Provides general supervision of all criminal investigations.
- Reviews offense, accident and investigative reports.
- Performs other duties as required

Community Relations

- Assists and participates in the resolution of conflicts.
- Maintains desired working relationship with Chief of Police and City Manager.
- Maintains a professional working relationship with other Federal, State, and local law enforcement agencies.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern principles, practices and procedures of police work, and ability to direct training programs for subordinates.
- Knowledge of legislative actions, legal opinions, court decisions and precedents concerning law enforcement.
- Ability to take command and make decisions in emergencies, and remain calm.
- Ability to supervise subordinates and establish and maintain effective working relationships with other employees and the general public.
- Ability to evaluate and develop reports on all areas of department activity.
- Thorough knowledge of all aspects of law enforcement and departmental policies and operational procedures.
- Ability to respond to citizen concerns and resolves conflicts.
- Possess basic computer skills
- Knowledge of rules of evidence techniques for collecting and preserving evidence; investigative techniques; crime prevention techniques; court procedures; civil disobedience control techniques.
- Ability to define problems, collect data, establish facts and reach conclusions.
- Ability to deal with problems involving several variables.
- Communicate effectively in oral and written form.
- Maintain files and prepare reports.
- Work in adverse weather conditions.
- Develop and maintain effective working relationships with the public, officials, co-workers and supervisor.

QUALIFICATIONS, EXPERIENCE AND/OR CERTIFICATION REQUIREMENTS

Advanced training and experience and good physical condition; possesses all members of both upper lower extremities; must have vision correctable to 20/20; good character and reputation; possession of valid Texas Driver's license; good driving record; TCLEOSE Intermediate Certificate; meet minimum TCLEOSE firearms requirements.

Must have three years full-time experience as Kyle Police Officer and evidence of outstanding ability, commitment, and professionalism in the law enforcement field. Completion first line supervision for law enforcement personnel course.

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CITY OF KYLE

An Equal Opportunity Employer
JOB DESCRIPTION

Position: *Police Officer*

Employment Status: **Full-time**
FLSA Status: **Non- Exempt**

Department: **Police**
Reports To: **Chief of Police**

Supervises: **0**

GENERAL STATEMENT:

Under direction of a Sergeant, Acting Sergeant, or higher-ranking officer, the Police officer is responsible for maintaining law and order, investigating crimes and accidents, and protecting life and property throughout the city.

ESSENTIAL FUNCTIONS OF POSITION:

- Enforces laws; patrols area in patrol vehicle and on foot; issues warnings and citations for minor traffic and criminal offenses; apprehends and arrests suspected violators of the law; transports and books prisoners; testifies in court; makes business and residential security checks; directs traffic; watches for stolen property and wanted or missing persons.
- Investigates crimes and accidents; responds to domestic disturbances and reports of criminal activity or accidents; interviews witnesses, victims, and suspects; secures crime and accident scenes; searches scenes for clues and evidence; security of evidence and submits to property room officer; takes photographs; lifts latent fingerprints; prepares investigative reports; prepares affidavits and obtains search warrants; conducts searches; communicates with the public, property owners, and complainants to notify of property recovery, case dispositions, or to notify next-of-kin; prepares and maintains information of a confidential or sensitive nature.
- Responds to calls for assistance; assists with crowd control at festivals, etc.; receives and responds to routine inquiries in person or via telephone; provides assistance to general public, motorists, etc.; prepares daily activity logs; demonstrates regular and predictable attendance.
- Maintains required certifications and licenses; attends a minimum of 40 hours of TCLEOSE training & education, every two (2) years blood borne pathogens, domestic Performs other duties as required

Community Relations

- Assists and participates in the resolution of conflicts.
- Maintains desired working relationship with Chief of Police and City Manager.
- Maintains a professional working relationship with other Federal, State, and local law enforcement agencies.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of departmental policies and procedures; local and state ordinances and laws; traffic laws; arrest procedures; criminal apprehension techniques; self defense techniques; crime prevention techniques; court procedures; civil disobedience control techniques; and first aid.
- Ability to interpret and apply local and state laws and ordinances.
- Maybe required to demonstrate physical agility.
- Arrest violet offenders
- Ability to define problems, collect data, establish facts and reach conclusions, deal with problems involving several variables.
- Ability to communicate effectively in oral and written form
- Demonstrate firearms proficiency annually
- Works in adverse weather conditions
- Develops and maintains effective working relationships with the public, officials, co-workers and supervisor.
- Remain calm in emergency situations.

