



October 5, 2012

Dear Applicant,

Thank you for your interest in the position of a **Special Project Manager** with the City of Leon Valley. To ensure the proper processing of your application, the following should be submitted with your completed application:

1. Completed "Notice of Job Requirements";
2. Completed "Information Release Authorization to Obtain Criminal Records";
3. Completed "Authorization to Release Information (Private Person or Organization) to the City of Leon Valley";
4. Completed "Written Authorization to Obtain Consumer Reports for Employment Purposes";
5. Completed Driver Background Information; and
6. Your résumé.

Again, thank you for your interest in employment with the City of Leon Valley.

Sincerely,  
Crystal Caldera, HR Director  
6400 El Verde Rd  
Leon Valley, Texas 78238-2399  
210.684.1391 ext 216 phone  
210.684.1515 fax  
c.caldera@leonvalleytexas.gov



**APPLICATION FOR EMPLOYMENT**  
(PLEASE TYPE OR PRINT CLEARLY)

PERSONAL

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Present address \_\_\_\_\_

Telephone No. (H): \_\_\_\_\_ (W): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.? Yes \_\_\_ No \_\_\_ (Proof of citizenship or immigration status will be required upon employment.)

Are you of the legal age to work? \_\_\_\_\_

Position(s) applied for: Animal Control/Code Enforcement Officer

Were you previously employed by us? \_\_\_ If yes, when? \_\_\_\_\_

Is any additional information relative to your use of another name necessary to enable a check on your work record? If yes, please explain. \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_, 2012.

Are there any other experiences, skills, training or qualifications which will be of special benefit in the job for which you are applying? \_\_\_\_\_

RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE?	LIST DIPLOMA OR DEGREE
			1	2	3	4		
HIGH							<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE							<input type="checkbox"/> YES <input type="checkbox"/> NO Credit Hrs Completed: Degree Obtained:	
OTHER							<input type="checkbox"/> YES <input type="checkbox"/> NO	

## **“CITY OF LEON VALLEY”**

### **FULL TIME – Special Projects Manager**

Under the general direction of the Director of Public Works, is responsible for managing all city capital projects. Will be representing the City Manager on Various project meetings; and performs other duties as required. Applications must be filed at Leon Valley City Hall at 6400 El Verde Rd, Leon Valley, TX 78238 **until 5:00p.m., October 19, 2012.**  
ADA/EEO/AA

**REQUIRES:** A High School diploma or equivalent is required; A valid Texas Motor Vehicle License and the ability to remain eligible to drive under the City's driver evaluation program; Must be bondable under City's public employee blanket bond; All required licenses and certifications must be current and valid. Requires five (5) years experience in related field: infrastructure operations, maintenance and construction, personnel management and budgeting, building construction, and traffic codes;

**PREFER:** Bachelor's degree in Public Administration, Project Management or a related.

**SALARY: \$42,806.40 – \$52,041.60 DOQ. Plus great benefits such as, medical, dental, life and retirement.**

**CITY OF LEON VALLEY  
JOB DESCRIPTION**

**JOB TITLE:** Project Manager

**DEPARTMENT:** Public Works

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** October 5, 2012

**JOB SUMMARY:**

Under the general direction of the Director of Public Works, responsible for managing all city capital projects. Will be representing the City Manager on various project meetings; and performs other duties as required.

**ESSENTIAL JOB FUNCTIONS:**

Responsible for setting project objectives by carefully, planning, staffing, and scheduling; as well as; performing budget management, quality control and safety protocols;

Develop and implement control systems and procedures for management of cost, schedule and performance;

Regularly prepare and present status reports to the City Manager on multiple projects

Ensure that projects meet or exceed expectations and meet specified benchmarks;

Provide construction input on materials and methods to design teams;

Regularly meet and coordinate with project stakeholders and procurement teams;

Assist with bidding and contractor selection process;

Ensure that project implementation meets all applicable Federal, State, and local laws;

Plan, budget and provide resource estimates for multiple projects;

Assist with maintaining utility construction permits using Texas Processor Inc. Program;

Become knowledgeable about the city's zoning and code of ordinance;

Coordinate crews to ensure that planned tasks are completed in a timely and cost effective manner.

