



October 23, 2020

We are pleased to learn of your interest in the position of Water & Wastewater Director for the City of Levelland. This department involves supervision of 9 hourly employees who maintain all water and wastewater systems within the City limits.

In the City of Levelland, the Water & Wastewater Director is a salaried department head level professional reporting to the Assistant City Manager while working closely with other department heads. A full job description and employment packet can be found on our website at www.levellandtexas.org/jobs or under the Job Opportunities button.

Every applicant wishing to be considered for this position must complete and submit the following forms from the application packet:

- Job Application form completed and signed. Do not put "please see resume", etc. on your application.
- Professional Resume with references (references will NOT be contacted until you give written permission).
- Job Description with required reasonable accommodations identified, reviewed, completed and signed.
- Affirmative Action Questionnaire (voluntary)

Please note: checks on references, driving record, credit history, and/or criminal history will only be done for finalists and will require the completion of a separate authorization form at that time. A pre-employment drug test and pre-employment physical is also required of the selected candidate.

While the Job Description provides the minimum qualifications required for the position, we are seeking candidates that exceed these requirements. We are looking for an individual that is professional, outgoing, self motivated, hard working, family oriented and committed to providing our citizens and City staff exceptional service. The successful candidate will be a person of integrity who will be a community leader and who maintains this professional attitude both on and off the job.

The purpose of this position is to ensure for a safe and healthy water and wastewater system by ensuring meter reads are accurate and timely, preventative maintenance standards are followed and coordinating work assignments. This is accomplished by effective management/leadership of staff, meter reading and repair/replacement, infrastructure maintenance, the cleaning and routine maintenance of buildings and the upkeep of equipment and ponds. Other duties may include overseeing or assisting with other departments as needed, assisting with building and equipment maintenance, maintaining records and interfacing with other employees and citizens, and other administrative duties within the department. This position provides direction to 9 full-time employees and additional seasonal temporary employees during the summer.

Qualifications/Requirements: Although not required, a Baccalaureate degree from an accredited college/university in Business, Public Administration, Engineering, or closely related field is desired and preference will be given to applicants who have the desired degree. Relevant experience may serve as a substitute for the education requirement. Minimum requirement is at least three years of recent and relevant experience. Relevant formal education may serve as a substitute for the experience requirement. Also required is a valid Texas driver's license and a driving record which meets the City's current liability insurance requirements. Additionally, qualified candidates will have either Water License, Level C. or Wastewater License, Level C upon hire and have the ability to gain the additional certification/licensure within a designated amount of time after being hired. Other certification requirements may be assigned.

As a department head, the successful candidate will be required to live within a 15 minute drive of the City of Levelland Water Department's office location. Any employee that does not live in the City limits must be able to respond to their duty station in case of an emergency within fifteen (15) minutes. The City Manager may waive this requirement on an as-needed basis to meet a critical business need for the City. Starting salary is anticipated to be in the \$55,000 - \$60,000 range depending on education, relevant certification/licensure, knowledge, and experience. Benefits provided by the City of Levelland include health/dental/vision insurance through TML Health, retirement through TMRS, and paid vacation, sick and holiday leave. Additional supplemental insurance plans are available as well. Employee bears full cost for supplemental plans.

If you are interested in applying for this position, please submit a completed application packet to Melissa Fields-Allgeyer, Human Resource Director at the address below. Your application packet can be sent via mail, by email to mfieldsallgeyer@levellandtexas.org, in person or through fax at the number listed below. Applications will be accepted until the position is filled.

The Community

Levelland is a thriving community of approximately 14,000 residents and is ideally located on the South Plains of west Texas, just 25 minutes west of Lubbock, and 45 minutes from the Lubbock International Airport. Situated at the crossroads of US Highway 385 and State Highway 114, Levelland is the county seat of Hockley County and is one of the top 10 petroleum and agriculture producing counties in the state. Oil and agriculture drive the Levelland economy.

The "City of Mosaics," Levelland features several public buildings with large outdoor mosaics and the community enjoys a rich culture of arts, music, and education. The city is home to South Plains College, a top-tier, two-year community college with a full-time enrollment of more than 9,000 students. South Plains College serves a 15-county area with innovative educational, vocational, and technical programs.

The semi-arid climate with daily average temperatures 73.5 degrees means it is pleasant year-round for residents and visitors to participate in a full calendar of family-friendly outdoor events. The Mallet Event Center and Arena, completed in 2012, is a \$15 million facility that hosts many community and regional events, banquets, and exhibits. A \$5.5 million recreational facility and multi-purpose youth sports complex, the Levelland-Oxy Sports Complex, was opened in April 2015 and quickly became a destination for baseball and soccer on the South Plains.

