

**CITY OF PLANO  
HUMAN RESOURCES DEPARTMENT  
JOB OPPORTUNITY SUMMARY**

**CITY OF PLANO, HUMAN RESOURCES DEPARTMENT**

**1520 AVENUE K, SUITE 130, PLANO, TX 75074**

**TELEPHONE: (972) 941-7115**

**FAX: (972) 941-7239**

**24-Hour Information Hotlines:**

**Career (972) 941-7116**

**Home Page: <http://www.plano.gov/Departments/HR/employment.htm>**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND AN ADVOCATE FOR WORKFORCE DIVERSITY**

**APPLICATION GENERAL INSTRUCTIONS**

**PLEASE READ THE FOLLOWING IMPORTANT INFORMATION BEFORE  
APPLYING FOR ANY POSITION:**

- **RESUMES ARE NOT ACCEPTED IN LIEU OF APPLICATIONS.**
- WE CAN ONLY ACCEPT APPLICATIONS FOR POSITIONS WHICH ARE CURRENTLY POSTED.
- **PLEASE PRINT. NEATNESS AND LEGIBILITY ARE IMPORTANT.**
- YOU MUST COMPLETE A SEPARATE APPLICATION AND SUPPLEMENTAL FORMS FOR EACH POSITION. APPLICATIONS WITH MORE THAN ONE POSITION LISTED **WILL NOT BE CONSIDERED.** The supplemental forms required for each type of position are indicated in the beginning of each category. If additional forms are required for a specific job, it will be listed at the beginning of that job description.
- **If a closing date is noted**, applications must be received by 5:00 p.m. on the closing date indicated. All other positions are open until filled and **MAY BE WITHDRAWN AT ANY TIME.**
- If a driver's license is required, and in compliance with guidelines established by the City of Plano, all employees whose positions require a Texas driver's license must meet and maintain the following driving history requirements:
  1. No more than two (2) moving traffic violations and/or accidents recorded against the applicant's driver's license by any licensing agency within the preceding twenty-four (24) month period; and
  2. No more than four (4) moving violations and/or accidents recorded against the applicant's driver's license by any licensing agency during the preceding thirty-six (36) month period;
  3. No DWI or DUI conviction during the preceding thirty-six (36) month period.
- In order to certify your driving history, the City of Plano must conduct a Motor Vehicle Records Check. Your employment and/or continued employment with the City of Plano will be contingent, in part, on successfully meeting the driving history requirements listed above. If you do not meet these standards, you will be subject to exclusion from consideration for the position for which you have applied. If you do not maintain these standards as an employee, you will be subject to dismissal from employment.

**PRIOR TO A FINAL OFFER, DRUG TESTING IS REQUIRED FOR ALL POSITIONS.**

**CITY OF PLANO APPLICATION REVIEW PROCESS: DUE TO THE VOLUME OF APPLICATIONS WE RECEIVE, PLEASE DO NOT CONTACT US ABOUT THE STATUS OF YOUR JOB APPLICATION. THE REVIEW PROCESS AVERAGES THREE TO FOUR WEEKS FROM THE DATE OF APPLICATION TO THE SCHEDULING OF INTERVIEWS. HOWEVER, THERE ARE NO TIME RESTRICTIONS TO COMPLETE THIS PROCESS. The interviewing department will review applications, select the most qualified applicants to be interviewed, call candidates to schedule interviews and subsequently select applicants to be hired. Only applicants who are interviewed will be notified about the status of a position.**

**FAILURE TO SUBMIT A COMPLETE APPLICATION PACKET  
COULD RESULT IN NON-CONSIDERATION OF YOUR APPLICATION FOR THE POSITION.**

## RESUMEN DE OPORTUNIDADES DE TRABAJO

CITY OF PLANO, HUMAN RESOURCES DEPARTMENT  
(CIUDAD DE PLANO, DEPARTAMENTO DE RECURSOS HUMANOS)

1520 AVENUE K, SUITE 130, PLANO, TX 75074

TELÉFONO: (972) 941-7115 FAX: (972) 941-7239

Líneas directas de 24 horas:

Carrera profesional (972) 941-7116

Página principal: <http://www.plano.gov/Departments/HR/employment.htm>

SOMOS UN EMPLEADOR CON IGUALDAD DE OPORTUNIDADES Y PROPUGNAMOS LA DIVERSIDAD DE LA FUERZA LABORAL

### INSTRUCCIONES GENERALES PARA LA SOLICITUD

**POR FAVOR LEA LA INFORMACIÓN IMPORTANTE SIGUIENTE ANTES DE SOLICITAR CUALQUIER PUESTO:**

- **LOS REASUMES NO SON ACEPTADOS EN LUGAR DE SOLITUDES.**
- Solamente podemos aceptar solicitudes para puestos que están actualmente anunciados.
- Debe especificar el nombre EXACTO del puesto en cada solicitud.
- Debe llenar una solicitud separada y formularios suplementarios para cada puesto. Las solicitudes con más de un puesto indicado **NO SE TENDRÁN EN CUENTA**. Los formularios suplementarios requeridos para cada tipo de puesto están indicados al comienzo de cada categoría. Las posiciones administrativas pueden requerir que demuestren sus habilidades para desarrollar el puesto. Si se requieren formularios adicionales para un trabajo específico, esto se indicará al comienzo de la descripción de ese trabajo.
- **Si se indica una fecha de cierre**, las solicitudes deben ser recibidas antes de las 5:00 p.m. en la fecha de cierre a menos que se requieran pruebas para ese puesto. Todos los demás puestos están abiertos hasta que hayan sido llenados y **se pueden retirar en cualquier momento**.
- La experiencia laboral relevante puede considerarse un sustituto aceptable de los requisitos educativos.
- Si se requiere una licencia de conductor, y de acuerdo con las pautas establecidas por la Ciudad de Plano, todos los empleados cuyo puesto requiere una licencia de conductor de Texas deben cumplir y mantener los siguientes requisitos de conducción en el pasado:
  1. No más de dos (2) infracciones de tráfico durante la conducción y/o accidentes anotados bajo la licencia de conductor del solicitante por cualquier agencia de licenciamiento dentro de los veinticuatro (24) meses anteriores; y
  2. No más de cuatro (4) infracciones de tráfico durante la conducción y/o accidentes anotados bajo la licencia de conductor del solicitante por cualquier agencia de licenciamiento dentro de los treinta y seis (36) meses anteriores;
  3. Ninguna condena por conducir en estado de ebriedad (DWI) o conducir mientras se está intoxicado (DUI) durante los treinta y seis (36) meses anteriores.
- *Para poder certificar su historial de conductor, la Ciudad de Plano debe llevar a cabo una Verificación de los Registros de Vehículos de Motor. Su empleo y/o la continuación de su empleo con la Ciudad de Plano dependerá, en parte, en el cumplimiento exitoso de los requisitos de historial de conductor indicados arriba. Si no cumple estos requisitos, estará sujeto a su exclusión de la consideración para el puesto para el cual ha hecho la solicitud. Si no mantiene estos estándares como empleado, estará sujeto a la terminación de su empleo.*

**ANTES DE UNA OFERTA FINAL, SE REQUIERE UNA PRUEBA DE DROGAS PARA TODOS LOS PUESTOS.**

**PROCESO DE REVISIÓN DE SOLICITUDES DE LA CIUDAD DE PLANO:** Debido a la cantidad de solicitudes que recibimos, por favor **no se comunique con nosotros para preguntar el estado de su solicitud de empleo. El proceso de revisión dura un promedio de tres a cuatro semanas desde la fecha de la solicitud hasta la programación de entrevistas. Sin embargo, no hay restricciones de tiempo para completar este proceso. El departamento de entrevistas revisará las solicitudes, seleccionará los solicitantes más capacitados para que sean entrevistados, llamará a los candidatos para programar entrevistas y seguidamente seleccionará a los solicitantes que serán contratados. Solamente los solicitantes que sean entrevistados recibirán un aviso acerca del estado de un puesto.**

**EL HECHO DE NO PRESENTAR UN PAQUETE DE SOLICITUD COMPLETO, INCLUYENDO LA EVALUACIÓN DE LAS APTITUDES, PODRÁ RESULTAR EN LA FALTA DE CONSIDERACIÓN DE SU SOLICITUD PARA EL PUESTO.**

**UN EMPLEADOR DE ACCIÓN AFIRMATIVA/IGUALDAD DE OPORTUNIDADES/ADA (LEY PARA AMERICANOS CON DISCAPACIDADES)**



**PROFESSIONAL**

**Note: Resumes are not accepted in lieu of applications.** To apply for **PROFESSIONAL** positions, you will need to complete an **Employment Application**. Please review each job description to determine if additional forms are required. These forms may be downloaded from our website or picked up from our office. You may attach a resume to your application and mail, fax (972/941-7239), or visit our office.

