

**JOB ANNOUNCEMENT  
CITY OF SAGINAW  
WATER/WASTEWATER DEPARTMENT**

OPEN DATE: June 20, 2023

CLOSING: Open Until Filled

POSITIONS: Water/Wastewater Tech.    Water/Wastewater Tech I.    Water/Wastewater Tech II  
SALARY:            \$19.08 Hourly                            \$20.04 Hourly                            \$21.04 Hourly

**MINIMUM REQUIREMENTS**

CITIZENSHIP:            Must be a United States Citizen by birth or naturalization.  
EDUCATION:             High School or equivalent.  
DRIVING:                Must have a valid Texas Driver's License and maintain a good driving record  
CERTIFICATION:        Class "C" Water Distribution License and Class III Wastewater Collection License preferred not required.

*MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT A REASONABLE ACCOMODATION.*

**All applications must be returned with the following:**

1. A copy of high school diploma or GED
2. Authority for Release of Information Waiver
3. Authorization to Conduct Drug and Alcohol Testing
4. Supplemental Work and Personal History Form
5. DPS Criminal History Form

Failure to comply with this request could disqualify you.

**Application packets are available:**

In Person    City of Saginaw Human Resources, 333 West McLeroy Blvd., Saginaw, TX 76179  
Online:        [www.saginawtx.org](http://www.saginawtx.org)

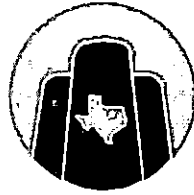
**NON-TOBACCO USERS PREFERRED  
NO SMOKING INSIDE ANY CITY BUILDINGS OR CITY VEHICLES**

**WATER/WASTEWATER MAINTENANCE HIRING PROCESS**

The hiring process for the water/wastewater maintenance position will consist of the following: Interview, background and reference check, physical examination and drug screen. Any offer of employment is contingent on final applicant passing the physical examination and drug screen. We reserve the right to reject any or all applicants.

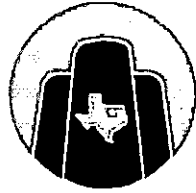
**Equal Opportunity Employer**

Note: The Immigration Reform and Control Act of 1986 require the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.



## EMPLOYEE BENEFITS

<b>SALARY:</b>	Salary ranges are designed to be competitive with industries and Municipalities
<b>RETIREMENT:</b>	Texas Municipal Retirement System (7% of Employee's total salary and City doubles at 14%)
<b>LONGEVITY:</b>	\$6.00 per month of service after the first year. Paid in lump sum check on the first Friday in December of each year.
<b>SERVICE AWARDS:</b>	Service pins awarded for each 5 years of service, a diamond added for Each additional 5 years
<b>VACATION:</b>	40 hours after 6 months, 40 hours after 1 year, begin earning 6.7 first 8 months and 6.6 last 4 months; from 5-15 years, earn 10 hours per month; 15 years, earn 13.4 hours first 4 months, and 13.3 hours last eight months; 20 plus years, earn 16.7 first 8 months and 16.6 last 4 months
<b>SICK LEAVE:</b>	40 hours after 6 months of employment, 80 hours annually.
<b>HOLIDAYS:</b>	New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving and following Friday, Christmas Eve and Christmas Day 2 Floating Holiday
<b>INSURANCE:</b>	Medical and Dental (Employee portion paid by City, dependent coverage Optional and City will pay maximum of \$365.00)
<b>LIFE INSURANCE</b>	Standard Life – Death 50,000 Accidental Death 50,000 (Paid by City)
<b>OTHER:</b>	Direct deposit AXA Deferred Compensation AFLAC Disability Plan after 1 year of employment.



