CITY OF NEDERLAND JOB POSTING

In accordance with the *City of Nederland Personnel Policy*, notice is hereby given that the City of Nederland is now accepting applications for the position of:

<table>
<tr><td>Job Title:</td><td>Streets and Drainage Supervisor</td></tr>
<tr><td>Department/Division:</td><td>Public Works – Streets and Drainage</td></tr>
<tr><td>City Classification:</td><td>Regular Full-Time</td></tr>
<tr><td>FLSA Classification:</td><td>Exempt (Salary)</td></tr>
<tr><td>Pay Rate:</td><td>7-Step Pay Plan (Effective 10/1/2026 – 9/30/2027)
<table>
<tr><td>Hire</td><td>6 Months</td><td>1 Year</td><td>2 Year</td><td>3 Year</td><td>4 Year</td><td>5 Year</td></tr>
<tr><td>Step 1</td><td>Step 2</td><td>Step 3</td><td>Step 4</td><td>Step 5</td><td>Step 6</td><td>Step 7</td></tr>
<tr><td>$33.14</td><td>$34.13</td><td>$36.20</td><td>$38.37</td><td>$40.66</td><td>$43.12</td><td>$45.19</td></tr>
<tr><td>$68,931.20</td><td>$70,990.40</td><td>$75,296.00</td><td>$79,809.60</td><td>$84,572.80</td><td>$89,689.60</td><td>$93,995.20</td></tr>
</table></td></tr>
<tr><td>Benefits:</td><td>Yes</td></tr>
<tr><td>Applications Open:</td><td>Monday, November 2, 2026</td></tr>
<tr><td>Application Deadline:</td><td>First review of applications on Friday, November 20, 2026, and if necessary, reviewed weekly on Fridays thereafter.</td></tr>
<tr><td>Open To:</td><td>The Public and Current Employees</td></tr>
</table>

This position is open to each person who makes proper application and meets all eligibility requirements prescribed by the City of Nederland. A completed application must be received by the Personnel Office no later than the closing date/time listed above. Applications may be picked up in the Personnel Office located at:

City of Nederland Office Building
207 N. 12th Street, P. O. Box 967
Nederland, TX 77627
(409) 723-1501 Telephone, (409) 723-1550 Facsimile

In accordance with the *City of Nederland Substance Abuse Policy*, all applicants are hereby advised:

> "Any applicant tentatively selected for this position will be required to submit to testing to screen for illegal drug use prior to employment. Employment in the position will be contingent upon a negative drug test result."

If this position requires a commercial driver license as described in the *City of Nederland Wage and Position Classification Plan*, the applicant must comply with the Omnibus Transportation Employee Testing Act of 1991.

The City of Nederland strives to provide employment and promotional opportunities based solely on qualifications, skills, and performance, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, political affiliation, veteran's status, or any other unlawful basis. The City of Nederland is in compliance with the Americans with Disabilities Act. If you have an established disability as defined in the Americans with Disabilities Act and would like to request a reasonable accommodation when applying, testing, or interviewing for a City of Nederland position, please contact:

Stephanie Gaspard, Human Resources Director
City of Nederland
207 N. 12th Street, P. O. Box 967, Nederland, TX 77627
(409) 723-1501 Telephone, sgaspard@ci.nederland.tx.us

CITY OF NEDERLAND EMPLOYMENT APPLICATION INSTRUCTIONS (Updated 09-2026)

— Welcome

Thank you for your interest in employment with the City of Nederland. We would like to take this opportunity to explain our application and hiring process. We encourage you to apply for positions that match your qualifications.

— Job Postings

The City of Nederland Human Resources Office posts all job openings. Applications are accepted only for positions that are currently open as posted and are accepted up to the posted closing date and time. It is necessary to submit a separate City of Nederland Employment Application for each position for which you want to be considered for employment. Your education and experience must match the minimum eligibility requirements identified on the posting. All applications are screened for minimum eligibility requirements and other qualification criteria by management. All applicants will receive a letter from the Human Resources Office regarding either the qualification or disqualification of their application. Applicants whose applications are qualified will receive a letter containing further instructions regarding the next phase of the process.

— How to Apply

An application may be obtained through the City of Nederland Human Resources Office which is located in the City of Nederland Office Building at 207 N. 12th Street, Nederland, Texas 77627 or by visiting the Job Openings page on the City's website at www.ci.nederland.tx.us. To apply for a job, you must complete an application and deliver it by the posted deadline to the City of Nederland Human Resources Office, 207 N. 12th Street (or by mail to P. O. Box 967), Nederland, Texas 77627. Applications sent by mail must be received by the posted deadline, regardless of post mark. We can accept applications by e-mail or facsimile however, the last page of the application, "Authorization and Release Form," requires an original signature for our files, so it must be signed manually before it is scanned in to send.

