



P.O. Box 607 • 701 Union Avenue • Rule, TX 79547-0607  
Phone: (940) 996-2214 • Fax: (940) 996-2159

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# CITY OF RULE

The City of Rule is accepting applications for full-time employment in the Water and Street departments. Position reports to the Water Supervisor. High school diploma or equivalent required. Compensation is based on experience. Applications may be picked up at Rule City Hall, 701 Union Ave, Rule, Texas. Our office is open Monday – Friday 7:00am – 12noon and 1:00 – 4:00 pm. Applications can also be obtained on our website

[www.ruletexas.com](http://www.ruletexas.com). Completed applications can be mailed to P.O. Box 607, Rule, Texas 79547, or brought in person to the Rule City Hall at the above physical address.

**Description**

**MAINTENANCE- WATER/WASTEWATER**

City of Rule, Texas

Full Time:

**DESCRIPTION:**

The purpose of this position is to perform a variety of maintenance work which contributes to the upkeep and care of water lines and sewers, along with maintaining all city properties and right of ways. Applicant shall become proficient in the operations of all equipment required to accomplish all daily assigned tasks of monitoring, operating, and maintaining the water utilities system. Must have ability to use common hand tools and equipment, ability to follow oral and written directions.

**ESSENTIAL JOB FUNCTIONS:**

Operates, monitors and maintains the city's water and wastewater treatment facilities, records data, collects samples, and overall system process control in compliance with city, state, federal, and regulatory agency guidelines. Tracks and manages operational procedures for all water facilities and distribution system, as well as wastewater facilities and collection system; prepares reports for compliance with TCEQ regulations as required. Performs routine inspections of water and wastewater treatment facilities, monitors wells, pump stations, lift stations and related equipment for proper operations. Controls pressure and flow of water in the distribution system; maintains water pressure; operates, oils, and adjusts pumps and machinery;

Interacts in a professional and respectful manner with City staff and the public, and ensures a safe working environment internally and externally to the division.

Repairs and maintains water and sewer systems by changing out and repairing lines, main breaks, and hydrants, unstopping mains, cleaning valves, removing debris, changing out meters, installing new parts and equipment, and inspecting lines

Performs skilled operations of light duty equipment in the construction, repair and maintenance of City streets, sidewalks, driveways, signage, curbs and gutters along with other forms of storm drainage systems. Street and drainage work includes repairing asphalt, removing debris from grates, inlets and culverts. Employees in this class provide support in other Public Works functions, such as maintenance of City right of ways, clearing, collection and/or removal of trash, debris and brush, and special events as needed. Performs related work as directed.

The position involves skilled labor to include, but not limited, to repairing water leaks, sewer lines, streets, reading water meters, mowing, maintenance and general construction.

Participates in the on-call rotation every two weeks

## Requirements

### KNOWLEDGE, SKILLS, AND ABILITIES:

High School Diploma or GED

Valid Texas Driver's license with a good driving record

Ability to obtain Class D Water/Wastewater license within 1 year and Level C within 3 years-TCEQ

Ability to perform the physical demands of the position with our without reasonable accommodation

### **Job Information**

Ability to work outside in all types of weather

**Location:**Rule, Texas, United States

**Position Title:** Maintenance - Water/Wastewater

**Company Name:** City of Rule

**Job Function:** Public Works/Utilities

**Job Type:** Full-Time

**Job Duration:** Indefinite

**Min Education:** H.S. Diploma/Equivalent

**Min Experience:** 0-1 Year

**Required Travel:** 0-10%

**Salary:** (Hourly Wage)

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# APPLICATION FOR EMPLOYMENT

## PERSONAL INFORMATION

DATE OF APPLICATION: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street (Apt) City/State Zip

Alternate Address: \_\_\_\_\_  
Street City/State Zip

Contact Information: \_\_\_\_\_  
Home Telephone Mobile Telephone Email

*How did you learn about our company?*

**POSITION SOUGHT:** \_\_\_\_\_ **Available Start Date:** \_\_\_\_\_

**Desired Pay Range:** \_\_\_\_\_ **Are you currently employed?** \_\_\_\_\_  
Hourly or Salary

## EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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This portion of the application is optional. If completed by applicant; this portion of the application will be attached to the initial application for employment and will only be a portion of the overall determination used in determining which applicant if any applicant may be best suited for the position that the City of Rule, Texas is attempting to fill currently. The City of Rule, Texas, Mayor and City Council reserve the right to make any changes, modifications or discontinue this portion of the application at any time without any prior notices. This portion of the application was last updated on 06/21/2018.

Currently the City of Rule, Texas is taking applications for an employee on a part time bases or full-time bases.

City of Rule, Texas starting hourly wage for a part time employee or a salaried full-time employee is \$12.

Is this a position and hourly wage that you would consider if you were to be selected for this job?

Yes No

Are you aware the city of Rule, Texas may complete a background request from prior employers?

Yes No

Are you currently employed? Yes No

Is it okay if we contact your current employer as part of your background check? Yes No

City of Rule qualification questions.

Active license you hold that would benefit you and the City of Rule, Texas.

Drivers license? Yes No Type of driver's license?

Water license? Yes No Sewer license? Yes No

Another license, if so license type?

City of Rule, Texas work activities require some employee lifting. How many pounds do you feel you can lift comfortably without the risk of injury to yourself? \_\_\_\_\_pounds.

Other qualification that may benefit you and the city of Rule, Texas? Yes No

If yes, please list:

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(please, continue to page 2)

Past prior training or other prior job experience that may benefit you and the City of Rule, Texas?

Yes No

If yes, please list:

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Experience with equipment such as;

Maintainer / Road Grader? Yes No

Backhoe? Yes No

Tractor? Yes No

Tractor with shredder? Yes No

Tractor with front end loader? Yes No

Commercial riding lawn mower? Yes No

Pickups pulling trailers (which would include backing trailers)? Yes No

Lift trailers (dump trailers)? Yes No

Other equipment? Yes No

If yes, please list:

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Any other qualification, statements or comments you would like to add to your application.

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Applicant Signature \_\_\_\_\_.

Date \_\_\_\_\_.

Applicants Printed Name \_\_\_\_\_.

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