**CITY OF SAGINAW  
JOB DESCRIPTION**

Job Title: **Water/Wastewater Tech**  
Department: Water and Wastewater  
Full Time Position

Effective: 02/20/2023  
State Employment Commission Code:4941  
Worker's Compensation Number:7520

**Salary:** \$19.08 Hourly, \$ 1,526.998 Biweekly, \$ 39,702 Yearly  
**Certifications:** Not required

**Job Summary:**

Work is performed under the general supervision of the Superintendent of Water Utilities and the Crew Leader. Performs a variety of maintenance and construction tasks with emphasis on maintenance of the City's water distribution and wastewater collection facilities.

*The intent of this job description is to provide a representation summary of the major duties and responsibilities performed in this position. The water/wastewater tech may not be required to perform all duties in this description and may be required to perform position-related tasks other than those specifically listed in this position.*

**Essential Job Functions:**

Installs, repairs, and maintains water and sewer mains, meter boxes, manholes, water and sewer service lines, and related components. Operates backhoes and other equipment as needed. Makes taps for water and sewer connections. Takes monthly water and sewer samples as needed. Routinely checks and maintains pump station and storage facilities. Practices safe working habits. Must be willing to attend water and wastewater courses for the attainment of State licensing. Utilizes computer and software programs.

Must be able to work in an outdoor environment subject to extreme temperatures, inclement weather, and intermittent exposure to dust, fumes, and loud noise. Must be able to lift up to 100 pounds. Must be able to carry articles weighing up to 25 pounds up and down stairs. Must be able to climb and descend from ladders. Subject to prolonged periods of standing, walking, stooping, and moving/lifting heavy objects. Required to be on call as directed on nights and weekends as required. Must be able to respond to emergency calls within 30 minute or less. Must be available to work after normal business hours, some holidays, and on weekends. Must speak English.

**Other Job Functions:**

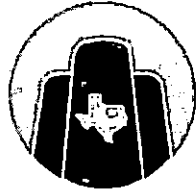
Provides backup assistant, on-call coverage and support to other City departments as assigned.  
Regular and consistent attendance for the assigned work hours is essential.  
Performs other related duties as assigned.

**Required Education, Degrees, Certificates, and/or License:**

High School Diploma or General Equivalency Diploma. Must possess a valid Texas driver's license with an acceptable driving record. CDL required within 6 months of hire date.

**Experience, Training, Knowledge, and Skills:**

Water/wastewater background preferred. Must be able to comprehend and follow oral and written instructions. Must be able to read and write. Must be able to operate equipment, power and hand tools according to essential job functions. Must be able to communicate effectively with the public.



**CITY OF SAGINAW  
JOB DESCRIPTION**

**Job Title: Water/Wastewater Tech I**  
Department: Water and Wastewater  
Full Time Position

Effective: 02/20/2023  
State Employment Commission Code:4941  
Worker's Compensation Number:7520

**Salary:** \$ 20.04 Hourly, \$ 1,603.341 Biweekly, \$ 41,687 Yearly  
**Certification:** **One license is required**  
Class "C" Water Distribution License or Class II Wastewater Collection License

**Job Summary**

Work is performed under the general supervision of the Superintendent of Water Utilities and the Crew Leader. Performs a variety of maintenance and construction tasks with emphasis on maintenance of the City's water distribution and wastewater collection facilities.

*The intent of this job description is to provide a representation summary of the major duties and responsibilities performed in this position. The water/wastewater tech I may not be required to perform all duties in this description and may be required to perform position-related tasks other than those specifically listed in this position.*

**Essential Job Functions**

Installs, repairs, and maintains water and sewer mains, meter boxes, manholes, water and sewer service lines, and related components. Operates backhoes and other equipment as needed. Makes taps for water and sewer connections. Takes monthly water and sewer samples as needed. Routinely checks and maintains pump station and storage facilities. Practices safe working habits. Must be willing to attend water and wastewater courses for the attainment of State licensing. Utilizes computer and software programs.