Plan and provide resource estimates for multiple projects;

Ensure that field employees receive appropriate safety and job performance training.

Supervise all phases of street, drainage, sidewalk, building, alley, water and sewer utilities, repair, and construction;

Inspect public utility construction as it relates to street cuts; and other public facilities;

Evaluate, counsel and discipline subordinate employees;

Conduct work place and equipment inspections to evaluate the safety of the working environment and ensure that corrective action is taken;

Assist in preparation of budget documents and operate within a budget;

Responsible for proper use of equipment and materials on job sites.

Operate vehicles in a safe manner;

Use tact, diplomacy and discretion as required;

Assure City compliance with federal, state and local laws regarding environmental and public works' issues;

Have a working knowledge of building codes, safety codes.

Ensure that departmental operations are performed in concert with all applicable laws, ordinances and policies/procedures from the City Council, City Manager and Director of Public Works;

Communicate effectively and courteously with City officials, City Manager, Department Heads, public, employees, business representatives, and the media in person, in writing, over the internet, by telephone or other electronic media;

Answer inquiries from public and City officials regarding City policies/procedures;

Converse fluently in English and read English;

Read, write and understand written instructions, reports, documents, plans and maps;

Proficient with Windows operating environment and Microsoft Word, Excel, and Power Point and a working knowledge of Access,

Must possess a working knowledge of general office equipment, procedures, and operations;

Must not pose a threat to the health and safety of self or others.

**OTHER JOB FUNCTIONS:**

Reviews subdivision plats and the construction of required improvements;

Reviews engineering and architecture plans; and

Prepares equipment purchase specifications.

**EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES:**

A High School diploma or equivalent is required;

Bachelor's degree in Public Administration, Project Management or a related field is preferred;

A valid Texas Motor Vehicle License and the ability to remain eligible to drive under the City's driver evaluation program are required;

Must be bondable under City's public employee blanket bond;

All required licenses and certifications must be current and valid.

**EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:**

Requires five (5) years experience in related field: infrastructure operations, maintenance and construction, personnel management and budgeting, building construction, and traffic codes;

Ability to plan, organize, coordinate, manage, control and evaluate the performance of subordinate personnel;

Ability to establish and maintain effective, working relationships with the Director of Public Works City Manager, other City employees, other governmental entities and the public;

Ability to manage department budget;

Ability to communicate and understand written and oral instructions;

Must be able to accurately complete paper work and have knowledge of city policies and procedures;

Must have good prioritizing and problem solving abilities, to include understanding financial budgets, cost data, units of expression (cubic feet, etc.), water and sewer rate expressions;

Be familiar with field surveying; and

Ability to teach and practice sound safety and work habits.

**PHYSICAL DEMANDS:**

Able to work outside in all seasons including extreme temperatures and other inclement weather. Moderate exposure to dust and noise levels. Executing work involves standing, walking and driving, along with some associated climbing and crawling, pushing and pulling, bending, stooping and squatting, twisting and reaching above the shoulders, and kneeling. Must be able to walk rough terrain, climb ladders, stairs and ramps. Crawl over or under obstacles. Work on irregular surfaces and high elevations. Requires the daily use of a computer, telephone and driving a vehicle to conduct work, must be able to communicate clearly over a radio.

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT. For additional employer listings, please use separate sheet of paper.

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

I hereby give permission to contact the employers listed above about my prior work experience. \_\_\_\_\_  
Signature

If there is a particular employer(s), you do not wish us to contact, please indicate which one(s). \_\_\_\_\_

Have you ever been discharged or forced to resign for misconduct or unsatisfactory performance from any job? \_\_\_\_ Yes  
No \_\_\_\_ If yes, give the name of the employer in each instance and the reason(s). \_\_\_\_\_

**PERSONAL REFERENCES (NO FORMER EMPLOYERS, SUPERVISORS, OR RELATIVES)**

(These individuals should have known you for several years)

NAME & OCCUPATION	FULL MAILING ADDRESS	PHONE NUMBER
		H/Cell: W:
		H/Cell: W:
		H/Cell: W:

**PLEASE READ AND SIGN BELOW**

The facts set forth in my application (and accompanying resume, if any) for employment are true and complete. I understand that if employed, any false statement on this application may result in my disqualification or discharge when discovered. I further understand that this application or anything conveyed during an interview is not and is not intended to be a contract of employment, nor does this application obligate the City of Leon Valley in any way if the City decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than the City Manager has authority to enter into an agreement for employment for any specified period of time or to make an agreement contrary to the foregoing, and then only in writing by the City Manager.