— Employment Application Instructions

A City of Nederland Employment Application must be completed as instructed and received by the Human Resources Office by the posted deadline for consideration. Résumés will ***not*** be accepted in lieu of a completed application, but may be attached. Supporting documentation, such as photocopies of transcripts or certificates, may be included with the application. You may attach additional pages to record additional job histories and other information, if necessary. Please do not bind your application. Applicants must complete all blanks accurately and completely, or enter a notation as to why the blanks are incomplete. Grounds for disqualification include, but are not limited to, the following:

1. Failure to submit application by posted deadline.
2. Failure to follow application instructions.
3. Incomplete applications.
4. Sloppy handwriting, poor spelling, poor grammar.
5. Non-specific educational information.
6. Vague reasons for leaving past jobs.

7. Overly vague/general job duties or job titles.
8. Lack of salary progression.
9. Lack of progression in job duties/responsibilities.
10. Gaps in employment history.
11. Failure to provide complete information on previous employers (or to state why this information is not available).
12. Failure to explain in detail where requested, such as the employment discipline and termination and criminal history sections.
13. Failure to sign the last page of the application packet, "Authorization and Release Form."

— Selection Process

Typically, the selection process takes four to six weeks from the closing date, and includes, but is not limited to, the following:

1. Employment Application
   Submit a completed City of Nederland Employment Application to the City of Nederland Human Resources Department, 207 N. 12th Street (or by mail to P. O. Box 967), Nederland, Texas 77627 by the posted deadline.

2. Written Examination
   Selected applicants may be invited to a skills/knowledge (written) examination. Each applicant's grade on the examination will be based on a maximum grade of 100 percent, determined entirely by the correctness of the answers to the questions. A minimum passing grade is 70 percent, and each applicant must pass the examination in order to be placed on the eligibility list. If the examination given contains more than one section, applicants must score a minimum passing grade of 70 percent, based on an average of all sections, to be placed on the eligibility list. This numeric score will be weighted at 40 percent of the total points earned during the hiring process.

3. Oral Interview
   Applicants remaining on the eligibility list will be invited to oral interview before an interview panel and given a numeric score based on selected interview questions and criteria set forth by the City. Applicants must meet the minimum passing grade of 70 percent to be placed on the eligibility list. This numeric score is weighted at 60 percent of the total points earned during the selection process.

4. Eligibility List
   Once the interview scores have been calculated, a ranking order will be derived. Applicants must meet an overall minimum passing grade of 70 percent to be placed on the eligibility list. The City Manager will determine the life of the eligibility list on a case-by-case basis.

5. Job Offer

A conditional offer of employment will be extended to the top ranking applicant at the Department Head's recommendation and subject to the City Manager's approval. The City Manager or his/her designee will ensure that the applicant's qualifications match those set forth by the City. The job offer is conditioned upon successful background investigation and successful completion of the remaining phases of the selection process, which includes, but is not limited to, drug and/or alcohol screen, WorkSTEPS physical assessment and medical evaluation. Official job offers are extended only by the Human Resources Office.

6. Entitlement to Work

The Immigration Reform and Control Act of 1986 requires that all new employees verify identity and entitlement to work in the United States by providing required documentation.

— Equal Employment Opportunity

The City of Nederland is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, political affiliation, veteran's status or any other unlawful basis. The City of Nederland is in compliance with the Americans with Disabilities Act and will attempt to reasonably accommodate applicants with disabilities upon request. If you need any special accommodations during the employment process, please contact the Human Resources Office for assistance at (409) 723-1501.

— Contact

Thank you again for your interest in employment with the City of Nederland. If you have any questions or concerns, please contact the Human Resources Office at:

Stephanie Gaspard, Human Resources Director
207 N. 12th Street - P. O. Box 967
Nederland, TX 77627
Telephone: (409) 723-1501 - Facsimile: (409) 723-1550
E-mail: sgaspard@ci.nederland.tx.us
Office Hours: 8:00 a.m. - 5:00 p.m., Monday through Friday

THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

ATTACHMENTS:
- Job Posting
- Job Description
- Proposed Pay Plan
- Employee Benefits Summary
- Employment Application

Title: Supervisor, Streets & Drainage

FLSA Status: Exempt

BRIEF DESCRIPTION:

Under limited supervision, supervises street and drainage maintenance operations including work scheduling, supervising crews, coordinating equipment use, monitoring safety practices, and ensuring effective maintenance of city infrastructure.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) 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 weights 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 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	**M**	Supervises staff, including coaching, mentoring, scheduling, reviewing, and evaluating the work of staff.
2	**M**	Inspects jobsites and crew work to ensure safe operations, quality results, and adherence to City standards.
3	**S**	Creates, tracks, and closes work orders for streets and drainage maintenance and repair work; coordinates with citizens, departments, and external parties to address service requests.
4	**M**	Calculates drainage elevations and grades for drainage and roadway projects; works with City Engineers, consultants, and contractors on planning and execution of capital improvement projects.
5	**S**	Orders, tracks, and manages materials and supplies for the division; monitors inventory and coordinates purchases in accordance with City procurement procedures.
6	**S**	Assists with preparation and monitoring of the division budget; reviews and approves expenditures and invoices.
7	**M**	Responds to requests from the public for street, drainage, and right-of-way concerns; investigates complaints, communicates findings, and coordinates corrective action.
8	**H**	Coordinates emergency response for storm events, flooding, and roadway incidents; supervises crews during after-hours and disaster response operations; participates in hiring, discipline, evaluation, and training of division staff.
9	**H**	Performs other duties as assigned.