<b>SENIOR ENGINEER</b>	<b>Master Number 207125</b>
<b>Engineering</b>	<b>Applications must be</b>
<b>Salary Range: \$70,000 - \$90,965/year</b>	<b>received by: OPEN</b>

Will be responsible for the review and coordination of private development engineering design plans and construction; coordinate review with other City departments; primary responsibility will be to develop, implement and enforce storm water regulations and to minimize the discharge of pollutants from new development and redevelopment, provide technical assistance concerning City Procedures, ordinances, and requirements; provide analytical and developmental recommendations relating to standard detail and specification revisions, policy development, project management and program implementation; coordinate the activities of plan review and project management by scheduling and assigning work to meet target dates; prepare ordinances, resolutions, abandonment, and construction contracts/bid documents; assist and lead staff engineers on plan review, use of proper procedure and interpretation of City requirements to ensure conformance with City standards; conduct final inspection of construction projects; design CIP projects and/or perform as Project Engineer on more complicated projects with limited direction. May supervise other staff members, and may act as Chief Engineer in their absence. Will also handle and resolve citizen inquiries. In-dept knowledge of civil engineering techniques and construction practices; working knowledge of Engineering department functions, policies, practices and procedures. Effective oral and written communication skills. Ability to manage more difficult engineering projects; work independently with little supervision. Bachelor's degree in Civil Engineering (BSCE), plus a minimum of five (5) years of experience, after registration as a Professional Engineer, reviewing and designing civil engineering plans and consulting with developers and contractors concerning municipal ordinances and requirements. Preference will be given to applicants with experience in storm water management. Registration as a Professional Engineer with registration in Texas within six (6) months of hire required. Registration as a Surveyor in the State of Texas is desirable. **Texas Class C driver's license.**

<b>SENIOR TRAFFIC ENGINEER</b>	<b>Master Number 207148</b>
<b>Engineering</b>	<b>Applications must be</b>
<b>Salary Range: \$70,000 - \$90,965/year (DOQ)</b>	<b>received by: OPEN</b>

Will issue work orders for the installation of traffic signs, pavement markings and modifications to traffic signals; respond to citizens, as well as other city departments and city management concerning various traffic related issues and complaints; develop, implement and evaluate the effectiveness of signal timing plans during peak hours at critical signal locations, as well as design and develop traffic signal plans and traffic signal timing for new traffic signal locations; coordinate with other city departments; develop and implement a phase by phase completion program for the various components of the Traffic Management Center; perform and review traffic impact analysis for various types of land uses as submitted; provide staff support concerning traffic related issues to various boards and commissions at their meetings; identify and develop traffic related city projects that qualify for various funding grants and coordinate with other agencies to procure funding; provide problem solving recommendations, work leadership training for traffic engineers, as needed. Working knowledge of the plans and specifications for traffic control devices, civil engineering concepts, principles and practices relating to traffic control, etc. Knowledge concerning the preparation of inter-agency resolutions, inter-local agreements and different types of operation and maintenance agreements, coordinating with legal and management staff. Effective oral and written communication skills; skill in making effective presentations before boards and commissions concerning traffic related issues and demonstration skills to effectively present the functions of the Traffic Management Center. Bachelor's degree in Civil Engineering (BSCE), with Master's degree in Transportation Engineering preferred, plus a minimum of six (6) years of experience in traffic engineering, (or four (4) years of experience in traffic engineering with a Master's degree in Transportation Engineering). Registration as a Professional Engineer in the State of Texas. Membership in TExITE and ITE is preferred. **Texas Class C driver's license required.**



**TECHNICAL**

**Note: Resumes are not accepted in lieu of applications.** To apply for a **TECHNICAL** position, you will need to complete the **Employment Application**. Please review each job description to determine if additional forms are required. These forms may be downloaded from our website or picked up from our office. You may attach a resume to your application and mail, fax (972/941-7239), or visit our office.

<b>EMERGENCY MANAGEMENT SPECIALIST</b>	<b>Master Number 207294</b>
<b>Office of Homeland Security</b>	<b>Applications must be</b>
<b>Salary Range: \$3,613 - \$5,275/month</b>	<b>received by: OPEN</b>

Will develop, implement, maintain, and modify the Hazard Mitigation Action Plan as required; assist in the development, implementation, maintenance, and modification of the disaster recovery and mitigation elements of the City Emergency Operations Plan (EOP); develop , implement, maintain, and modify emergency and disaster mitigation and recovery Standard Operating Procedures; work with the Director and City staff to coordinate hazard mitigation and recovery activities following disasters; assist in preparing and presenting public awareness programs to the public, civic groups, medical facilities, schools, and private organizations; encourages the development of emergency plans; Respond to public inquiries; provide information within the area of assignment; resolve complaints in an efficient and timely manner; assist with the planning, implementation, and evaluation of emergency preparedness exercises and drills; provide training to other employees regarding the Emergency Management Program; represent the City at emergency scenes, conferences, meetings and seminar as required; assist in the development and maintenance of reports and studies required by federal, state, and local agencies; assist with ensuring departmental compliance with applicable legislation, statutes and executive orders. An understanding of the National Incident Management System or Incident Command System and the four phases of Emergency Management required; concept of an all-hazards approach to emergency management; and of the Integrated Emergency Management System required; working knowledge of the development of emergency management plans and emergency operations center operating procedures. Ability to communicate verbally and in writing; proficient in standard office applications including spreadsheet and word processing software. Bachelor's degree with major course work in emergency management or related field plus two years of experience in Emergency Management or Homeland Security. Texas Class C driver's license required. Must be able to obtain a Certified Emergency Manager (CEM) certification from the International Association of Emergency Managers (IAEM) within two (2) years of hire date.