In making this application for employment I authorize the City of Leon Valley or its designated individuals to make an investigative report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

In consideration of my being considered for employment and/or being employed I hereby agree to and submit to physical examinations and tests as may be required by the City, and I do hereby (1) grant release and assign unto the City, all right, title and interest that I may subsequently acquire in all records and reports arising out of or in connection with said examinations and tests and (2) waive all rights to be advised on the content of said records and reports or to receive copies thereof, without the prior written consent of the City.

I also authorize the City of Leon Valley to furnish to any future employer or prospective employer any and all information they may request concerning my application for employment or employment with the City of Leon Valley. I hereby direct the City of Leon Valley to release such information upon request from a bearer of an authorization to release information. This release is executed with the full knowledge and understanding that this information is for the official use of the City of Leon Valley.

I also understand that this application for employment will be kept on file for a period of 6 months from the date of my application. I also understand that if I want to be considered for future employment at the end of this period of time that I will have to file a new application.

I hereby release the City of Leon Valley, as custodian of such records from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with a valid authorization and request for information or any other attempt to comply with it.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



NOTICE OF JOB REQUIREMENTS

The City of Leon Valley requires that each applicant be informed of what is expected of employees in each position with the City. Attached to this notice is a job description for the position of "Animal Control/Code Enforcement Officer" with the City of Leon Valley, for which you are applying.

The City of Leon Valley is concerned with the safety, health, and well-being of all its employees. The use or misuse of alcohol, drugs, narcotics, and/or controlled substances is inconsistent with this concern and, therefore, the City requires applicants to undergo pre-employment drug screening for drugs and illegal substances. A positive test result will cause rejection of the application, unless there are extenuating circumstances, e.g., medication causing the positive result if the medication is legally prescribed by a physician as part of an approved treatment.

The City of Leon Valley is an at-will employer and does not waive the right, at any time, including in the event the applicant is employed, to discharge the employee at any time, for any reason, with or without notice, and with or without cause.

I have read the attached job description and understand the City of Leon Valley's policies regarding drug testing and employment-at-will.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



AUTHORIZATION TO RELEASE INFORMATION  
(PRIVATE PERSON OR ORGANIZATION)  
TO THE CITY OF LEON VALLEY

TO WHOM IT MAY CONCERN:

I, \_\_\_\_\_, an applicant for employment with the City of Leon Valley, hereby authorize you to furnish the City of Leon Valley with any and all information they may request concerning my employment; educational records, including but not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records; juvenile, police, Department of Public Safety driving and court records; military records, for determination of my potential for employment and for eligibility for certain security clearances. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Leon Valley. I also understand that neither the City nor its agent shall be violating my right to privacy in any manner and I hereby release them from all liability whatsoever for actions related to this investigation.

I hereby release you, as custodian of such records, any school, college, university, or other educational institution; hospital or other repository of medical records; credit bureau; lending institution; consumer reporting agency; or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request for information or any other attempt to comply with it.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

To Applicant: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.  
The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, national origin or disability. Federal law also prohibits other types of discrimination such as age and citizenship. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

1. How long have you lived at present address? \_\_\_\_\_
2. Previous address \_\_\_\_\_  
\_\_\_\_\_
3. How long did you live there? \_\_\_\_\_
4. Are you over the age of eighteen? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, hire is subject to verification that you are of minimum legal age.
5. Have you been bonded? \_\_\_\_\_ If yes, on what jobs? \_\_\_\_\_
6. Have you ever been convicted of a crime, including misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court? \_\_\_\_\_  
If yes, describe in full: \_\_\_\_\_  
\_\_\_\_\_
7. List any friends or relatives working for us, other than spouse. How do you know them and for how long?  
a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_
8. Will you work overtime if scheduled or requested? \_\_\_\_\_
9. Will you work weekends if scheduled or requested? \_\_\_\_\_
10. Will you be able to get to work on time each day and when called in? \_\_\_\_\_
11. How did you hear about this job opening? \_\_\_\_\_