CONDITIONS OF EMPLOYMENT:

Responsible for following all prescribed safety rules and regulations; and utilizing and wearing appropriate safety gear.
Follows and upholds City and departmental rules, regulations, policies and procedures.
Reports to work free from the effects of drugs/controlled substances and/or alcohol, and free from impairment due to prescription drugs.
Maintains regular attendance.
The City reserves the right to require an employee in this position to work overtime including during emergency situations (defined as any natural or man-made disaster that may or may not necessitate the relocation of City personnel or citizens). In the event of an emergency and/or a required evacuation, the incumbent may be required to remain at work to provide needed services or perform essential duties for the benefit of the general public including services or duties different from those performed in the normal course and scope of the position.

JOB REQUIREMENTS:

Description of Minimum Job Requirements	
Formal Education	High school diploma or G.E.D.
Experience	Five (5) years of related public works infrastructure maintenance experience.
Supervision	First-line supervisor over two or more full-time employees. Assists with hiring, termination, and discipline of staff. Evaluates staff performance.
Human Collaboration Skills	Leads team collaboration, addresses conflicts constructively, ensures information sharing, and supports employees in working effectively with other departments and the community.
Freedom to Act	Independently interprets policies and standards to resolve operational or technical issues, recommend improvements, and guide work processes. Decisions impact projects, procedures, and short-term operational goals.
Fiscal Responsibility	Conducts research, compiles data, and oversees data entry. Monitors budget expenditures, typically non-discretionary, for a defined area of the budget.
Technical Proficiency	Uses advanced technical knowledge of systems, data, or operational processes to analyze issues, resolve complex problems, and improve workflows. Serves as a technical resource within a work unit.
Reading Proficiency	Reads technical documents, regulations, contracts, or reports and interprets detailed information to support decisions, solve problems, or complete complex assignments.
Math Proficiency	Applies intermediate mathematical concepts to analyze data, perform financial or statistical calculations, and solve moderately complex quantitative problems.

Description of Minimum Job Requirements	
Writing Proficiency	Writes routine correspondence, reports, and documentation using standard formats and clear language appropriate for internal communication.
Certifications & Other Requirements	Valid Texas Driver's License.

OVERALL PHYSICAL STRENGTH DEMANDS:

Physical strength for this position is indicated below with "X"				
(S) Sedentary	(L) Light	(M) Medium	(H) Heavy **X**	(V) 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 weights 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 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

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

Physical Demand	Frequency	Brief Description
Standing	**O**	Remaining upright on feet to perform job duties, including working at counters, equipment, or job sites
Sitting	**F**	Remaining seated while performing tasks such as computer work, meetings, or operating equipment
Walking	**F**	Moving about on foot to perform job duties, including traveling within buildings, between work areas, or across work sites
Lifting	**O**	Raising or lowering objects from one level to another, including materials, equipment, or supplies
Carrying	**O**	Transporting objects by holding or supporting them while moving from one location to another
Pushing/Pulling	**O**	Applying force to move objects away from or toward the body, such as moving equipment, carts, tools, or materials
Reaching	**O**	Extending arms and hands to access objects or equipment at varying heights or distances
Handling	**F**	Seizing, holding, or working with hands to manipulate tools, equipment, materials, or documents
Fine Dexterity	**F**	Performing precise hand and finger movements such as typing, writing, operating small tools, or handling small objects
Kneeling	**O**	Bending legs at the knees to lower the body while working near the ground or low surfaces

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

Physical Demand	Frequency	Brief Description
Crouching	**O**	Lowering the body by bending the legs and spine while maintaining balance to perform tasks near the ground
Crawling	**R**	Moving on hands and knees or hands and feet in confined spaces or low areas
Bending	**O**	Bending the body at the waist to reach objects or perform tasks at lower levels
Twisting	**O**	Rotating the body at the waist or torso while performing work tasks or handling materials
Climbing	**O**	Ascending or descending stairs, ladders, ramps, or other elevated surfaces
Balancing	**O**	Maintaining body equilibrium to prevent falling when walking, standing, or working on uneven, narrow, or elevated surfaces
Vision	**C**	Reading documents, viewing computer screens for extended periods, and observing details in written materials
Hearing	**C**	Perceiving sounds to communicate, responding to alarms or equipment signals, and maintaining situational awareness
Talking	**C**	Communicating verbally with coworkers, supervisors, and the public in person, by phone, or other communication devices
Foot Controls	**O**	Using feet or legs to operate pedals, levers, or other controls while operating vehicles or equipment
Other (specified if applicable)	**N/A**	N/A

