



SPECIAL CONDITIONS

PROCUREMENT SCHEDULE

PROCUREMENT Schedule	
Release Date	April 8, 2022
Pre-Proposal Meeting	April 14, 2022 @10:00am
Question Cut Off	April 20, 2022 @5:00pm
Bids Due	April 28, 2022 @ 2:00pm
Evaluation	May 2 – 13, 2022
Negotiations	Mid-May 2022
Council Action	June 2022
Notice of Award	July 2022

PRE-PROPOSAL CONFERENCE:

The pre-bid meeting will be held Thursday, April 14, 2022 , at 1:30pm.

Pre Proposal Agenda:

1. Introductions
2. Scope of Work Overview
 - a. MWBE Requirements
3. Bid Process and Evaluation
4. Questions

Location:

Parks Board Room
717 W Main Street,
Arlington, Texas 76013.

Or Virtual Option via Zoom

PROPOSAL SUBMITTAL INSTRUCTIONS:

Instructions

These instructions prescribe the format and content of the offer. They are designed to facilitate a uniform review process. Failure to adhere to the proposal format may result in the disqualification of the proposal.

It is the request of the City that the following section headings be used in the responses to this RFP and that they be arranged in the order as listed in the proposal.

SUBMISSION

RFP submissions should be in digital format, unless otherwise specified, and submitted in the lonwave supplier system. File should be formatted to be read with Microsoft® software products or Adobe® PDF software. The response to this RFP shall be no longer than 75 single pages.

Vendors may also submit a hard copy of the requested proposal to the following address:

City of Arlington Purchasing Division
Attn: Blake Williams
101 S Mesquite Street, Suite 800
Arlington, Texas 76010

One (1) bound copy and one (1) digital version (on a USB) will be accepted. Information in the digital version should be structured on the section breakdown mentioned above. The bound copy should mirror the digital version.

The digital version will be considered primary and the bound copy as secondary.

Submissions should be organized in the manner described below and include all the following:

- 1) Cover Sheet;
- 2) **Bid Price Detail Page Attachment A**
- 3) **Operational Plan labeled Attachment B**
 - a. Bidder's Questionnaire
 - b. Resume of Account Manager for the City of Arlington
 - c. Transition Plan – Describe Communication Plan during transition from one contract to new contract
 - d. Background Checks
 - e. Pre-screening Procedures (Testing)
 - f. Inventory of Temporary Employees
 - g. Financial Statement regarding firm's financial stability
 - h. Experience with contracts similar in size and scope
 - i. Co-employment risk mitigation procedures
 - j. Quality Assurance
 - k. Temporary Employee Evaluation Form
 - l. Reporting Tools – Monthly Report Samples Electronically

- m. Software Program to Assist city departments in managing their temp services
Contract requirements
- n. References - Five References

EVALUATION

Introduction

This section describes the evaluation process that will be used to determine which proposal provides the greatest benefits to the City. The evaluation criteria or elements listed will be used to determine which proposal is the most advantageous to the City. Discussions may be conducted with respondents determined to be reasonably qualified, and the City reserves the right to reject any and all proposals. The City reserves the right to terminate this process at any time, and no guarantee is expressed or implied that obligates the City of Arlington to contract for the proposed project. The City will negotiate a contract with the highest evaluated respondent, as determined by the selection committee. The City of Arlington shall not be liable to any respondent for costs associated with responding to the RFP, for the respondent's participation in the interview, or any costs associated with negotiations. Respondents shall be treated fairly and equally with respect to any opportunity for discussion and revision of their offer. To obtain the best and final value offers, revisions may be permitted after submissions and before award of the Contract.

The City will evaluate and score each of the proposal submittals received from responsive respondents based on established criteria. A short list of proposers may be asked to provide an in-person presentation prior to a final decision being made. Only the top ranked respondents will proceed to the Negotiation Phase. No order of preference is required during this phase.

Evaluation Criteria

An evaluation committee will assess the information provided by vendors in response to the criteria established below. The scores of all evaluators will be used to determine the ranking of each proposal.

Proposals will be evaluated on a matrix of the following criteria/weights:

Maximum Possible Points	Evaluation Criteria
35	<p>Operational Planning – The bidder's point value will be based on their measured score. Evaluation of the operational plan shall be based on submittals regarding the following information:</p> <p>Any proposal without an operational plan will be considered non-responsive. Evaluation of the operational plan shall be based on submittals regarding the following information:</p> <ol style="list-style-type: none">1. Bidder's Questionnaire2. Resume of Account Manager for the City of Arlington3. Transition Plan – Describe Communication Plan during transition from one contract to new contract4. Financial Statement regarding firm's financial stability5. Experience with contracts similar in size and scope6. Temporary Employee Evaluation Form7. Reporting Tools – Monthly Report Samples Electronically

	8. Software Program to Assist city departments in managing their temp services 9. Co-employment risk mitigation procedures
25	Experience and Qualifications – Proposal demonstrates successful past performance developing and implementing a similar project. Vendor and team member qualifications will be considered.
40	Pricing – Fully completed pricing proposal that includes pricing for positions broken down by the following: <ol style="list-style-type: none"> 1. Base cost 2. Bill Percentage Rate 3. Contract cost rate 4. Extended cost

Short-Listing:

The Evaluation Committee at its sole discretion may create a short-list of the highest scored proposals based on the preliminary evaluation against the evaluation criteria. If the Evaluation Committee decides to short-list proposals, **the short-listed firms will be selected using the preliminary evaluation scoring and earning a minimum score of 75 points.**

Only those short-listed Proposers would be invited to participate in interviews and/or presentations, demonstrations, or product testing. Upon conclusion of any interviews and/or presentations, demonstrations, or product testing, the Evaluation Committee will finalize the scoring against the evaluation criteria.

Vendors may also be short-listed based on their submission for specific positions in the scope of work – **Clerical/Administrative, Event Labor and Trade/Technical Labor.**

Interviews:

Proposers who submit a Proposal in response to this RFP may be required to give an oral presentation of their Proposal to the City. This is a fact finding and explanation session only and does not include negotiation. The City will schedule the time and location of these presentations. Oral presentations are an option of the City and may or may not be conducted.

Notwithstanding the possibility of a request for an on-site interview and demonstrations, Proposers shall not rely on the possibility of such a request and shall submit a complete and comprehensive written response to this solicitation. Any costs incurred for the interviews and the oral presentation are the responsibility of the Proposer.

Selection of Vendor:

Following the last scheduled presentation, and **no later than five (5) days** following the last interview, committee members will have the option to revise the initial Proposal Evaluation scoring to reflect information gained during the interview portion.

Revisions must be completed by the close of business on the fifth day or they will not be accepted.

Selection of the respondent will be based off the Proposal Evaluation Criteria score final revision. Notification will be sent to the selected firm to begin negotiations no later than forty-five (45) days following the closing of the bid.

Selection of vendor may also be based on

Negotiation with Vendor:

It is the City’s intent to award this contract to a single vendor or multiple vendors by the position types (clerical/administrative, event/restaurant labor and trade/technical labor) – whichever is the most advantages to the City to carry out the needs of the contract.

The top ranked vendor(s) will be selected to enter into negotiations. Upon selection, the vendor will participate in the final development of the project’s structure, scope, sequence, timeline for completion, and other performance measures required to meet the indicated contractual responsibilities.