Additionally, the City of Levelland boasts ten outdoor parks, an amphitheater, outdoor pool, civic center, a 9-hole disc golf course, tennis and volleyball courts, and a lighted skate park. The Parks Department has made great strides in recent years as a result of a Park Plan that was created, approved and implemented by the City in 2010. As a result, virtually all of the City's 10 neighborhood parks have received new playground equipment, pavilions and basketball facilities. In 2017 a task force was created to develop a plan for the 100+ acre Levelland City Park. A master plan for this community park was adopted last year.

Levelland Country Club members enjoy a 9-hole golf course and several other quality courses are available within an hour's drive. For ski enthusiasts, Levelland is just three hours from New Mexico, and six hours from the Colorado border.

Shopping and entertainment opportunities abound in the area. Levelland is an active and successful member of the Texas Main Street program with excellent shopping downtown as well as in the more modern shopping areas in town. Entertainment is found in special events held at the historic Wallace Theater, theatrical and musical performances by the Creative Arts Department of South Plains College, and live music venues such as the downtown Trilog wine tasting room.

Additionally, only a short 25 minute drive from Levelland, the popular South Plains Mall in Lubbock has recently completed interior and exterior updates and draws shoppers to the area from 100 miles in all directions. Also available in Lubbock are four multi-screen movie theaters, a 3-screen drive-in movie theater, five museums, restaurants and clubs which feature live performances, theatrical and music performances from Texas Tech

University, and an amusement park.

Residents of Levelland are served by Covenant Hospital Levelland, affiliated with Covenant Health Systems, a full-service acute care facility. The hospital is a Community Value Leadership Award Five Star Winner. Covenant Hospital System of Levelland also includes several full-service clinics offering a wide range of preventative and general health care services. Major employers in the city include South Plains College, Levelland Independent School District (LISD), and Covenant Hospital Levelland.

For the convenience of individual and corporate private plane owners, the Levelland Municipal Airport has a 6,000-foot runway and serves the area with fully equipped general aviation facilities.

Providing quality education to the community, Levelland Independent School District (LISD), comprised of an Academic Beginnings Center, three primary schools, two middle schools, and a high school, has an enrollment of 3,156 students in grades Pre-K through 12. Graduates of LISD routinely exceed the state average on college entrance scores. In addition, Levelland Christian School provides private education with small classroom sizes for children in Pre-K through eighth grade. Higher education is provided by South Plains College as well as several other colleges and universities located nearby including Texas Tech University, Wayland Baptist University, Lubbock Christian University, and West Texas A&M University.

Organization and Governance

The City of Levelland has a Council/Manager form of government with five future minded Council members who are very supportive of the City's 100 employees and their efforts to keep the city improving and progressing. The City has an excellent senior management staff whose average tenure with the City of Levelland is 14 years. This strong team of leaders/managers includes four with Masters degrees and four more with Baccalaureate degrees. Departments with the City include, Economic Development, City Secretary, Human Resources, Community Development, Main Street, Emergency Management, Finance, Municipal Court, Building Inspections and Code Enforcement, Police, Fire, Streets & Sanitation, Water & Wastewater, Cemetery and Parks. Contracted services include ambulance, solid waste collection and disposal, and airport management.

The Water & Wastewater Director is one of fifteen City Department Head level positions and is hired by and answers directly to the Assistant to the City Manager. The City of Levelland annual budget and annual audit are both available on the City of Levelland website (www.levellandtexas.org). There is also extensive information on the Water & Wastewater Department.

Water Department – The Water Department has 9 employees including a Public Works Administrative Aide that are each responsible of day to day operations. The City purchases water from the Canadian River Municipal Water Authority and blends it with 11 available active City wells. The City has two elevated storage tanks and 4 ground storage tanks with the storage capacity of 2.8 million gallons of water. The system includes 3 pump stations, with each station having the capability of chlorination and recently added the ability to add ammonia to make chloramines, to help distribute the water throughout the City. The water system consists of approximately 140 miles of water line, with a peak delivery amount of 3 million gallons of water a day. The City has over 5500 water meter connections and is always improving with technology with an automated vehicle meter reading system that reads each one of the meters every month. The City also has a SCADA monitoring system in place to help run the system more efficiently.