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment including computer and associated software, multi-line telephone, printer, copier, scanner, and calculator; two-way radio; work order and asset management software, City vehicles, surveying and grade-checking equipment, hand tools, and a working knowledge of heavy equipment including Gradall, motor grader, backhoe, front-end loader, dump truck, pressure truck, and rollers.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never

Health and Safety Factors	
Mechanical Hazards	**O**
Chemical Hazards	**R**
Electrical Hazards	**R**
Fire Hazards	**N**

D Daily	W Several times per week	M Several times per month	S Seasonally	N Never

Environmental Factors	
Respiratory Hazards	**W**
Extreme Temperatures	**D**
Noise and Vibration	**D**
Wetness/Humidity	**D**

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
Health and Safety Factors				
Explosives				**N**
Communicable Diseases				**R**
Physical Danger or Abuse				**O**
Other (specified):				**N/A**

D Daily	W Several times per week	M Several times per month	S Seasonally	N Never
Environmental Factors				
Physical Hazards				**D**

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, closed-toe work boots, gloves, hearing protection, hard hat, and high-visibility clothing when supervising field operations, inspecting jobsites, and responding to storm events; weather-appropriate clothing for outdoor field work.

NON-PHYSICAL DEMANDS:

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

Non-Physical Demands	Description	Frequency
Time Pressure	Performing work within established deadlines or time constraints that may require prioritizing tasks and maintaining productivity	**F**
Emergency Situations	Responding to urgent or unexpected events that require immediate attention, quick decision-making, or rapid changes in work activities	**O**
Frequent Change of Tasks	Adjusting work activities regularly based on operational needs, interruptions, or shifting priorities	**F**
Irregular Work Schedule/Overtime	Working hours that may vary from a standard schedule, including evenings, weekends, holidays, or additional hours as operational needs require	**O**
Performing Multiple Tasks Simultaneously	Managing several work activities at the same time while maintaining accuracy, efficiency, and attention to detail	**F**
Working Closely with Others as Part of a Team	Coordinating and collaborating with coworkers, supervisors, and other stakeholders to complete tasks and achieve organizational goals	**F**
Tedious or Exacting Work	Performing repetitive tasks or work requiring sustained attention to detail and accuracy	**F**
Noisy/Distracting Environment	Working in an environment where background noise, interruptions, or other distractions may occur while performing job duties	**O**
Other (specified):	N/A	**N/A**

PRIMARY WORK LOCATION:

Primary work location for this position is indicated below with "X"			
Office Environment	X	Vehicle	X
Warehouse		Outdoors	X
Shop		Other (specified):	

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Head	Signature of Department Head	Date

Comments: _____

_____

_____

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

CITY OF NEDERLAND
PROPOSED PAY PLAN

Job Title:	Streets and Drainage Supervisor
FLSA Classification:	Exempt (Salary)
City Classification:	Regular Full-Time

BASE SALARY FOR FISCAL YEAR 2026-2027 (effective 10/01/2026 – 09/30/2027)

New Hire	6 Months	1 Year	2 Year	3 Year	4 Year	5 Year
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
$68,931.20	$70,990.40	$75,296.00	$79,809.60	$84,572.80	$89,689.60	$93,995.20

LONGEVITY PAY

In addition to base pay, $4.00 per month for each year of service to the City of Nederland.

CERTIFICATE PAY

Not applicable to this job title.

SHIFT DIFFERENTIAL PAY

Not applicable to this job title.

WORK SCHEDULE

The typical work schedule is 7:00 a.m. until 3:30 p.m., Monday through Friday, although additional hours may be required, based on the needs of the City.

ESSENTIAL SERVICES POLICY

Employees in this position are classified Essential Services Personnel, and are identified by the City to be part of the emergency response team before, during, or after a hurricane. Essential Services Personnel are **required to work before, during, or immediately after a hurricane, and may be unable to evacuate with their family**. Employees identified as Essential Services Personnel also meet the definition of Emergency Services Personnel as defined in Chapter 22 of the *Texas Labor Code*. Failure to comply with this policy may result in discipline up to and including termination.

CITY OF NEDERLAND EMPLOYEE BENEFITS (UPDATED 05/2026)

DISCLAIMER: The statements contained in this summary are highlights intended to serve only as general information concerning various employment matters as they now exist at the City of Nederland. Employment matters, including compensation and employee benefits, are governed by applicable Federal, State, or local laws, regulations or judicial decisions, and any errors or misrepresentations in this summary are subordinated to Federal, State, or local laws, regulations or judicial decisions. An employment-at-will relationship exists between the City of Nederland and its employees, and nothing set forth in this summary is intended to create, or shall be construed as creating, either an express or an implied contract of employment or a definite or indefinite period.