A formal contract will be executed through the Arlington City Attorney’s Office, with coordination through the Office of Procurement and the Office of Strategic Initiative.

If a satisfactory contract cannot be negotiated, the entity shall:

- (1) formally end negotiations with that vendor(s);
- (2) select the next most highly qualified vendor(s); and
- (3) attempt to negotiate a contract with that vendor at a fair and reasonable price.
- (c) The entity shall continue the process to select and negotiate with providers until a contract is entered into.

Other Considerations

The City reserves the right to consider historical information and facts, whether gained from the proposal, references, or any other source, in the evaluation process, including Proposer’s past working or business relationship with the City, if any.

The City will also consider the impact on the ability of the City to comply with rules, policies, and practices relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities. The City further reserves the right to consider a Vendor’s background, personnel, experience, financial and other references, exceptions to this RFP or subsequent contract, and any working relationships, past or present, a proposer may have with its other clients.

Non-Responsive Submittals

1. Proposals deemed non-responsive will not be evaluated or considered for award. The following proposals will not be evaluated:
 - (a) Proposals submitted after the submission deadline.
 - (b) Proposals that do not conform to the minimum specifications stated in the scope of work.

- (c) Proposals submitted without complete pricing.
 - (d) Proposals that contain altered or conditional cost information
 - (e) Proposals submitted by a Proposer who does not have valid certifications and/or licenses required by state, federal or local law or regulations to perform the service requested at the time of the submittal.
 - (f) Proposals that fail to contain the required bonds, security assurances or insurance certificates as specified in this RFP.
 - (g) Proposals not received by the designated due date, place and time.
 - (h) Proposals do not provide MWBE documentation as requested in the MWBE Utilization Plan document.
2. Proposals may be deemed non-responsive at any time in the evaluation process if in the sole opinion of the City:
- (a) Proposer does not meet the minimum required skill, experience or other conditions or terms set forth in this RFP.
 - (b) Proposal does not comply with the submission requirements including any specified page limits.
 - (c) Proposer does not have a past record of sound business integrity and a history of fulfilling contractual obligations.
 - (d) Proposer is not financially stable, solvent, or have cash reserves to meet all financial obligations while waiting reimbursement from the City.
 - (e) Proposal contains false, inaccurate, or misleading statements that in the opinion of the City, is intended to mislead the City in its evaluation of the proposal.

Responsive and Responsible Submittals

In order to be eligible for award, proposers must be responsive and responsible.

1. Responsive proposals are those complying in all material aspects of the solicitation, both as to the method and timeliness of submission and as to the substance of the resulting Contract. Proposals that do not comply with all the terms and conditions of the solicitation may be rejected as non-responsive. The use of scoring or ranking cannot be used to evaluate non-responsive proposals. Only those proposals determined to be responsive will be evaluated and scored by members of an evaluation committee in accordance with the criteria set forth in this Section of the RFP.
2. Responsible proposers are those prospective Contractors who, at a minimum, must:
 - a. Have adequate financial resources, as required during performance of the Contract.
 - b. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing business commitments.
 - c. Have a satisfactory record of past performance.
 - d. Have necessary technical capability to perform.
 - e. Certify that they are not on the U.S. Comptroller General's list of ineligible Contractors.
 - f. Be qualified as a regular provider of the services being offered.
 - g. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

SCOPE OF WORK

INTENT

The City of Arlington is seeking best value bids from qualified vendors to provide a wide range of temporary employment services on an as needed basis as determined by the City. The City of Arlington is a full-service City government and as such is seeking primary and secondary contractors to provide temporary personnel services on an “as needed” basis during absences, work overloads, special projects and other work-related situations. Labor demands may vary significantly as there is no annual minimum guarantee of need.

- **Clerical/Administrative:** Services will normally be performed during traditional Monday through Friday regular work hours. A workweek constituting forty work hours shall be considered a regular workweek less any established CITY holidays. Official operating hours (in most cases) will be 8:00 a.m. to 5:00 p.m. with a one-hour break for lunch.
- **Event / Restaurant Labor Staffing:** Labor services needed that would be for regular business / operational hours as well as outside regular business hours, such as special events. Traditional workweek may be less than forty-hours and on an as-needed basis. Business hours may be limited to the specific needs of the client department.
- **Trade/Technical Positions:** These services will be needed during absences, work overloads, special projects, and other work-related situations. Labor demands may vary significantly as there is no annual minimum guarantee of need. Staffing will be needed for traditional and non-traditional work schedules and can include weekends and holidays, as well as alternate working hours (e.g. a 9/80).

The selected Contractor(s) shall be required to provide qualified, experienced personnel on a short-term basis (generally, less than twelve months) to work at various locations to assist in meeting the temporary employment needs of the City. The Contractor(s) will be the legally responsible employer for the temporary personnel during the time they are assigned to work at the City. Contractor will be the legally responsible employer for verifying proper work authorization (E-verify, I9) as well as all proper compliance with all local, state and federal employment laws.

Throughout the contract term, the vendor will furnish labor on an “as-needed” basis. Temporary labor shall be provided only on the days for which the City has notified the vendor as to a specific requirement and the quantity of workers needed.

The awarded Contractor(s) may also be asked to provide staffing for additional positions not included in the Bid as determined necessary by the Department Director or designee.

The awarded Contractor(s) will maintain a listing of all temporary employees who have worked on assignments for the City. This list will include at a minimum, the employees name, skill level and assignment. This list will maintain references and test results on all temporary employees assigned to the City for a period of at least three months after completion of the work assignment and provide these references and results to the City upon request.

TEMPORARY EMPLOYEE CLASSIFICATIONS

The following are job classifications routinely utilized by the City of Arlington.

Administrative/ Clerical

- 1) Accounting Clerk
- 2) Animal Technician
- 3) Bilingual Receptionist
- 4) Call Center Agent
- 5) Community Service Agent
- 6) Data Entry Clerk
- 7) Deputy Court Clerk II – Collection Clerk
- 8) General Maintenance Worker
- 9) General Unit Assistant
- 10) Operation Support
- 11) Project Coordinator
- 12) Receptionist
- 13) Records Management Senior Clerk
- 14) Senior Clerk Secretary
- 15) Senior Programmer Analyst
- 16) Service Unit Assistant
- 17) Youth Outreach Coordinator
- 18) Utilities Service Specialist
- 19) Grants Specialist
- 20) Contract Coordinator
- 21) EMS Coordinator
- 22) Administrative Assistant
- 23) Administrative Aide I
- 24) Administrative Aide II
- 25) Marketing Aide
- 26) Office Assistant
- 27) Project Coordinator
- 28) Housing Specialist
- 29) 911 Calltaker/Dispatcher

Critical Positions:

- 1) Accountant
- 2) Executive Assistant
- 3) Paralegal
- 4) Project Manager
- 5) Recruiter
- 6) Civil Engineer
- 7) Graduate Engineer
- 8) School Crossing Guards

- 9) Veterinarian
- 10) ITS Coordinator II

Event / Restaurant Labor Positions

- 1) Event Worker
- 2) Event Supervisor
- 3) Cooks / Line Cooks
- 4) Bartenders
- 5) Restaurant Servers
- 6) Dishwasher and Restaurant General Utility
- 7) Executive Chef
- 8) Sous Banquet Chef
- 9) Security – Event, Site Monitoring

Trade/Technical Positions

- 1) Airport Maintenance Technician
- 2) Landscape Technician
- 3) Building Maintenance
- 4) Aquatic Technicians
- 5) HVAC Specialists
- 6) GIS Technician I (remote site positions)
- 7) Water Lab Intern
- 8) Housing Inspector
- 9) SCADA Analyst
- 10) Building Systems Mechanic
- 11) Building System Specialists Master Plumber
- 12) Building Maintenance Worker
- 13) Master Electrician
- 14) Carpenter
- 15) Finish Carpenter
- 16) Field Technician
- 17) Sr. Field Technician
- 18) Mechanic
- 19) Plumber
- 20) Streetlight Specialists
- 21) Heavy Equipment Operator
- 22) Utility Technician

JOB DESCRIPTION LIST – See Attachment A for detailed job descriptions of the positions above.