QUALIFICATIONS, EXPERIENCE AND/OR CERTIFICATION REQUIREMENTS

High School diploma; Peace Officer Certificate; valid Texas driver's license and be eligible for coverage under the Kyle vehicle insurance provider; meet the physical and age limitations established by the City of Kyle; pass an extensive person background check; maybe required to pass a physical fitness exam; pass a physical examination including drug screening. Anyone who poses a direct threat to the health and safety of himself/herself or to others in the workplace will be deemed not qualified for this position.

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CITY OF KYLE

An Equal Opportunity Employer
JOB DESCRIPTION

Position: *POLICE DISPATCHER*

Employment Status: **Full Time** Department: **Police** Supervises **0**
FLSA Status: **Non-Exempt** Reports To: **Shift Supervisor**

GENERAL STATEMENT:

Under the direction of the Chief of police or his designee the dispatcher will perform basic dispatching duties; perform any clerical duties assigned by the Chief of Police or other duties involving TLETS operation such as checking vehicle registrations, drivers license checks, criminal histories answering telephone calls for police services and any and all other duties as assigned by police supervisors.

ESSENTIAL FUNCTIONS:

- Receive telephone calls from citizens and other persons requesting law enforcement services.
- Receive radio calls from police officers requesting law enforcement services or assistance for other information
- Operate the City's radio system providing two way communication between the police department and officers in the field.
- Maintain confidentiality on reports, communications, incidents and official business of the police department.
- Maintain a clean, efficient and operational working environment in the dispatcher's office.
- Respond to emergency situations immediately, efficiently, and appropriately.
- Work shifts as assigned by the Chief of Police or his designee.
- Maintain a computerized log of all incidents handled by police officers.
- Provide a constant communication link to field units.
- Provide timely TCIC/NCIC data to field units.

OTHER DUTIES AND RESPONSIBILITIES

Perform all duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Must possess excellent computer skills and knowledge of TLETS

Must have the ability to perform in stressful situations

Must have excellent verbal and written skills

QUALIFICATIONS, EXPERIENCE AND/OR CERTIFICATION REQUIREMENTS

High School graduate. Must have successfully completed the required TLETS School from the DPS. Must possess a TCLEOSE Telecommunication license and have previously been employed as a telecommunication operator with a law enforcement agency. Must successfully comply with TLETS continuing licensing requirements. Anyone who poses a direct threat to the health and safety of himself/herself or to others in the workplace will be deemed not qualified for this position.

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CITY OF KYLE
An Equal Opportunity Employer
POSITION DESCRIPTION

Position: Evidence and Property Technician

Employment Status: Full-time
FLSA Status: Non-exempt

Dept./Div: Police (CID)
Reports To: Police Captain

Date: 10-1-2008

Class Code: _____

BRIEF DESCRIPTION OF THE JOB:

Under general supervision, the Property & Evidence Technician will be responsible for the care, custody and control the police property room including all items and evidence held by the Police Department; maintaining legal chain-of-custody, testifying in court, maintaining records, preparing reports, and fingerprinting the public. This function will also be responsible in a quartermaster capacity for the management of department-owned property to include inventory, auditing and issuing of such.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Captain or his designee. Evidence Technician will not be responsible for the supervision of any personnel.

CLASS CHARACTERISTICS

This is a non-sworn (civilian) position within the Kyle Police Department. Incumbents will perform duties with minimal supervision and must be detail oriented and self motivated. Incumbents will demonstrate proficiency in maintaining the department computerized property management and records management systems.

Incumbents exercise discretion and independent judgment in performing accounting and financial activities for the department and may specialize in one or more routine departmental accounting or inventory programs. Incumbents are cross-trained and perform the full range of technical work in all of the following areas: accounts receivable and/or accounts payable, in addition to performing a variety of record keeping, reconciliation and property room and/or quartermaster report preparation. Successful performance of the work requires good knowledge of record keeping and inventory management principles, practices and procedures.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Examines and corrects transactions to ensure accuracy; prepares entries and reconciles property reports
- Assists in preparation of inventory and property disposal
- Testifies in Court
- Preserves evidence
- Counts cash, jewelry and other items of value
- Weighs/counts drugs
- Transports evidence to and from lab
- Assists Detectives and other personnel in property control, management of cash receipts and reconciles offense reports to property tags.
- Inventories department assets; maintains and updates property lists, prepares related reports.
- Performs accounting and financial calculations and analysis.
-