Wastewater Department – The Wastewater Department has 4 employees, and each is responsible for the cleaning and maintaining of the sewer system. The system is divided into a treatment and a collection side. On the treatment side, the treatment facility consists of a pond system and includes a lift station, bar screens, comminutor, grit chamber, and 3 aerated lagoons. The facility also includes a holding pond for storage of treated effluent prior to irrigation. The City is authorized to dispose of treated domestic wastewater effluent at a daily flow not to exceed 1.8 MGD through surface irrigation on City owned agricultural land. The collection system consists of 13 lift stations, 450 manholes, and several miles of sewer lines ranging from 6" to 18" in diameter. The city has a vactor truck and a trailer to help clean the lines and help with customer service on city mains. The wastewater system is also on SCADA system to help monitor the lift stations.

Additional Resources

City of Levelland Community Video

<http://www.levellandtexas.org/communityvideo>

City of Levelland

<http://www.levellandtexas.org>

Levelland Independent School District

<http://www.levellandisd.net>

Levelland Chamber of Commerce

<http://www.levellandtexas.org>

South Plains College

<http://www.southplainscollege.edu>

Mallet Event Center and Arena

<http://www.malleteventcenter.com>

Covenant Hospital Levelland

<http://www.covenanthospitallevelland.org>

Thank you for your interest in the position of

Water & Wastewater Director City of Levelland

Enclosed in this packet you will find:

Job Description
Employment Application
Affirmative Action Form

In order to be considered for this position, **complete and return** the Application packet to include our Application for Employment, Affirmative Action Form and resume should you choose to include.

The Affirmative Action Form is voluntary and will not adversely affect any consideration you may receive for employment. Leave it blank if you do not wish to provide that information.

The City of Levelland is a drug-free workplace and any candidate for a City position is required to pass a drug test before an offer of employment can be made. A physical exam and background check are also conducted before an offer of employment can be made. A driving records check will be done after the offer of employment is made. If we find that you do not have a valid license, or you do not have a satisfactory driving record, your employment may be terminated. Any offer of employment is contingent until all tests and background checks are completed and results known.

This position will remain open until it is filled.

Applications are screened by the Director of Human Resources and then forwarded to the appropriate supervisor for their review and consideration. All questions/inquiries regarding the status of your application should be directed to the Director of Human Resources.

If you have any questions regarding this packet, please refer them to Melissa Fields-Allgeyer at 806.894.0113 or mfieldsallgeyer@levellandtexas.org

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**PLEASE REMOVE AND KEEP THIS MEMO AND
THE JOB DESCRIPTION FOR YOUR RECORDS**

**RETURN YOUR COMPLETED APPLICATION,
AFFIRMATIVE ACTION FORM AND RELEASE OF
INFORMATION FORM (IF REQUESTED) TO THE
MAILBOX IN THE LOBBY OF CITY HALL or MAIL
TO US AS FOLLOWS:**

**City of Levelland
Attn.: Human Resources
PO Box 1010
Levelland, TX 79336**

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Class Title: Water & Wastewater Director

BRIEF DESCRIPTION:

The purpose for this position is to ensure reliable water distribution and wastewater collection systems, sanitation operations or street department by overseeing department operations. This is accomplished by planning, directing and evaluating water and wastewater operations and repairs. Other duties may include serving as a department representative to the public and various regulatory agencies, preparing and monitoring the budget, preparing reports, developing programs, managing resources, supervising employees and interfacing with other City employees and citizens. This position provides support to other employees.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Provides direction for the departments by managing budget and financial controls, developing and implementing policies and procedures and resolving human resource issues in conjunction with senior management.
2	M	Plans and directs water or wastewater operations and repairs by correcting system problems, responding to failures, emergencies, or pressure problems, monitoring the operation of the treatment plant, reviewing data and developing preventative maintenance programs.
3	M	Manages the maintenance of streets and alleys by controlling materials, supplies and equipment, reviewing citizen complaints, coordinating actions to resolve complaints, developing and scheduling tree trimmings and removals, selecting weed herbicides and inspecting and scheduling parking lot repairs.
4	L	Provides assistance to the City by attending public meetings, serving as a technical advisor, responding to regulatory agencies and investigating and resolving complaints.
5	S	Manages operations by preparing and monitoring the daily budget, analyzing annual operating costs, recommending special projects, researching grants, developing long-range capitalization improvement programs, coordinating activities with other departments, developing specifications for equipment and administering construction, maintenance and operation contracts.
6	S	Supervises personnel by hiring new employees, approving time sheets, conducting annual performance reviews and determining training needs.