CONTRACTOR REQUIREMENTS

- 1) Contractor(s) shall have available the necessary organization and resources to fulfill temporary personnel service needs as requested and within the specified time as outlined. It is essential that the contractor provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. Contractor must assign tested and trained individuals specifically skilled for position. Once staff is assigned Contractor shall not

remove or replace without the prior written approval of the issuing department.

- 2) The Contractor will provide a “temporary employee evaluation” form to the immediate supervisor for each assignment. A copy of the evaluation form shall be provided to the Human Resources Department within two weeks of completion of the job assignment. The Contractor must maintain an overall rating of “meets expectations” for the duration of the contract term. **Please include a copy of your company’s standard evaluation form with this bid response.**
- 3) **Reporting Tools:** The City will desire the awarded contractor to submit a monthly report to Human Resources detailing all activity with the City. This report must be submitted the first week of each month for the prior month’s activity. The report must include, at a minimum, the following information: temporary employee’s name, Department/Division assignment, position class, total number of hours worked, total cost, and overall performance rating. A summary report shall include total hours assigned per class of employee (e.g. Senior Clerk, Secretary, etc.). The City prefers this report to be available electronically.
- 4) Contractor shall have a software program available to assist departments in managing their temporary service contract. The software should allow City departments to perform the functions listed below.
 - a. City would prefer to monitor their account via the web.
 - b. Have access to reports that can be viewed or printed monthly, quarterly, and/or annually.
 - c. Review invoice lists and time sheets online.
 - d. Review of invoices that are open
 - e. Listing of current and past temporary employees with total hours from start to finish.
- 5) Contractor shall be an Equal Opportunity Employer that does not discriminate against qualified individuals on the basis of race, religion, color, sex, age, natural origin or disability. Furthermore the Contractor shall demonstrate in writing that it will provide a reasonable accommodation to any individual who has a physical or mental disability it is aware of.
- 6) Contractor shall provide individuals possessing the appropriate qualifications, knowledge and skills to provide professional services in each of the categories listed. Contractor shall screen all temporary employees to ensure they have the minimum skills necessary for the position being filled. All employees shall be at least eighteen (18) years old and must be capable of working under normal supervision.
- 7) The Awarded Contractor will have and maintain a \$1 million fidelity crime bond on the employees it provides to the City to protect the City from any loss caused by the worker(s) provided by the agency
- 8) Vendors must have been engaged in temporary employment services in the DFW Metroplex for a minimum of five (5) consecutive years and identify a minimum of five (5) companies or public entities that have been serviced by Proposer within the past three (3) years.
- 9) Contractor or Contractor’s employee shall be responsible for providing all transportation to and from the work location. Contractor agrees to abide by and provide staff that performs the work under this contract in compliance with all applicable CITY rules, regulations, policies and procedures. CITY will pay only for actual hours worked. No travel time or other expense shall be paid by CITY.

- 10) Contractor shall provide an account manager with all contact information to the CITY during the life of the contract to serve as the one point of contact for issues regarding the contract. CITY shall be immediately notified in writing of any changes in this assignment. The CITY reserves the right to request a change of the Account Manager at any time. Any substitution of the Account Manager shall be submitted in writing to the CITY.
- 11) Contractor shall ensure that employees report to work upon the specified date, at the requested time, to the appropriate user facility/department/division ready to commence work.
- 12) Protection of City Information – Due to the sensitive nature of the information maintained by the City, the Contractor or any Contractor employee shall not disclose or release in any manner, any and all information the City deems private, privileged or confidential transmitted/handled during the performance of the contract service. At no time shall any information be disclosed without CITY’s prior written consent.
- 13) If there is reasonable suspicion based upon objective factors resulting in a communicated belief by CITY staff that the temporary worker is under the influence of or impaired by alcohol or a controlled substance the Contractor’s Account Manager shall be immediately notified. Contractor shall either replace the suspect worker or have the worker tested at the Contractor’s expense. If replaced, worker shall be a fully qualified substitute that meets the needs of CITY. Contractor shall be responsible for any disciplinary actions involving any temporary employee.
- 14) At time of order for temporary personnel, the Contractor must immediately indicate to the ordering Department/Section/Division whether it can or cannot provide the needed temporary help. If Contractor informs the ordering entity at the time of the order it cannot provide the required temporary help the City will have the option of placing the order with any other awarded contractors for this service. Additionally, the contract(s) has been awarded with the understanding and agreement that it is for the sole convenience of the CITY. The City reserves the right to obtain services from another source when necessary.
- 15) For co-employment risk mitigation, Contractor must explicitly detail and document the work expectations and allowances by City supervisors and that which is to be maintained and directed solely by Contractor as the legally responsible employer, to include but not limited to:
- i. Handling of discrimination/harassment claims.
 - ii. Handling of employee disciplinary issues and dismissal/removal of employees.
 - iii. Performance Management.
 - iv. Time management, work hours and absence reporting.
 - v. Employee engagement activities, such as City staff meetings, City surveys or social gatherings.
 - vi. Equitable compensation adjustments relative to evolving City compensation.
 - vii. Employee training, to include who determines the scope for how the job is performed and who provides the methods.
 - viii. Any other roles that should be expressly and exclusively performed by the City or the Contractor.

BACKGROUND CHECKS AND TESTING REQUIREMENTS

- 1) At their expense, Contractor shall conduct and coordinate criminal background checks on all employees responsible for performing contractual services at any City facility prior to beginning work at such facilities. Contractor employees must not have had any criminal convictions within the past seven (7) years. Contractor represents and warrants that Contractor or Contractor's employees have not been convicted of any criminal offense(s) and is required to maintain the proof of background checks.
- 2) Contractor shall provide proof (certification) that all personnel assigned to City facilities have had a criminal background check prior to their assignment.
 - i. Under no circumstance will the Contractor allow any employee to work at a City facility who is a registered sex offender;
 - ii. Is currently pending a criminal court finding or disposition of guilt for an alleged misdemeanor or felony without proper resolution or dissolution of the case by the criminal court.
- 3) For CITY Public Safety Departments, IT and Aviation temporary employee may be subject to additional criminal background investigation as requested or required by the Department.
- 4) For positions that require operation of a City-owned vehicle, a Motor Vehicle Review must be completed through the Texas Department of Motor Vehicles and must meet the following criteria by City Personnel Policy standards: Have a valid, unexpired Texas Operator's License for the class of vehicle to be driven; Have a record of no more than 3 moving violations and/or accidents within the preceding 24-month period; Have no record of D.W.I. or D.U.I convictions within the preceding 24-month period; Be at least 18 years of age; And be otherwise qualified under federal and state regulations to drive the vehicle in question.
- 5) For positions that qualify by City Personnel Policy standards as "safety sensitive", the positions will be subject to successful completion of Drug and Alcohol testing prior to beginning employment in such a position. The City shall be responsible for the identification and requirements for such positions and will be responsible for communicating all necessary requirements to Contractor.