When performing all assignments:

- Verifies, posts and records a variety of financial transactions; prepares and maintains database, records and a variety of periodic and special financial, accounting and statistical reports.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of the accounting and financial records.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports.
- Performs general office support duties such as opening and routing mail and deliveries; preparing correspondence; filing and record keeping; and duplicating and distributing various written materials.
- Assists customers, departments, and employees by providing answers and information regarding job-related information, updates files and appropriate department members of action items.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS**Knowledge of:**

- Principles and practices of the police property room and evidence control function
- Terminology and practices of police department operations.
- Applicable laws, codes and regulations.
- Practices and techniques of automated and manual inventory control systems
- Knowledge of standard office practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Financial research and report preparation techniques.
- Records management principles and practices.
- Business arithmetic and statistical techniques.
- Techniques providing a high level of customer service to public and City staff, in person and over the telephone.
- Safe driving principles and practices.
- Safe work practices.

Skill in:

- Performing moderately difficult accounting support work accurately and in a timely manner.
- Maintaining accurate records.
- Reconciling accounts, records, reports and journals.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Reviewing and verifying accuracy of data.
- Organizing own work, setting priorities and meeting critical deadlines.
- Assisting other staff in work procedures.
- Responding to and effectively prioritizing multiple phone calls and other requests for service.
- Interpreting, applying and explaining policies and procedures.
- Composing correspondence and reports independently or from brief instructions.
- Establishing, maintaining and researching files.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with employees and those contacted in the course of the work.
- Operating modern office equipment including computer equipment and software programs.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a high school, work in a criminal justice environment and /or inventory management

License:

Must possess and maintain a valid Texas class C driver's license and have a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a general office setting and use standard office equipment, including a computer; operate a motor vehicle and perform job-related travel to courts, laboratories, and vendors, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Ability to pick up and carry heavy loads of up to 50 lbs or more, standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, push and pull drawers, storage boxes both open and closed to retrieve property or file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions with possible exposure to sealed/stored illegal drugs or other physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Typically works a business day shift schedule, may infrequently be required to work on evenings, weekends or holidays.



CITY OF KYLE

An Equal Opportunity Employer
POSITION DESCRIPTION

Position: **Equipment Operator**

Employment Status: Full-time
FLSA Status: Non-Exempt

Dept. /Div: Public Works/Parks
Reports To: Public Works/Parks

GENERAL STATEMENT:

Under the direct supervision of the Public Works Director, Foreman, and/or their designated representative, performs skilled and semiskilled work operating equipment and performing manual labor tasks, in accordance with all safety regulations and procedures.

ESSENTIAL FUNCTIONS:

- Operates a variety of tools and equipment and performs manual labor tasks in order to maintain safe streets, drainage structures and City facilities as assigned; duties will vary according to job assignment.
- Performs skilled and semiskilled construction, maintenance and general labor work.
- Operates and maintains vehicles, tools and street and drainage construction and maintenance equipment, including but not limited to a dump truck, tractor, backhoe and skid steer loader in accordance with all safety regulations and procedures.
- Inspects, cleans and performs routine maintenance work on vehicles and equipment; identifies and reports mechanical problems and damage.
- Completes daily logs and reports as required.
- Assists in resurfacing, oiling, patching, sweeping, grading and shaping roads; digs and fills holes; clears and repairs roadway, shoulders and adjoining areas; installs and maintains signs.
- Maintains landscaping and grounds; clears trash, brush, weeds and debris from roadways, structures, grounds and facilities.
- Utilizes proper safety precautions in all work performed; recognizes, avoids, and reports unsafe acts, conditions, accidents and injuries.

Community Relations

- Maintains desired working relationship with Public Works Director and City Manager.
- Works cooperatively with community groups.
- Provides support to all city department programs and/or activities as needed.
- Actively participates in creating and providing desired service levels to the citizens of Kyle and non-citizens within the City of Kyle.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs all other duties as assigned duly assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

The Equipment Operator must have a good knowledge of the safe operation of equipment used and of the provisions of the Texas Motor Vehicle Code relating to the operation of such motorized equipment; must have the ability to service and make minor repairs on the equipment and to know safety standards and hazard prevention; must have the ability to follow oral and written instructions; must have a good driving record; and must be able to work effectively and cooperatively with other employees.