1. Compensation

Base Pay

A major objective of the City's salary administration program is the encouragement, through the opportunity for financial recognition and reward, of higher levels of employee motivation, morale, effort and productivity.

Longevity

In addition to base pay, employees receive $4.00 per month for each year of service to the City of Nederland.

Certificate Pay

Certificate pay is awarded for the highest level of certificate held for some job titles requiring certain state licenses.

Shift Differential

Shift differential is paid for certain job titles requiring evening and night shifts, such as Police Officer and Telecommunications Operator.

Overtime Provisions

For employees in positions which are governed by the overtime provisions of the Fair Labor Standards Act, overtime begins to accrue with the ninth hour worked during a regular eight hour day. Some employee groups may elect compensatory time in lieu of overtime wages.

Work Period

The official work period for the City is a seven day period beginning at 12:01 a.m. on Monday and ending at 12:00 a.m. on the following Sunday. The City pays on a bi-weekly basis.

General Salary Increases

City Council may award general salary increases to employees on an annual basis when fiscally prudent.

Introductory Period

Employees are subject to a twelve month introductory period. Supervisors prepare written performance evaluations at the end of each quarter during the introductory period.

Pay Step Increases

Employees are eligible to receive a pay step increase upon successful completion of six months of employment (or twelve months for Police Officers and Firefighters), and then on subsequent hire anniversary dates until reaching the maximum pay step. The step increase will be documented on an "Employee Status and Wage Report", a copy of which will be placed in the employee's payroll envelope during the payroll period in which the step increase is awarded.

2. Retirement System

Upon hire, employees are eligible to participate in the Texas Municipal Retirement System (TMRS) (www.tmrs.org) plan. TMRS was established in 1948 and is administered in accordance with the *Texas Municipal Retirement System Act* (Texas Government Code, Title 8, Subtitle G). Each TMRS participating city has its own retirement plan provisions within the general framework of the Act. A summary of some of the City's current provisions are as follows:

BENEFIT	DESCRIPTION	OPTION ADOPTED
City matching ratio	The City of Nederland matches your deposits and interest at a rate chose by the City of Nederland. The City's matching funds are held in the City's TMRS account until you retire. The only way to get the City's matching funds is to retire from TMRS and receive a monthly payment.	2 (City) to 1 (Employee)
City contribution rate	This rate is set annually by TMRS based on actuarial assumption changes.	11.27% (Effective 01/01/2026)
Employee contribution rate	Each month, the City withholds 7% of your gross monthly salary and deposits the money in a TMRS account in your name. These are your member deposits, which are tax-deferred. This means that are not subject to federal income tax until they are paid back to you in the form of a refund or a monthly retirement benefit.	7% of your gross salary, tax deferred
Vesting requirement	Vesting means you have worked enough years and established enough service credit to meet the minimum length-of-service requirement for retirement. Once vested, even if you leave City employment, you may leave your deposits with TMRS and retire with a TMRS retirement benefit when you reach age 60.	10 years
Retirement eligibility	At retirement, your member deposits and the interest earned are combined with the City's matching funds and other credits granted. TMRS then calculates a monthly retirement benefit based on these amounts, the interest they will earn, an estimate of your remaining life expectancy at retirement, and other factors.	10 years service, at least age 60 or 20 years service, at any age

Other available options include Updated Service Credit, Military Service Credit, Buy-Back Provision, and Restricted Prior Service Credit.

3. **Insurance Benefits**

Regular Full-Time employees are eligible for insurance benefits. Benefits will become effective on the first day of the calendar month following full-time hire date.

Medical Insurance Plan (Plan Year 07/01/26 - 06/30/27)
The City provides a Medical Plan through United Healthcare (www.myuhc.com). The employee premium is paid in full by the City for the "standard" plan and the "HMO" plan. Employees may select from one of the plans below or choose the HSA plan (information on the HSA plan can be requested from the Personnel Department). Employees may also elect spouse only, children only or family coverage which is paid via semi-monthly payroll deduction.

July 1, 2026 - June 30, 2027			
Standard PPO Plan	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	$927.56	$0.00	$927.56
Spouse only	$2,191.84	$490.04	$1,701.80
Children only	$1,614.52	$357.58	$1,256.94
Family	$2,712.83	$610.28	$2,102.54
HMO Plan	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	$841.14	$0.00	$841.14
Spouse only	$1,987.63	$341.52	$1,646.11
Children only	$1,464.10	$248.18	$1,215.92
Family	$2,460.08	$426.46	$2,033.62
HSA Plan	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	$710.70	$0.00	$710.70
Spouse only	$1,679.40	$117.34	$1,562.06
Children only	$1,237.06	$83.05	$1,154.01
Family	$2,078.58	$148.99	$1,929.59

Dependents who are not enrolled when the employee is first eligible for enrollment will be considered a "late entrant." Late entrants will only be accepted for coverage during the City's annual open enrollment during June of each year, with changes effective July 1. During the plan year, only certain qualifying events will permit a late entrant to be added at a time other than open enrollment, such as marriage, birth of a child, or termination of spouse's employment - such adds must be reported within thirty-one (31) days of the qualifying event.