CITY'S RESPONSIBILITIES

- 1) CITY must provide all supplies and equipment necessary for performing tasks assigned. Provide adequate supervision for all temporary services workers.
- 2) CITY reserves the right to interview Contractor's appointment and make a final decision on the capabilities of the assigned personnel for the specific job needs. CITY retains the right to reject or stop time on any assigned employee who fails to perform assigned duties satisfactorily; who is not dressed appropriately for the assignment; that violates any federal, state or local regulation; disrupts the facility/departmental normal activities or for any other reason considered unacceptable in the judgment of the using department.

- 3) Any CITY Department/Division needing services of between **one (1) and three (3)** employees MUST call the awarded contractor(s) at least **twenty-four (24)** hours prior to staff reporting. Any CITY Department/Division needing services of between **4 and 10 employees** must call the awarded contractor(s) at least **forty-eight (48)** hours prior to staff reporting. Requesting Department/Division shall provide an estimate of the service period required.
- 4) Service estimate will be the City's best assessment to provide reliable estimate of hours needed. Should the Contractor fail to provide the required number of qualified temporary employees within the required time frame, the CITY shall refer to other awarded contracts for services.

CITY-FURNISHED PROPERTY

- 1) The City shall make available to the Contractor's personnel City-furnished property for use in providing service.
- 2) Title to City-furnished property shall remain with the City. The Contractor's personnel shall use the City-furnished property only in work performed under this contract. The City shall maintain the City's official property records in connection with City property under this contract.
- 3) The Contractor assumes the risk and responsibility for City-furnished property, its loss or damage, except
 - a. For reasonable wear and tear;
 - b. To the extent property is consumed in performing this contract; or
 - c. As otherwise provided for by the terms and conditions of this contract.

BILLING RATE

- 1) The Proposer will propose a Billing Percentage to charge onto the City assigned Hourly Pay Rate to determine the Billing Rate. The Billing Rate may differ depending on the hourly pay rate; however, the proposed billing percentage shall remain the same for each job title. This billing percentage rate should include all costs such as: Employee Hourly Pay Rate, Social Security taxes, Medicare taxes, State and Federal Unemployment Insurance, Workers Compensation Insurance, Liability Insurance, Advertising, Recruiting Costs, Background Checks, Administrative Costs, (Payroll, Admin, etc.)
- 2) The estimated annual hours and estimated pay rate referenced in this RFB are only estimates and provided as a guideline for preparing your submittal. The City will use the estimated annual use numbers for the evaluation, but the City does not guarantee any minimum usage. Temporary employee service requests will be issued throughout the contract period for various department locations on an as-needed basis.

SERVICES

- 1) Temporary employees furnished by the Awarded Contractor will NOT be entitled to participate in any of the City's benefit plans or paid holidays.

- 2) Any temporary employee may be hired by the City on a part-time or full-time basis after ninety (90)-days of continuous temporary employment without a fee paid to the providing contractor. If the department recruited the contracted employee, then the buyout fee will apply:
 - a. 1 to 30 days of contracted service: buy out charge \$300
 - b. 31 to 60 days of contracted service: buy out charge \$200
 - c. 61 to 89 days of contracted service: buy out charge \$100
 - d. 90 days or more of contracted service: buy out charge \$0

PLEASE NOTE: If during the assignment, the temporary employee applies for a City position different from the position they are currently fulfilling, then City shall not owe a fee to the Contractor.

- 3) The knowledge, skills and abilities identified in the position specifications represent those needed to perform the duties of the job. Additional knowledge, skills and abilities may be applicable for individual positions. Contractor may be requested to provide a "worker profile" which will be a brief summary of the temporary worker's qualifications and employment outcomes to the requesting department prior to commencement of work assignment for review and approval by the department.
- 4) The City shall have the right of approval and refusal of any temporary employee. In the instance of an unsatisfactory or unqualified person being assigned, that person may be dismissed from his/her duties immediately and if deemed necessary escorted from City property. If dismissed before commencing work, billing for that temporary employee shall not be accepted.
- 5) EMPLOYEE END OF ASSIGNMENT: The City will notify the Contractor when the temporary employee is no longer needed and/or has completed the duration of work assignment.
- 6) A temporary employee may be dismissed from his/her assignment for infractions including, but not limited to; use of alcohol or controlled substances while on duty, using profanity or being verbally abusive, disobedience of reasonable directions given by City supervising personnel, and violation of safety rules and regulations.
- 7) Normal working hours for City Departments are 8:00 AM to 5:00 PM, Monday through Friday. However, working hours and days may vary depending upon departmental requirements. Shift work may at times be required; however, shift differentials shall not be paid.
- 8) Listed duties within the job descriptions are illustrative only and are not intended to describe each and every function, which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.

INSURANCE REQUIREMENTS (IN THE MINIMUM OF)

The successful bidder shall submit evidence of required insurance on an original ACORD certificate at time of bid. The bidder will have no longer than fifteen (15) calendar days following notification of award to submit the required Acord form identifying The City as an additional insured to all applicable coverage, including materials, equipment, or supplies provided by the City. A current Acord form must be submitted upon policy changes, renewal, or upon request by the City.

The Contractor will not commence work under this contract until he or she has obtained all the insurance required herein and such insurance has been approved by the City, nor shall Contractor allow any subcontractor to commence work on his or her subcontract until all required insurance of the subcontractor has been obtained and submitted to the City.

Failure or refusal to submit the required insurance document(s) on an original Acord within 15 Calendar days after notification of award, at any renewal period, when the expiration is between renewals, or upon City's request may result in immediate suspension of the delivery of goods, and services at no additional cost to the City and/or rescinding the award at any term of this bid. The City reserves the right to require or receive any additional documents necessary to confirm that the insurance requirements are being met, including but not limited to, policies and endorsements. Failure to provide documentation will result in awarding bid to the next lowest responsible bidder when applicable.

A certificate of insurance listing the city as additional insured is not required at the time of the bid, only proof of insurance is required. However, an insurance certificate is required to be on file prior to start of any work.

1. **Commercial General Liability:** \$1,000,000.00 per occurrence, \$1,000,000.00 products/completed operations and \$2,000,000.00 general aggregate for bodily injury, personal injury and property damage. This policy shall have no coverages removed by endorsement.
2. **Workers' Compensation and Employers' Liability:** Statutory. Employers' Liability policy limits of \$1,000,000.00 for each accident, \$1,000,000.00 policy limit – disease, \$1,000,000.00 each employee - disease. Contractor agrees to include the City as a joint-employer for Workers' Compensation coverage.
3. **Professional Liability Insurance:** Contractor shall obtain and maintain at all times during the prosecution of the work professional liability insurance. Limits of liability shall be \$1,000,000 per claim and \$2,000,000 aggregate. Any such policy of insurance and the Declarations Page therefore shall identify if coverage is being provided on an "occurrence" or "claims-made" basis. If this coverage is being provided on a claims-made basis, Contractor must maintain this policy for a period of two (2) years after the completion of the project or shall purchase the extended reporting period or "tail" coverage insurance providing equivalent coverage for the same period of time.
4. **Umbrella or Excess Liability:** \$2,000,000.00 per occurrence and aggregate.