INFORMATION RELEASE AUTHORIZATION  
Criminal Background Check

Applicant's Name (Print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Race: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I, \_\_\_\_\_, do hereby authorize any law enforcement agency to furnish the City of Leon Valley or its agent information related to my criminal history. I hereby release the City of Leon Valley and all of its agents and employees, the law enforcement agency and all employees of law enforcement agencies furnishing information, from all liability, resulting from the furnishing of this information to the City of Leon Valley. I certify that the statements made by me on this form and on all pages of the City of Leon Valley Employment Application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void my consideration for employment/continued employment, and could result in disciplinary action including termination.

Signed \_\_\_\_\_

Date \_\_\_\_\_



WRITTEN AUTHORIZATION TO OBTAIN CONSUMER  
REPORTS FOR EMPLOYMENT PURPOSES

TO: The City of Leon Valley

FROM: \_\_\_\_\_  
Printed Name of Applicant for Employment

DATE: \_\_\_\_\_

I, the undersigned, have received from the City of Leon Valley a disclosure to individuals applying for employment with the City of Leon Valley, Texas. I have read the disclosure and I understand its contents. After reading the disclosure, I give my authorization to the City of Leon Valley to obtain consumer reports for employment purposes. I understand that if I become an employee of the City of Leon Valley, this authorization will continue in effect to authorize the City of Leon Valley to periodically obtain reports for employment purposes for the purpose of evaluating me for promotion, reassignment, or retention as an employee.

\_\_\_\_\_  
Signature of Applicant

.....  
DISCLOSURE TO INDIVIDUALS APPLYING FOR  
EMPLOYMENT WITH THE CITY OF LEON VALLEY, TEXAS

The City of Leon Valley hereby discloses to you that in connection with your application for employment, upon receipt of your written authorization to do so, it may obtain one or more consumer reports for employment purposes.

If the City of Leon Valley employs you, it may periodically obtain consumer reports for employment purposes, for the purpose of evaluating you for promotion, reassignment, or retention as an employee.

In each case, if information in the report influences the City's decision to deny hiring or promotion, it will provide you with appropriate action disclosures in accordance with Section 604(b)(2)(A) of the Fair Credit Reporting Act complete as of January 7, 2002.





VOLUNTARY DATA RECORD SURVEY

Dear Applicant:

Applicants for positions with the City of Leon Valley are treated equally, without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status. At the same time, as an employer with an affirmative action program, the City of Leon Valley complies with government regulations, including affirmative action responsibilities and reports where they apply.

Government agencies periodically require reports on the status of protected employees. The purpose of this Voluntary Data Record is to comply with government record keeping, reporting, and other legal requirements. This data is for statistical analysis with respect to the success of the City of Leon Valley's affirmative action program only.

Completing this Voluntary Data Record Survey is optional. All data records are kept in a confidential file and are not a part of your Application for Employment or Personnel File.

NOTE: THE DECISION TO SUBMIT THIS INFORMATION IS VOLUNTARY.

=====

Date: \_\_\_\_\_

1. Job Title of Position Applied For: Animal Control/Code Enforcement Officer

2. Check One:

Male \_\_\_\_\_ Female \_\_\_\_\_ Age: \_\_\_\_\_

Vietnam Era Veteran: \_\_\_\_\_ Disabled Veteran: \_\_\_\_\_ Disabled: \_\_\_\_\_

3. Check one of the following (ethnic/racial background):

White \_\_\_\_\_ Hispanic \_\_\_\_\_ Native American: \_\_\_\_\_

Black: \_\_\_\_\_ Asian/Pacific Islander: \_\_\_\_\_ Other: \_\_\_\_\_