<b>GIS TECHNICIAN</b>	<b>Master Number 207293</b>
<b>Planning</b>	<b>Applications must be</b>
<b>Salary Range: \$2,741 - \$3,948/month</b>	<b>received by: OPEN</b>

Will develop, maintain and update various map and database layers of the City's GIS, as well as prepare special maps and drawings using Autocad and GIS-ArcMap software. May create menus, programs, applications and procedures in conjunction with the Senior GIS Technician and Mapping/Information Supervisor. Will input and draft existing field data from surveyor's digital data, field notes and engineering plans for design and special project exhibits needed by various divisions and departments throughout the City using GIS-ArcMap and Autocad software; update and maintain various GIS layers and databases, including the City's street, parcel, centerline, subdivision and utility data, using GIS-ArcMap and Autocad software by interpreting information from new subdivision plats, tax rolls, and as-built civil engineering plans; create and maintain documentation for GIS layers, applications and procedures as well as create and customize existing software features and programs in GIS-ArcMap and Autocad, using Visual Basic for ArcObjects programming, convert various maps and digital data to the City's GIS-ArcMap software. Working knowledge of Autocad and GIS-ArcMap and Autocad software, basic knowledge of Visual Basic programming language; basic civil engineering principles and methods; working knowledge of computers. Effective oral and written communication skills; GIS-ArcMap software skills; skill in designing and drawing computer graphic illustrations and presentations; proficient with Autocad software; computers and peripheral equipment. Ability to document technical information. Associates Degree in Computer Science, GIS, or related field, plus a minimum of one (1) year of experience in GIS-ArcMap software; one (1) year in Autocad software preferred; one (1) year in civil engineering. Texas Class C driver's license.

<b>PLUMBING INSPECTOR</b>	<b>Master Number 207316</b>
<b>Building Inspection</b>	<b>Applications must be</b>
<b>Salary Range: \$3,003 - \$4,355/month</b>	<b>received by: OPEN</b>

Will conduct field inspections of on-going construction to ensure compliance with all applicable plumbing and mechanical codes. Will conduct inspections to determine if existing properties are being maintained in compliance with applicable codes. Will also respond to requests for code interpretation and application from contractors and property owners, as well as maintain records of completed inspections, entering results into computer. Will review plans and specifications on-site to ensure construction is in accordance with City-approved plans. Effective oral and written communication skills. High school graduate (or GED), plus a minimum three (3) years experience in conducting inspections of construction projects, or equivalent coursework in related discipline. Texas Class C driver's license and valid Master or Journeyman plumbing license required. Hours: 7:00 am-3:30 pm, Monday - Friday



**CLERICAL**

**Note:** *Resumes are not accepted in lieu of applications.* To apply for a **CLERICAL** position, you will need the following forms: **Employment Application and Clerical/Administrative Supplemental Job Application.** Please review each job description to determine if additional forms are required. These forms may be downloaded from our website or picked up from our office. You may mail, fax (972/941-7239), or visit our office. **Clerical positions may require skills testing.**

JOB OPPORTUNITIES  
Week of December 31 2007



**LABOR/MAINTENANCE**

**Note: Resumes are not accepted in lieu of applications.** To apply for a **LABOR/MAINTENANCE** position, you will need the **Employment Application and Labor/Maintenance Supplemental Job Application**. Please review each job description to determine if additional forms are required. These forms may be downloaded from our website or picked up from our office. You may attach a resume to your application and mail, fax (972/941-7239), or visit our office.

JOB OPPORTUNITIES  
Week of December 31 2007



**MISCELLANEOUS**

**Note:** *Resumes are not accepted in lieu of applications.* To apply for **MISCELLANEOUS** positions, you will need the **Employment Application**. Please review each job description to determine if additional forms are required. These forms may be downloaded from our website or picked up from our office. You may attach a resume to your application and mail, fax (972/941-7239), or visit our office.

JOB OPPORTUNITIES  
Week of December 31 2007



**TEMPORARY/SEASONAL**

**Note:** *Resumes are not accepted in lieu of applications.* To apply for **TEMPORARY/SEASONAL** positions, you will need the **Employment Application**. Please review each job description to determine if additional forms are required. These forms may be downloaded from our website or picked up from our office. You may attach a resume to your application and mail, fax (972/941-7239) or visit our office.