Once insurance benefits become effective, it is the employee's responsibility to notify the Personnel Office of any changes which may affect coverage, such as family status, as well as changes of name, address, and telephone number.

Dental Insurance Plan (Plan Year 07/01/26 - 06/30/27)

The City provides a Dental Plan through United Healthcare (www.myuhc.com). The employee premium is paid in full by the City. Employees may elect spouse only, children only, or family coverage which is paid via semi-monthly payroll deduction.

July 1, 2026 - June 30, 2027			
HIGH PLAN	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	$36.90	$0.00	$36.90
Spouse only	$82.39	$39.56	$42.83
Children only	$80.10	$37.57	$42.53
Family	$128.04	$79.26	$48.78
July 1, 2026 - June 30, 2027			
LOW PLAN	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	$29.42	$0.00	$29.42
Spouse only	$65.11	$31.04	$34.07
Children only	$63.78	$29.89	$33.89
Family	$101.83	$62.98	$38.85

Dependents who are not enrolled when the employee is first eligible for enrollment will be considered a "late entrant." Late entrants will only be accepted for coverage during the City's annual open enrollment during June of each year, with changes effective July 1. During the plan year, only certain qualifying events will permit a late entrant to be added at a time other than open enrollment, such as marriage, birth of a child or termination of spouse's employment - such adds must be reported within thirty-one (31) days of the qualifying event.

Once insurance benefits become effective, it is the employee's responsibility to notify the

Personnel Office of any changes which may affect coverage, such as family status, as well as changes of name, address, and telephone number.

Long Term Disability Insurance Plan
The City provides a Long-Term Disability Policy through Dearborn National. The employee premium is paid in full by the City.

Life and Accidental Death and Dismemberment Insurance Plan
The City provides a Life and Accidental Death & Dismemberment Policy through Dearborn National. The employee premium is paid in full by the City. The current death benefit is equivalent to twice the employee's base salary rounded to the nearest $1,000.00, to a maximum of $200,000.00. For example, an employee who earns a base salary of $13.43 per hour would receive a death benefit of $56,000.00. ($13.43/hr. x 2,080 hrs./yr.=$27,934.40/yr. x 2=$55,868.80, rounded to nearest $1,000.00=$56,000.00). For active employees attaining the age 70, the death benefit is reduced to 65% of the amount then currently in force and at age 75, the death benefit is reduced to 50%. Retired employees are eligible for a flat $10,000.00 death benefit upon retirement.

Voluntary Life and Accidental Death and Dismemberment Insurance Plan
Active employees may purchase additional coverage offered under the Voluntary Life Plan at their own expense, for themselves and eligible dependents. Additional information regarding this voluntary benefit may be obtained by contacting the Personnel Department.

Voluntary Vision Benefits
Active employees may purchase voluntary benefits through United HealthCare (www.uhc.com) at their own expense, for themselves and eligible dependents.

UHC Vision	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	$6.00	$6.00	$0.00
Family	$12.90	$12.90	$0.00

COBRA and HIPAA Compliance Services
The City provides COBRA and HIPAA compliance services through Flores and Associates (www.flores247.com).

Workers Compensation
The City provides Workers' Compensation insurance through Texas Municipal League Intergovernmental Risk Pool (www.tmlirp.org). This coverage provides medical and salary continuation payments to employees who receive a bona fide, on-the-job, work related injury.

4. **Other Benefit Programs**

Social Security
The City of Nederland contributes to the Social Security System on behalf of each employee.

IRS Section 125 Cafeteria Plan
The City provides an IRS Section 125 Cafeteria Plan. A Cafeteria Plan is a benefit plan established by the City which allows each employee to choose from a menu of qualified benefits with the employee cost of selected benefits paid on a pre-tax basis. Examples of qualified benefits are medical, dental, cancer and accident insurance plans. If an employee does not participate in the Cafeteria Plan, then the employee cost of selected benefits will be taxed.

Mission Square Retirement (formerly) ICMA-RC
Employees may elect to participate in the Mission Square Retirement plan (ICMA-RC) (https://www.missionsq.org/). Public employees have a unique opportunity to supplement their retirement income. Employees can invest in a 457 retirement plan through automatic payroll deductions. The payroll deductions are pre-tax contributions. Employee contributions and earnings on them are not taxed while the employee lets them grow since they are retirement savings. This plan is not to be confused with the TMRS plan. The City does not match employee contributions to this plan. The plan is administered by the City's Director of Finance.

Tuition Reimbursement
Subject to approval by the City Manager, employees who complete a course at an accredited college or university which is related to his/her work at the City of Nederland may be reimbursed for 50% of out of pocket expenses for tuition and books with a grade of C or better. Attendance must not conflict with work hours.