Other Insurance Provisions

1. *The City, its officials, employees and volunteers shall be named as an additional insured on the Commercial General Liability, Automobile Liability and Umbrella Liability insurance policies. These insurance policies shall contain the appropriate additional insured endorsement to cover premises/operations and products/completed operations, including materials, equipment or supplies provided by the City.*
2. *All policies except professional liability shall be endorsed with a waiver of subrogation in favor of the City, including its officials, employees and volunteers for losses arising from the activities under this contract.*
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits, or materially changed, except after thirty (30) days prior written notice has been provided to the City. If the policy is cancelled for non-payment of premium, only ten (10) days notice is required.
4. Insurance is to be placed with insurers with an A.M. Best rating of no less than A:VII. The company must also be duly authorized to transact business in the State of Texas.
5. Certificates of Insurance and Endorsements affecting coverage required by this clause shall be forwarded to:

City of Arlington
Financial Services/Purchasing Division\
Mail Stop 63-0810
P. O. Box 90231
Arlington, Texas 76004-3231

6. Subcontractors and Independent Contractors
 - a. **Certificate of coverage** ("certificate") - A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (DWC-81, DWC-82, DWC-83 or DWC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.
 - b. **Duration of the project** - Includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.
 - c. **Persons providing services on the project** - Includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries and delivery of portable toilets.

- d. Every contractor, subcontractor and independent contractor providing services under this agreement or otherwise performing on the project must comply with the minimum insurance requirements stated herein.
 - e. The contractor must obtain a certificate of coverage from each subcontractor and/or independent contractor prior to beginning work on the contract.
 - f. If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, obtain a new certificate of coverage showing that coverage has been extended.
 - g. By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the City that all employees, subcontractors and independent contractors who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. All required notices shall be posted on each project site in the text, form and manner prescribed by the Texas Department of Insurance Division of Workers' Compensation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.
 - h. The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the City to declare the contract void if the contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the City.
7. Any of the insurance policies required by the city may be written in combination with any of the others, where legally permitted, but none of the specified limits may be lowered thereby.
8. Companies issuing the insurance policies and contractor shall have no recourse against CITY for payment of any premiums, or assessments for any deductible, as all such premiums are the sole responsibility and risk of contractor.
9. Approval, disapproval or failure to act by CITY regarding any insurance supplied by contractor (or any subcontractors) shall not relieve contractor of full responsibility or liability for damages and accidents as set forth in the Contract documents. Neither shall the insolvency or denial of liability by the insurance company exonerate contractor from liability.
10. Liability policies required herein may be written with either an "occurrence" or "claims made" coverage trigger. If coverage is written on a "claims made" basis, contractor must maintain the policy for a period of two (2) years after completion of services, or shall purchase an extended reporting period or "tail" coverage providing equivalent coverage for the same period of time.

ATTACHMENT A JOB DESCRIPTIONS

CLERICAL / ADMINISTRATIVE

Accounting Clerk

Previous accounting experience of at least two (2) years. Ability to perform general accounting duties which require knowledge of accounting practices and procedures. Ability to collect, organize, interpret, analyze and summarize various types of data. Must be able to use a personal computer and programs including Microsoft Word and Excel.

Animal Technician

Clean and straighten wash room and storage rooms, Assist with cleaning of kennels and feline cages. Re-fill sprayers with disinfectant and re-fill food barrels for the next day, Pick up trash and fecal matter in kennels and small fenced area, Sweep front lobby, hallway and front sidewalk. Take incoming and outgoing animals to and from kennels. Pick up trash, bedding, old food and water bowls. Straighten up carriers and cages, Feed and water animals.

Call Center Agent

Ability to provide customer service functions via multiple points of contact (multi-line ACD phone, email, web, and in person); provides assistance to the public regarding a broad range of information relating to organizational efforts, resolution times regarding concerns, news items, City department functions and services in a timely and courteous manner. Ability to use independent judgment and interview techniques to analyze, assess and route citizen inquiries, complaints and request for service from phone, fax, email and web to the appropriate work order management software, or department application; monitor status of complaints and requests to ensure proper resolution; ability to respond to voice mail callers, enter data, and generate inspection reports from information received. Ability to research simple and complex requests, issues, or complaints and initiates appropriate action; locate and contact appropriate personnel in other City departments for information or assistance with resolution. Ability to enter data into various work order management systems to facilitate correct routing, response and resolution as they relate to customer inquiries or complaints; communicate with all levels of departments to coordinate and facilitate information exchange and problem resolution. Ability to provide administrative support and assistance in responding to department informational inquiries and updating informational databases, and to accept payments for various fines and fees (municipal court, water, etc). Ability to proactively research information and perform general administrative tasks such as copying, faxing, filing and mail processing. Ability to read and interpret general correspondence, City codes, ordinances, reports, budgets, minutes, policies and manuals.

Community Service Agents

Previous clerical experience of at least one (1) year. Ability to read, write and understand proper use of the English language including spelling and punctuation. Capable of typing information from handwritten or typed drafts. Skilled in alpha/numeric filing. Ability to compile routine computations. Ability to type and use a personal computer.

Data Entry Operator

Previous data entry experience of at least (1) year. Ability to read, write and understand the English language. Ability to verify data for accuracy. Must be able to use a personal computer. Must be able to key a minimum of 6,000 to 8,000 key strokes per minute; alpha/numeric. Ability to operate a 10-key adding machine. Must be able to transcribe data from source documents; transferring and retrieving data to and from Excel and Access database programs interchangeably. Must be able to perform other related data entry functions as need.

Deputy Court Clerk II

Knowledge of modern office methods, procedures and equipment. Skill in making simple arithmetic calculations. Skill in communicating both orally and in writing with a variety of people from all educational levels. Ability to operate a variety of office equipment including, but limited to PC, fax machine, typewriter, calculator and copier. Ability to perform a variety of physical skills including but limited to filing, holding, lifting up to 50 pounds, seeing, sitting, sorting, squatting, standing, stooping, typing, walking and writing. Ability to receive detailed information through oral communication and make fine discriminations in sound.

General Service Unit Assistant

Knowledge of modern office methods, practices and equipment and equipment. Knowledge of facility management to ensure a safe and productive experience for users and customers. Knowledge of basic accounting and budget concepts. Ability to apply appropriate interpersonal skills with the public and city staff to maintain positive relations. Ability to learn and apply computer skills to register customers, maintain site records and accounts, authorize refunds and track budget expenditures and revenues. Ability to demonstrate effective organization skills for recordkeeping, filing and coordination of a heavily used public facility or facilities. Ability to perform a variety of physical skills including, but not limited to, seeing, sorting and typing. Ability to operate a variety of office equipment including, but not limited to a personal computer, RS6000 terminal, fax machine, telephone and calculator. Ability to drive a motorized vehicle.

General Maintenance Worker / Landscape Technician

Ability to perform tasks such as: general waste and trash pickup, using powered weed eater, edgers and lawnmowers and other simple hand tools, digging, moving tables and chairs, mopping, basic landscape maintenance, display setup and take down, and other light labor functions. Ability to work both indoors and outdoors.