JOB REQUIREMENTS:

JOB REQUIREMENTS

Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through two years of college resulting in an Associate Degree or equivalent. BS degree preferred. In excess of 5 years' experience may be substituted for education requirements.
Experience	Minimum of three years' experience.
Certification & Other Licensure Requirements	Valid Texas Driver's License, Water Certification C, Wastewater Certification C highly desired.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Managerial	Receives administrative direction(s). The employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance.
Budget Responsibility	Has responsibility for final approval of at least two departmental budget(s) and presents budget(s) to Senior Management. Is authorized to approve budgeted expenditures up to the amount that requires approval of Senior Management.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors and employees, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Customer Service	Exceptional customer service skills are required in this important position. Necessity exists for care and concern for both internal and external customers and requires interfacing with customers with tact, professional maturity and emotion intelligence.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	At job sites
Sitting	F	At desk
Walking	O	Around job sites
Lifting	O	Supplies, tools and materials
Carrying	O	Tools, supplies
Pushing/Pulling	O	Equipment
Reaching	O	For supplies on lower/higher shelves
Handling	O	Tools, equipment
Fine Dexterity	F	Using tools, equipment controls, and office machines
Kneeling	O	To inspect water lines
Crouching	O	To inspect water lines
Crawling	O	To inspect water lines
Bending	O	To operate tools and equipment
Twisting	O	To operate tools and equipment
Climbing	R	Onto stairs, ladders and heavy equipment
Balancing	R	On heavy equipment
Vision	C	To observe work activities
Hearing	C	To exchange information with other employees and the general public
Talking	F	With other employees and the general public
Foot Controls	F	When operating vehicles
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vehicles, heavy equipment, mobile radios, telephone, office machines, and related software

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Respiratory Hazards	W	Office Environment	D
Chemical Hazards	W	Extreme Temperatures	S	Warehouse	W
Electrical Hazards	W	Noise and Vibration	M	Shop	D
Fire Hazards	M	Wetness/Humidity	S	Vehicle	D
Explosives	N	Physical Hazards	W	Outdoors	W
Communicable Diseases	W			Other (see 2 below)	
Physical Danger or Abuse	N				
Other (see 1 below)					

(1) N/A

(2) N/A

PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, reflective safety vest, eye and ear protection, gloves and steel toed boots

NON-PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	

(3) N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this job description and its attachments and I can perform all the essential functions of this position provided I have the reasonable accommodations noted below.

Signature of Applicant

Date

No Reasonable accommodations are needed

Reasonable Accommodations are needed (please describe below):

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

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Application For Employment
1709 Ave. H. PO Box 1010 Levelland, Texas 79336
Phone 806-894-0113 Fax 806-894-0119

Important: Read carefully and sign this application. Answer every question concisely but completely. Incomplete applications will not be considered.

Water & Wastewater Director
POSITION DESIRED _____ DATE _____

NAME _____
(Last Name) (First Name) (Middle)

Mailing Address _____
Number Street or Avenue City State Zip
Telephone No: Home () Cell () E-Mail @ _____

Do you have any relatives employed by the City of Levelland? Yes No
Department: _____ Their Name(s): _____
Relationship _____

Have you been interviewed by the City previously? Yes No
When _____ What Position? _____ By Whom? _____

Check all types of work you will accept: Full Time Seasonal/Temporary Part Time
When will you be able to report for work? _____ Minimum salary requirement _____

Are you a U.S. Citizen? : Yes No
If not, provide alien registration number: _____

Have you ever been convicted of a felony: Yes No
Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as is related to the job applied for. Details (charges, penalties, where, when currently on parole, probated sentence) are requested.

Are you able to perform the essential functions of the job? Yes No
If no, which essential functions will you be able to perform? _____

What reasonable accommodations would help you to perform the essential functions?

High School or GED _____
 School _____ City/State _____ Last Grade Completed _____

College/University: _____
 Location _____ Sem. Hours _____ Major _____ Minor _____ Type of Degree _____

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised.

EMPLOYMENT RECORD - Start with your present or most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. This section must be completed despite the possible enclosure of a resume.

May we contact your present employer? Yes No

Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year	
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year	
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year	
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year	
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	

READ CAREFULLY BEFORE SIGNING

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to the physical examination during the required drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons show under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

Signature of Applicant

Date

The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.

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**AFFIRMATIVE ACTION FORM
Water & Wastewater Director**

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex: Male Female

Race/ethnicity:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Veteran: Non-veteran

Please identify where you learned about an employment opportunity with this organization.

- Newspaper ad Tech school/college placement Employee referral
 Temporary service Recruiter State employment service
 Other _____