Drivers License Fee Reimbursement
Employees are reimbursed for the difference between a Texas Class C Operators drivers license and any additional drivers license requirements or endorsements related to his/her work at the City of Nederland.

Uniforms and Shoes
Employees holding certain job titles are either furnished or reimbursed for the costs of required uniforms and shoes.

Employee Assistance Program
Employees and their eligible dependents may participate in the Employee Assistance Program, which provides up to five free counseling sessions per eligible individual per problem situation each contract year. The program is confidential and may be accessed by a telephone call to the provider. The EAP deals with problems such as depression, family, alcohol/drugs, marital, behavioral, stress/anxiety, job/school, parent/child, and grief. It also provides limited legal and financial planning services. The City's current provider is Interface EAP (ieap.com).

Marion and Ed Hughes Public Library
City of Nederland employees are eligible for a free library card. All N.I.S.D. students residing inside and outside of City limits are eligible for free library cards. Employees may access the meeting room under the same guidelines provided to citizens. Call 409-722-1255 for details.

Nederland Recreation Center and Park Grounds
City of Nederland employees may use the Recreation Center (basketball, volleyball, game room) for free; the racquetball courts for $2 per person per hour. Employees may reserve use of certain areas of the Recreation Center and parks grounds for eligible functions. Deposits may be waived but rental fees are required. Call 409-724-0773 for details.

Doornbos Park Swimming Pool
City of Nederland employees and their families (defined as spouse, children, and step-children) have free access to Doornbos Park swimming pool during the dates and times the pool is open to the general public. Employees may rent the pool for parties same as the public (all deposits and rental fees are required.) Call 409-724-0773 for details.

Labor Unions
Employees may elect to join union organizations and set up union dues payments through automatic payroll deduction. The Fire and Police unions are subject to collective bargaining agreements in accordance with the *Texas Local Government Code,* Chapter 174. The Fire Department is subject to Civil Service provisions of the *Texas Local Government Code,* Chapter 143.

5. **Leave Time**

Vacation Leave – Hourly Positions
Although hourly employees begin accruing vacation leave from the first day of regular full-time hire, they are ineligible for vacation leave benefits during the first year of employment. Accruals are as follows: Years 1-5=2 weeks, Years 5-9=3 weeks, Years 10-19=4 weeks, Years 20-24=5 weeks, Years 25+=6 weeks.

Vacation Leave – Salaried Positions
Although salaried employees begin accruing vacation leave from the first day of regular full-time hire, they are ineligible for vacation leave benefits during the six months of employment. Starting vacation accruals for this position will be determined and authorized by the City Manager (up to 4 weeks) in accordance with the City's Personnel Policy.

Sick Leave
Although employees begin accruing sick leave from the first day of regular full-time hire, they are ineligible for sick leave benefits during the first six months of employment. Most employees accrue ten hours of sick leave per month with a maximum allowable accumulation of 1,320 hours. Most employees may utilize 40 hours of their sick leave each year for the care of an immediate family member. Upon separation of employment with the

City, most employees are paid up to 25% of 1,320 hours of unused accumulated sick leave.

Family and Medical Leave Act
An employee must have at least twelve months service in order to qualify for leave under the Family and Medical Leave Act.

Other Types of Leave
Other forms of leave are available, such as Injury Leave, Military Leave, Civil Leave, Emergency Leave, and Administrative Leave.

6. **Holidays**

The following eleven holidays are normally observed as paid holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday (Easter for Firefighters), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve, Christmas Day, and Employee's Birthday.

New employees are allowed to take their Birthday Holiday during the first year of employment since it is considered a holiday, not vacation. The Birthday Holiday does not necessarily have to be taken on the employee's birth date.

CITY OF NEDERLAND
EMPLOYMENT APPLICATION (REV. 10/2023)

City of Nederland Personnel Department
P. O. Box 967, 207 N. 12th Street
Nederland, TX 77627
Telephone: (409) 723-1501

DISTRIBUTION

[ ] Dept. Head
[ ] Supervisor

Equal access to programs, services, and employment is available to all persons.
Those applicants requiring reasonable accommodation to the employment process should notify the Personnel Office.

ESSENTIAL SERVICES POLICY NOTICE

All Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Nederland's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.

Position applied for: Streets and Drainage Supervisor Posting date: November 2, 2026

Referral source: [ ]-City web-site [ ]-Texas Workforce Commission [ ]-Referred by City employee
[ ]-City bulletin board [ ]-Other Name of source, if applicable:_____

Last Name (Indicate Jr., Sr., III) First Name Middle Name

If ever known/identified by any other name(s), please list full name(s):

Mailing address: Street or PO Box City State Zip

Physical address: Street City State Zip

Telephone numbers: Residence-( ) Cell-( )

In supporting our effort to go paperless, please list an email address in this section that all correspondence regarding this job opening can be sent to. All contact regarding testing, interviews, etc. will be emailed unless you request otherwise.
[ ] I would like all correspondence to be sent to the email address listed below:
Email address:_____
[ ] I do not have internet access and/or do not regularly use email as a form of communication. Please send all correspondence via US mail to the mailing address listed above.