IT Trainer

Associate degree in related field and three years of experience in related field. This position will be responsible for all aspects of IT Training. This includes but is not limited to: Designing comprehensive course materials such as handouts, manuals, and exercises. Preparing training curriculums. Conducting classroom training. Tracking training and certifications. Analyzing training needs and making recommendations. Supporting clients that are using computer-based training. Other duties as required. Knowledge of Microsoft Office, Financial software (A/P, A/R, Purchasing, etc.), Geographic Information Systems software and land management/permit software desirable.

IT Quality Assurance Manager

This position will be responsible for quality assurance in the Information Technology department. This includes but is not limited to: Developing quality assurance strategies. Conducting audits on IT systems and make recommendations. Conducting backup/recovery tests on a regular basis. Establishing processes for quality assurance and continually refines these processes to ensure they are efficient and address the City's changing needs. Partnering with development teams to ensure that quality is pushed deeply into the requirements and

development process. Assisting these teams in developing both requirements and solutions by providing knowledge and expertise of existing systems/data. Documenting current system capabilities to assist other business units in their communication/negotiation with business partners. Researching and making recommendations to implement cost-efficient means of automating the testing process to improve quality. Other duties as required.

ITS Coordinator II

This position will assist the Public Works Department on issues related to the internal IT needs. Duties may include GIS data entry, work on Sharepoint site development, and other duties related to supporting the department's information technology needs.

Operation Support

Knowledge of modern office methods, practices and equipment and equipment. Knowledge of facility management to ensure a safe and productive experience for users and customers. Knowledge of basic accounting and budget concepts. Ability to apply appropriate interpersonal skills with the public and city staff to maintain positive relations. Ability to learn and apply computer skills to register customers, maintain site records and accounts, authorize refunds and track budget expenditures and revenues. Ability to demonstrate effective organization skills for recordkeeping, filing and coordination of a heavily used public facility or facilities. Ability to perform a variety of physical skills including, but not limited to, seeing, sorting and typing. Ability to operate a variety of office equipment including, but not limited to a personal computer, fax machine, telephone and calculator.

Receptionist

Previous receptionist experience necessary. Ability to operate a multi-line telephone system. Good communication and business courtesy skills when greeting and directing visitors. Ability to record information accurately. Ability to read, write and understand proper use of the English language. Ability to type and use a personal computer.

Records Management Clerk

Previous experience of at least one (1) year using alpha/numeric filing systems. Experience with microfilm/microfiche records. Ability to retrieve and enter information into a file maintenance database. Ability to verify documents for accuracy and completeness. Ability to type and use a personal computer.

Secretary

Previous secretarial experience of at least one (1) year. Ability to perform varied and complex secretarial duties. Familiarity with Legal and Engineering document and terminology. Ability to read, write and understand proper use of the English language. Ability to use a personal computer and programs including Microsoft Word, Access, and Excel. Must be detail oriented. Dictation may be required, including the use of a dictation machine or Gregg shorthand at 90-120 wpm. Must be able to compose, proof and edit a variety of documents.

Senior Clerk-Secretary

Answer telephone calls from citizens and route complaints to appropriate staff. File documents alpha and/or numeric. Open mail and distribute to appropriate person. Assist customers with city license registration. Assist walk-in customers with direction and instruction.

Senior Programmer Analyst

Bachelor's Degree in related field and three years of experience in related field. This position will design and develop efficient program logic for the enhancement of existing systems and the development of new systems, including appropriate documentation. This includes, but is not limited to: Performing desk checks, prepare tests cases, and carry out init integrations to ensure that modified systems perform correctly. Analyzing system documentation, program logic, and manuals. Conducting on-site review of user procedures to achieve a thorough understanding of the various system functions. Coordinating projects with peers, supervisors, and management to ensure that project and departmental objectives are met. Other duties as required.

Service Unit Assistant

Knowledge of modern office methods, practices and equipment and equipment. Knowledge of facility management to ensure a safe and productive experience for users and customers. Knowledge of basic accounting and budget concepts. Ability to apply appropriate interpersonal skills with the public and city staff to maintain positive relations. Ability to learn and apply computer skills to register customers, maintain site records and accounts, authorize refunds and track budget expenditures and revenues. Ability to demonstrate effective organization skills for recordkeeping, filing and coordination of a heavily used public facility or facilities. Ability to perform a variety of physical skills including, but not limited to, seeing, sorting and typing. Ability to operate a variety of office equipment including, but not limited to a personal computer, RS6000 terminal, fax machine, telephone and calculator. Ability to drive a motorized vehicle.

Youth Outreach Coordinator

YOC provides support to site director for assistance in supporting children and orienting families that are inquiring about services, receiving services and/or participating in R.E.A.C.H. programs. Responsibilities include: manage client database, monitor youth participants during events, communicate with parents, participate in community presentations, and attend R.E.A.C.H youth-related meetings as designated by the site director

- Manage a caseload of 16 to 30 regular, ongoing participants; and serve 50 to 100 youth monthly.
- Meet with participants and visit families regularly.
- Educate and advocate a minimum of 3 service connections per family.
- Help foster relationships and establish new partnerships.
- Provide opportunities for youth empowerment.
- Organize and facilitate activities planned to enhance the psycho-social development of participants and to accomplish program goals and objectives.
- Communicate with parents and guardians and low-income and special needs populations.
- Work in a team and collaborative effort (can initiate and maintain relationships).

Grants Specialist

Under general supervision, performs grant administration, desk monitoring, on-site monitoring, and other support duties for the Grants Management team. This position is expected to review and process grant documents such as invoices, contracts, and performance reports for Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and other grants as needed. This position is also required to conduct payroll reviews and contractor interviews to ensure compliance with Davis Bacon federal labor standards and to attend community meetings and onsite monitoring visits related to CDBG and ESG programs.

Contract Coordinator

Under general supervision, this position will be responsible for coordinating all administrative functions

pertaining to the preparation and coordination of contracts, consultant and contractor pay applications, bid specifications, purchase orders, continuation sheets and clerical duties required for the facilitation of construction projects. This position will also be responsible for other clerical duties as assigned.

EMS Coordinator

Oversees fulfillment of the City's contract for ambulance services, assists the medical director, and interfaces with citizens and the medical community regarding the City's EMS system.

Administrative Assistant

Under general supervision of executive staff, performs semi-complex clerical duties requiring a thorough knowledge of organizational and/or departmental policies and procedures related to the work performed. Ability to research source documents and assemble data for regular procedures and creating reports. May compile special reports which are only variations of standard reports and involve readily available information. Ability to create correspondence via letters, emails, voicemails, memos, reports, etc. which may involve combining material from several sources. Ability to assist with large public information mail outs. Ability to maintain filed and/or various complete sets of records, correspondence, reports, etc., including confidential material, which may involve a system of cross-referencing. Ability to coordinate departmental processes and/or create work orders in various databases and software packages. Ability to enter requests for service into various computer systems.

Administrative Aide I

The Administrative Aide will provide administrative and secretarial support under direction of the Coordinator and Director. In addition to typing and filing, the Administrative Aide will perform duties such as agreement routing and tracking, booking meeting rooms, coordinating direct mailings, assisting with research, sending public notices to the Star Telegram, and managing general department email inquiries.

