

CITY OF PLANO HUMAN RESOURCES DEPARTMENT JOB OPPORTUNITY SUMMARY

CITY OF PLANO, HUMAN RESOURCES DEPARTMENT

1520 AVENUE K, SUITE 130, PLANO, TX 75074

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24-Hour Information Hotlines:

Career (972) 941-7116; Police (972) 941-7299; Fire (972) 941-7402

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:**

- We can only accept applications for positions which are currently posted.
- You must specify the EXACT position title on each application.
- 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 unless testing is required for that position. If testing is required, the application and testing must be completed in accordance with the testing schedule. All other positions are open until filled and **may be withdrawn at any time**.
- Testing hours (NO APPOINTMENT IS NECESSARY) are Monday through Thursday, 8:00 a.m. – 4:00 p.m. and Friday, 8:00 a.m. – 1:00 p.m. Testing must be completed at the time the application is submitted.
- Relevant work experience may be considered an acceptable substitute for educational requirements.
- 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, INCLUDING SKILLS ASSESSMENT,
COULD RESULT IN NON-CONSIDERATION OF YOUR APPLICATION FOR THE POSITION.**

HEAD LIFEGUARD II (PT)

Plano Pools

Salary: \$10.07/hour

SPECIFY POOL ON SUPPLEMENTAL SHEET. Will ensure the personal safety of the facility users by enforcing all rules and regulations; perform maintenance work to pool, spectator areas and restrooms. Regulate and monitor water chemistry in the pool; responsible for collection of fees; preparation of bank deposits and departmental records and reports; conduct weekly in-service training; evaluate and give instruction to lifeguards to improve techniques and perform CPR audits; promote public relations with facility users and outside organizations by representing water safety seminars to requesting groups; supervise and give direction to the lifeguarding staff to accomplish daily goals and objectives (staff may range in number from 4 to 14); extensive knowledge of the Plano Parks and Recreation department and the Aquatics area to give accurate information and quality customer service to the public; working knowledge of aquatics activities, lifeguarding, CPR and first aid; effective oral and written communication skills and must be a strong swimmer; minimum age 17; three (3) summers of experience as a lifeguard or any equivalent combination of training and experiences. **Lifeguarding training, American Red Cross Head Lifeguard; CPR for the Professional. American Red Cross I Rescuer and first aid certification required.** HOURS: 20-40/week, flexible schedule includes mornings, evenings, weekends, and holidays. TENTATIVE OPENING DATE FOR CENTER – June, 2007.

Master Number 207070

Applications must be received by: OPEN

LIFEGUARD

Plano Pools

Salary: \$8.67/hour

SPECIFY POOL ON SUPPLEMENTAL SHEET. Will ensure the safety of aquatic patrons by enforcing all safety rules and regulations; enforce pool rules in and around the pool; identify and respond to emergency situations and administer care; perform general maintenance in and around the pool and collect fees and promote public relations with pool users, as well as attend required in-service training. Working knowledge of aquatic activities, lifeguarding, CPR, and first aid. Ability to communicate effectively and be a strong swimmer. **Minimum age 16.** Lifeguarding experience preferred. **American Red Cross Lifeguarding certificate required and CPR for the Professional rescuer.** HOURS: 15-40 hours per week; including evenings, weekends, and holidays. Ability to work a flexible schedule.

Master Number 207071

Applications must be received by: OPEN

SWIMMING TEACHING ASSISTANT (PT)

Learn-to-Swim

Salary: \$7.46/hour

Responsible for assisting the Water Safety Instructor in teaching swimming lessons. Must be able to swim well and have good communication skills. Completion of Swim Assistant course preferred. City will reimburse training course fee after 6 months of active employment. Minimum age 14. HOURS: Flexible hours will include mostly evenings. Hours can vary between 5 to 40 per week.

Master Number 207038

Applications must be received by: OPEN

WATER AEROBICS INSTRUCTOR (PT)

Learn to Swim

Salary: \$16.98/hour

Experience in land or water instruction preferred but not required. Good swimming skills. High school graduate (or GED). City will reimburse training course fee after 6 months of active employment. HOURS: Flexible hours will include evenings, mornings, and some weekends. Hours can vary between 5 to 20 per week.

Master Number 207042

Applications must be received by: OPEN

WATER SAFETY INSTRUCTOR (PT)

Learn to Swim

Salary \$10.07/hour

Good swimming skills or water test may be given. Must obtain ARC Water Safety Instructor certification prior to beginning work. City will reimburse training course fee after 6 months of active employment. Minimum age 17 years old. HOURS: 5 to 20 hours per week, must be able to work a flexible schedule.

Master Number 207039

Applications must be received by: OPEN