QUALIFICATIONS, EXPERIENCE AND/OR CERTIFICATION REQUIREMENTS:

High School Diploma or General Education Development Certificated (GED) is required. Two (2) years work experience operating vehicles and street and drainage construction and maintenance equipment. Must possess or be able to obtain a valid Texas Commercial Driver's License (CDL) and be eligible for coverage under the City of Kyle vehicle insurance provider. An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The employee must be able to lift and carry up to 100 pounds and to push, pull, or drag up to 150 pounds of equipment and materials; to climb, crawl, kneel, squat, stoop, and bend freely when driving or repairing; to sit or stand for extended periods of time while driving; to use eyes, ears, nose, arms, hands, fingers, legs and feet to perform assigned duties; and to withstand jarring and vibration from equipment and machinery. The employee's job is performed outdoors in extreme temperatures, including heat, cold temperature swings, and inclement weather and entails some exposure to dust, fumes, and loud noises

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is no intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City of Kyle retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.



CITY OF KYLE

An Equal Opportunity Employer
POSITION DESCRIPTION

Position: Parks Maintenance Tech I

Employment Status: Full-time
FLSA Status: Non-Exempt

Dept./Div: Parks & Recreation
Reports To: Parks & Grounds Maintenance
Crew Leader and/or Field Foreman
Supervises: 0

GENERAL STATEMENT:

Maintains grounds, parkland, public facilities, creek areas, and drainage ditches. Constructs new facilities and repairs facilities. Completes minor electrical and plumbing maintenance work as needed.

ESSENTIAL FUNCTIONS:

- Maintains parkland, grounds, and right-of-ways; operates tractors, flat bed trucks, dump trucks, mowers, and other equipment; removes debris and trash; trims trees; mows grass and runs trimming and clippings through chipper.
- Performs construction related work in parks, park facilities including pipe-laying, basic carpentry, pouring concrete, and minor electrical maintenance.
- Drives to and from sites in order to complete work assignments. Communicates with co-workers over two-way radio and pager in order to coordinate activities.
- Assists with maintenance of electrical, and plumbing for City facilities.
- Assists with City Special Events and holiday activities; planning, implementing, trash collection, keeping the event area clean, parking direction, and other duties.
- Performs daily facility preparation tasks including janitorial duties at all City Parks and facilities, activity fields and outdoor restrooms; secures restrooms after park curfew; performs set-up and take down of tables and chairs for rental facilities and City Council and Planning and Zoning Meetings.
- Miscellaneous:
 - Attends staff, committee, and council meetings as needed.
 - Provide support at various departmental programs/activities.
 - Contributes to team effort by performing other duties as assigned.

COMMUNITY RELATIONS:

- Provides customers with information; resolves citizen's complaints concerning park maintenance if needed.
- Maintains working relationship with Parks & Recreation Director.
- Works cooperatively with community groups.
- Maintains a professional working relationship with other Federal, State, and local Parks and Recreation Agencies.

OTHER DUTIES AND RESPONSIBILITIES:

- Physical duties: standing/walking, handling, lifting/carrying, pushing/pulling, bending, twisting, kneeling, crouching, crawling, climbing, balancing.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of applicable state, federal, and local laws involving any playground safety or parks and recreation specifications.
- Ability to maintain cooperative relationships with other city officials, and with the general public.
- Ability to remain calm and act resourcefully in an emergency.
- Ability to operate heavy machinery, power tools, hand tools, push mowers, front line mowers, edgers, trimmers, pruning tools, chainsaws, air blowers, chippers, hydro-mulch machines, City pickup truck, and pesticide/herbicide sprayers, tractors, flatbed trucks, and dump trucks.
- Ability to communicate with Parks & Recreation Director, co-workers, and public; must work well with other employees in order to accomplish tasks safely and efficiently.
- Ability to read the City policies and procedures, written instructions, general correspondence, traffic signs, and warning labels; ability to write work orders for repair of equipment; ability to perform basic math skills; ability to follow instructions, to find ways to perform job tasks safely and efficiently.

QUALIFICATIONS, EXPERIENCE, AND/OR CERTIFICATION REQUIREMENTS:

Formal Education: High school diploma or equivalent.

Experience: 1-2 years experience as Equipment Operator, Parks Maintenance Crew Member, or previous electrical or maintenance experience.

Other Requirements: Valid Texas Drivers License with an acceptable driving record.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.