Administrative Aide II

Under general direction performs a wide range of administrative duties of a highly responsible and confidential nature. The position will provide administrative support and is expected to receive and screen telephone calls and visitors and route correspondence and inquiries according to the nature and gravity of the issue. This position is also meant to perform and monitor a variety of office/administrative activities including record keeping; filing system maintenance; composing, editing, and proofreading correspondence and reports; and researching and compiling statistical data.

Marketing Aide

Under general supervision, this position is expected to assist with marketing efforts undertaken by the City's Parks and Recreation Department. Specific duties include working with the department's marketing firm to assist on the City side with events associated with the Parks Department, printing materials, distributing materials, answering questions and acting on behalf of the City at events required targeted marketing services.

Office Assistant

Under general supervision, performs semi-complex clerical duties requiring a thorough knowledge of organizational and/or departmental policies and procedures related to the work performed. Ability to research source documents and assemble data for regular procedures and creating reports. May compile special reports which are only variations of standard reports and involve readily available information. Ability to create

correspondence via letters, emails, voicemails, memos, reports, etc. which may involve combining material from several sources. Ability to assist with large public information mail outs. 3. Ability to maintain filed and/or various complete sets of records, correspondence, reports, etc., including confidential material, which may involve a system of cross-referencing. 4. Ability to coordinate departmental processes and/or create work orders in various databases and software packages. Ability to enter requests for service into various computer systems.

Project Coordinator

Administers and manages a program, ensuring staff's work is being performed accurately and completed timely in accordance with policies and procedures. Provides training, direction, and guidance to staff under area of responsibility. Provides additional supportive resources to applicants and, as necessary.

Housing Specialist

Under general direction, determines eligibility and the level of assistance to applicants and participants in housing programs. Maintains and manages assigned caseload to ensure compliance with regulations, policies, and procedures. Assists applicants and program participants to obtain decent, safe, affordable housing. Maintains professional working relationship with applicants, participants, property owners, property managers and community organizations. Conducts effective interviews and determines program eligibility. Determines amount of subsidy payments and utility reimbursements.

911 Call taker/Dispatcher

Under general supervision answers incoming emergency and non-emergency calls for police, fire, and EMS; processes and updates calls for service in the Computer Aided Dispatch (CAD) system; prioritizes and dispatches calls to emergency responders and accurately manages unit location; and enters, retrieves and confirms records using the National/Texas Law Enforcement Telecommunications Systems (NLETS/TLETS).

CRITICAL POSITIONS

Critical positions are defined as positions designated as USDOT, safety sensitive, require handling cash and/or have access to confidential systems or information. The critical positions are as follows:

- 1) Executive Assistant*
- 2) Accountant*
- 3) Paralegal *
- 4) Project Manager*
- 5) Recruiter*
- 6) Civil Engineer*
- 7) Graduate Engineer*
- 8) School Crossing Guards*
- 9) Veterinarian*
- 10) Mapbox/API Programmer*

* Critical positions will require resumes to be sent to the City of Arlington for review prior to any employee being sent on assignment.

Executive Assistant

This is position that provides administrative and clerical support to executive members of the City of Arlington.

Accountant

Under general supervision, responsible for reconciling general ledger accounts and bank statements, assisting with internal and external audits, and assisting in special projects related to financial matters.

Paralegal

Under general supervision, provides assistance and support to City's attorneys in gathering information, conducting legal research, and preparing opinions and legal documents.

Project Manager

Oversee the delivery of Information technology-based solutions to effectively meet user needs in a variety of functional work groups. Projects should be completed on-time, within budget and to the satisfaction of customers.

Civil Engineer

Under general direction, plans, designs and reviews construction plans including but not limited to paving, drainage, water, stormwater, and sanitary sewer designs for development-related projects within the City. The Civil Engineer will be expected to evaluate all engineering related issues during the acquisition of property and utility relocation phases for paving and drainage projects; provide expert testimony to City Council, District Courts, and other various boards or commissions as required. The Civil Engineer will also manage complex grant projects, including CDBG, and manages payment and reimbursement schedules and provide information and technical assistance to other departments, consultants, developers,

Graduate Engineer

Under general direction, plans, designs and reviews construction plans including but not limited to paving, drainage, water, stormwater, and sanitary sewer designs for development-related projects within the City. Ability to provide information and technical assistance to other city departments, consultants, developers, citizens, other city employees and assistance for engineering related issues during the acquisition of property and utility relocation phases for paving and drainage projects.

School Crossing Guard

This position is expected to perform crossing guard duties at the City's school crossing guard locations. Working hours will be school opening and closing daily and for the duration of the school year. Assignments will be given on an as-needed basis.

Veterinarian

Under general direction, is responsible for performing veterinarian services at the Animal Services Center. Performs examinations on animals brought into the animal services facility; vaccinates all animals leaving the facility; performs spay and neuter surgeries; and prescribes euthanasia for badly injured or sick animals. Advises citizens on rabies control procedures and works directly with animal bite victims and their physicians.

ITS Coordinator II

This position will assist the Public Works and Transportation Department's internal IT staff. Duties may include assisting internal staff with various IT tasks, supporting the department's GIS database and assisting with support of the department's sharepoint portal.

EVENT / RESTAURANT LABOR POSITIONS

Event Worker

Ability to perform a wide variety of duties in the preparation of public events related to set-ups including but not limited to assembling, arranging, and disassembling furniture, tables, chairs, and staging. Ability to interpret basic event diagrams for set-up and tear-down. Ability to perform various custodial duties including sweeping, scrubbing, removal of debris, and mopping pre, during and post events. Ability to perform a wide variety of duties in connection with the maintenance of the building, grounds, and equipment such as painting, basic plumbing, changing lightbulbs, laying out and taping down extension cords, changing air filters, light carpentry, planting shrubs/flowers and mulching. Ability to operate required equipment and tools including mechanical sweeper, buffer, riding vacuum, hand radio, etc.

Event Supervisor

Event Crew Leader must have the ability to perform all the duties of an Event Laborer and also the following: Ability to oversee the Event Laborers and ensure all operations, maintenance and cleaning task are completed; ability to interpret event work orders and perform duties according to provided instructions; ability to train new Event Laborers on all operations, maintenance and cleaning tasks and ensure compliance to City expectations.

Cooks / Line Cooks

Under general supervision, performs routine restaurant preparation, cooking and janitorial duties. Services will be a combination of quick-casual food and catered events.

Bartenders

The position will be responsible for handling alcohol at City locations that require such services – such as the City’s golf courses. The position will require specific licenses and/or certifications and will have age requirements for servers. Services will be a combination of quick-casual food and catered events.

Restaurant Servers

The Restaurant Server position is expected to staff the City’s food service establishments, primarily located at the City’s golf courses. Services will be a combination of quick-casual food and catered events. This is a customer service-related position.

Dishwasher and Restaurant General Utility

This position is expected to assist with day-to-day operations of the various City restaurants, located at the City’s various golf courses. Primary duties will be in custodial – cleaning dishes, sweeping, general cleaning of the restaurant – but other duties may be assigned that assists with the day-to-day operations.

Executive Chef

This position is responsible for overseeing kitchen staff and ensuring the quality of food items. Their duties include hiring and training staff to cook their dishes, expediting orders to maintain a steady flow of dishes and creating dishes to add to the menu. Services may be needed for fixed restaurant service or catering.

Sous Banquet Chef

The Banquet Sous Chef in coordination with the Executive Chef is responsible for the execution of all catered or fixed restaurant events. Sous Chef functions as a liaison between the frontline kitchen staff, the Executive

Chef, and the front of house management team.