Must be able to work in an outdoor environment subject to extreme temperatures, inclement weather, and intermittent exposure to dust, fumes, and loud noise. Must be able to lift up to 100 pounds. Must be able to carry articles weighing up to 25 pounds up and down stairs. Must be able to climb and descend from ladders. Subject to prolonged periods of standing, walking, stooping, and moving/lifting heavy objects. Required to be on call as directed on nights and weekends as required. Must be able to respond to emergency calls within 30 minute or less. Must be available to work after normal business hours, some holidays, and on weekends. Must speak English.

**Other Job Functions**

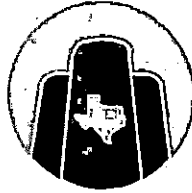
Provides backup assistance, on-call coverage and support to other City departments as assigned.  
Regular and consistent attendance for the assigned work hours is essential.  
Performs other related duties as assigned.

**Required Education, Degrees, Certificates, and/or License**

High School Diploma or General Equivalency Diploma. Must possess a valid Texas driver's license with an acceptable driving record. Must possess Class "C" Water Distribution License. CDL required within 6 months of hire date.

**Experience, Training, Knowledge, and Skills**

Water/wastewater background preferred. Must be able to comprehend and follow oral and written instructions. Must be able to read and write. Must be able to operate equipment, power and hand tools according to essential job functions. Must acquire Class II Wastewater Collection License within two years of employment. Must be able to communicate effectively with the public.



## CITY OF SAGINAW JOB DESCRIPTION

Job Title: **Water/Wastewater Tech II**  
Department: Water & Wastewater  
Full Time Position

Effective: 02/20/2023  
State Employment Commission Code: 1611  
Worker's Compensation Number: 5506

Salary: \$ 21.04 Hourly, \$ 1,683.526 Biweekly, \$ 43,772 Yearly  
Certifications: Class "C" Water Distribution License  
Class II Wastewater Collection License

### **Job Summary**

Work is performed under the general supervision of the Superintendent of Water Utilities and Crew Leader. Performs a variety of maintenance and construction tasks requiring quantifiable and proven experience with acceptable performance in the field of water distribution or wastewater collection maintenance.

*The intent of this job description is to provide a representation summary of the major duties and responsibilities performed in this position. The water/wastewater tech II may not be required to perform all duties in this description and may be required to perform position-related tasks other than those specifically listed in this position.*

### **Essential Job Functions**

Installs, repairs, and maintains water and sewer mains, meter boxes, manholes, water and sewer service lines, and related components. Operates backhoes and other equipment as needed. Makes taps for water and sewer connections. Takes monthly water and sewer samples as needed. Routinely checks and maintains pump station and storage facilities. Practices safe working habits. Must be willing to attend water and wastewater courses for the attainment of State licensing. Sets up work zones and insures proper barricades and safety equipment. Complies with safety regulations. Performs manual labor. Completes Work orders. Utilizes computer and software programs.

Must be able to work in an outdoor environment subject to extreme temperatures, inclement weather, and intermittent exposure to dust, fumes, and loud noise. Must be able to lift up to 100 pounds. Must be able to carry articles weighing up to 25 pounds up and down stairs. Must be able to climb and descend from ladders. Subject to prolonged periods of standing, walking, stooping, and moving/lifting heavy objects. Required to be on call as directed on nights and weekends as required. Must be able to respond to emergency calls within 30 minutes or less. Available to work after normal business hours, some holidays, and on weekends. Must speak English.

### **Other Job Functions**

Provides backup assistance, on-call coverage and support to other City departments as assigned.  
Regular and consistent attendance for the assigned work hours is essential.  
Performs other related duties as assigned.

### **Required Education, Degrees, Certificates, and/or License**

High School Diploma or General Equivalency Diploma. Must possess a valid Texas driver's license with an acceptable driving record. CDL required. Must possess class "C" water distribution and a Class II wastewater collection.

### **Required Experience, Training, Knowledge, and Skills**

Minimum of 3 years of municipal experience in water or wastewater maintenance. Internal candidates will have 3 years of average or above annual reviews and no disciplinary action within 2 years on file. Must be able to operate backhoe, dump truck, and loader. Must be able to communicate effectively with the public.