Security – Event, Site Monitoring

With specific direction, this position is expected to monitor assigned property or provide security at City events. The role will enforce the rules of a venue and is expected to remove people who violate the rules of the location they secure. The role will also report any suspicious incidences to management in detail, act in a lawful manner while in defense of the property, staff and environment they are in charge of and conduct regular and random patrols around the business building and perimeter.

TRADE / TECHNICAL POSITIONS

Airport Maintenance Technician

Under general supervision, maintains airport grounds and facilities and provides aircraft traffic advisories to airport users by two-way radio.

Landscape Technician

Under general supervision, this position will assist with the maintenance of outdoor spaces and working with other landscape professionals in the City to maintain public parks and other open spaces. Their duties may include planting flowers and trees, trimming shrubbery and overseeing the installation of benches, fountains, fences and walking paths.

Building Maintenance

Under immediate supervision performs minor repair and maintenance work to provide assistance to carpenters, plumbers, electricians, etc. as needed or directed.

Aquatic Technicians

Under general supervision, this position will assist with the maintenance of outdoor and indoor pools, splashpads or other aquatic structures owned by the City. Their duties may include general maintenance – repairs and preventative maintenance, and ensuring that aquatic structures are cleaned and safe for public use.

HVAC Specialists

An HVAC Technician, or a Heating, Ventilation and Air Conditioning Technician, installs and repairs various air quality systems. Their main duties include locating and diagnosing maintenance problems on equipment, conducting warranty services and quickly performing emergency repairs on certain equipment items.

GIS Technician I (remote site positions)

Under general supervision, programs and /or creates AML scripts to solve user requests and other related tasks as required. The position is expected to utilize Model Builder to automate repetitive functions and the ability to do basic programming to automate tasks; create a new GIS coverage; document and maintain a data dictionary; and query a relational database using standard query language (SQL).

Water Lab Intern

Under general supervision, this position will assist the water treatment laboratory with multiple tasks supporting the Lead and Copper Rule Project. Such tasks may include preparing water samples for delivery

and checking the turbidity of the samples; setting up analytical batches and assisting the analyst as needed; recording test results in bench-sheets and inputting data into the LIMS; performing water quality parameter tests and summarizing the results in Excel.

Housing Inspector

Under general supervision performs inspections on single family and multi-family buildings and structures in accordance with HUD regulations.

SCADA Analyst

Under general supervision, performs corrective, preventative, and predictive maintenance on the SCADA components in the water and wastewater systems, and supports accurate data collection, reporting and reliable, safe and efficient operation and maintenance of SCADA system and related hardware and software systems used to control operation of the City's water and wastewater systems.

Building Systems Mechanic

Under general direction repairs and maintains HVAC equipment in city buildings, including performing emergency and routine repair of HVAC equipment, and performing preventive maintenance to HVAC equipment.

Building System Specialists Master Plumber

Under general supervision, this position determines plumbing requirements and purchases, and performs plumbing installation and maintenance duties for city-owned facilities. The position is responsible for the proper installation and oversight of work performed by any facilities staff that is assisting with plumbing repairs /replacements (includes gas). Responsible for ensuring all repairs / replacements fully meet all applicable building codes. The position is responsible for advising the Senior Building Systems Supervisor and Facility Services manager on repair/replacement parts and equipment that are efficient and cost effective. The position is responsible for coordinating work with the City of Arlington Building Inspection Department and carrying out permits where applicable.

Building Maintenance Worker

Under immediate supervision performs minor repair and maintenance work to provide assistance to carpenters, plumbers, electricians, etc. as needed or directed. The worker should also be able to perform basic carpentry/mechanical repair work including installing hardware, doors, painting, etc; replace air conditioning filters, light bulbs and ballasts; and relocate and/or maintain assigned equipment.

Master Electrician

Under general direction performs electrical work including the installation and repair of wiring and electrical fixtures in and around city facilities. Secures electrical permits through Building Inspections. The position is responsible for the reviewing of blueprints, working drawings and written specifications and analyze projects for material and equipment requirements, prepare material lists and secure bids from vendors by telephone, fax or in person.

Carpenter

Under general supervision plans, constructs and repairs articles made of wood and other related materials. The position is responsible for performing carpentry work including alteration and renovation of building and

building systems, construct cabinets, bookcases, shelves, tables, fences, benches and other wood articles from blueprints and drawings.

Finish Carpenter

Under general supervision constructs finished cabinets and furniture such as desks, credenzas, bookcases, etc. Duties include determining priority of projects and efficient use of materials and functioning as lead worker in the absence of supervisor.

Field Technician

This position is intended to perform tasks related to field services for the Public Works, Water or other departments that require such labor. Ability to operate a tandem dump truck, two-ton dump truck, and additional equipment in one of the following categories: Asphalt roller, crack seal applicator, concrete grinder, and related pneumatic and hand tools in repairing or replacing concrete (sidewalks, curbs, drainage structures), repairing and maintaining asphalt and concrete streets, asphalt crack sealing and patching and removing debris from creeks and channels. Sign installation equipment, thermoplastic markings machine, mechanical post-hole diggers, mechanical trencher and necessary equipment and tools for repairing and maintaining all signals and markings facilities including sign installation/maintenance, pavement marking installation/maintenance, and signal construction/ maintenance.

Knowledge of operations and maintenance of dump trucks, rollers, skid steer, loader, emulsion distributors, grinders, post-hole diggers, trenchers, or thermoplastic applicators, and related hand tools and additional small equipment. Knowledge of industry related hazards. Knowledge of TxDOT safety rules and guidelines.

Sr. Field Technician

Responsible for a wide-variety of public works and transportation maintenance initiatives related to storm water management, street maintenance and repairs, traffic operations and streetlight operations. Ability to understand and interpret TxDOT, TxMUTCD, and TEEX rules, regulations, plans, and guidelines; and to place and utilize all related safety devices per code and/or design.

Mechanic

Under general supervision, repairs and overhauls gasoline and diesel-powered park maintenance equipment. Duties include examining and diagnosing equipment to determine extent of damage or malfunction and maintaining simple records of time and material costs.

Plumber

Under general supervision, determines plumbing requirements, purchases, and scheduling for the installation and maintenance needs of various park facilities; performs required plumbing duties including installation and/or repair of irrigation systems, swimming pool mechanical and filtration systems and other plumbing systems.

Streetlight Specialists

Install, repair and maintain the City streetlight network. Perform related work as required. Ability to install and maintain streetlights and related equipment which includes poles, bases, piers and fixtures by pouring concrete, setting up pull boxes and other related equipment. Ability to install ancillary streetlight equipment such as conduit, switch boxes, transformers, and other electrical and electronic equipment either underground or overhead, by digging ditches, boring under pavement, pulling wire, shoveling, operating jackhammer, pole trucks, digging machines, and bucket trucks.

Heavy Equipment Operator

Under general supervision operates heavy motorized equipment requiring accurate estimation of distances and coordination of multiple controls. Equipment is used for construction and/or maintenance of drainage facilities.

Utility Technician

Under general supervision, coordinates the operation of water distribution valves and acts as liaison between Public Works Inspectors and Utility Engineers on new water and sewer construction projects; provides customer assistance; provides pre-job evaluation and planning and performs special projects in the area of water utility distribution and wastewater collection systems.