Type of employment desired: [ ]-Full time [ ]-Part time [ ]-Temporary [ ]-Internship

Have you submitted an application here before? If yes, give approximate dates.	[ ]-Yes [ ]-No
Have you previously worked for the City of Nederland? If yes, where and when?	[ ]-Yes [ ]-No
Are you related to any member of City Council or any person now employed by the City of Nederland? If yes, please list their names and relationship.	[ ]-Yes [ ]-No
Earliest date you would be available to begin duty, if selected:	_____
What is the best number to reach you and what is the best time to call? ( ) _____ - _____, extension _____. Best time: _____	[ ]-Yes [ ]-No

What is your current availability for work?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EMPLOYMENT DISCIPLINE AND TERMINATION If yes to any of the below, explain in detail on a separate page. Include employer, date of action, circumstances, etc. Be specific.	
Have you ever been subjected to any type of disciplinary action at work?	[ ]-Yes [ ]-No
Have you ever been subjected to any type of investigation for disciplinary or internal employment reasons?	[ ]-Yes [ ]-No
Has it ever been suggested to you, or have you ever been asked to resign, from any position of employment?	[ ]-Yes [ ]-No
Have you ever resigned from any position or employment while under investigation or after being notified that an investigation was contemplated?	[ ]-Yes [ ]-No
Have you ever been fired or told that you were going to be fired?	[ ]-Yes [ ]-No
CRIMINAL HISTORY	
Have you ever been convicted of a misdemeanor (higher than Class C) or felony? **If yes**, describe in full on a separate sheet of paper, including dates, criminal offenses, location (city and state), and disposition.	[ ]-Yes [ ]-No
Have you ever pled guilty to, received probation, deferred adjudication, or been placed on any form of diversion for any criminal offense (misdemeanors and felonies)? **If yes**, describe in full, including dates, criminal offenses, location (city and state), and disposition.	[ ]-Yes [ ]-No
Are you currently serving probation, deferred adjudication, or any form of diversion for any criminal offense? **If yes**, describe in full on a separate sheet, including criminal offense(s), current status, expected date of completion, and the name(s) and telephone number(s) of the probation officer or other person(s) to whom you report while on probation, deferred adjudication, or other form of diversion.	[ ]-Yes [ ]-No
Have you ever applied for a concealed handgun permit? If yes, was the permit granted or denied? **If denied**, describe the reason for denial in full on a separate sheet of paper.	[ ]-Yes [ ]-No
Have you ever been charged or convicted for a violation relating to concealed handguns? **If yes**, describe in full on a separate sheet.	[ ]-Yes [ ]-No

EDUCATION AND TRAINING. Copies of transcripts and/or certificates/degrees received from formal education or training must be submitted if required for the job as stated in job description.

High School or GED?	**Completed?**	**School or Program Name**	**City, State**	**Highest Grade Completed**
[ ] High School [ ] GED	[ ]-Yes [ ]-No			
Education	**Graduated?**	**School Name**	**Major Areas of Study**	**Hours completed or Degree or Certificate received**
College/University	[ ]-Yes [ ]-No			
Graduate School	[ ]-Yes [ ]-No			
Business/Technical	[ ]-Yes [ ]-No			
Special Courses	[ ]-Yes [ ]-No			

CURRENT LICENSES/CERTIFICATIONS/REGISTRATIONS

Type	Number	State	Expiration
Drivers: [ ]-Class C [ ]-Class A CDL [ ]-Class B CDL [ ]-Other: _____			

What special endorsements or restrictions do you have on your CDL license? (If applicable):_____

_____

_____

_____

Skills and Qualifications - List skills and qualifications you possess that are applicable to this position:

ASSOCIATIONS AND OFFICES HELD List professional, trade, business, or civic associations/organizations and any offices held. *Exclude* memberships which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.

Dates	Association/Organization	Membership, Offices Held

ACCOMPLISHMENTS List special accomplishments, publications, awards, etc.. *Exclude* information which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.

INTEREST IN THIS POSITION Please state why are you interested in this position and your reason for wanting to leave your current employer.

ADDITIONAL INFORMATION List any additional information you wish to be considered.

REFERENCES List three business/work references who are not related to you and are ***not*** previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Describe Affiliation	Years Known
	( )		
	( )		
	( )		

UNEMPLOYMENT PERIODS. Please explain any periods of unemployment.

From	To	Reason

EMPLOYMENT HISTORY Provide the following information for your past and current employers, assignments, or volunteer activities **starting with your most recent employer**. Use additional sheets if necessary. This information is subject to verification, so please provide complete information.

Dates Employed (**Start with most recent**)		Employer: Telephone-( )
From (mm/yy)	To (mm/yy)	Employer's ***full mailing*** address: City, State, Zip Code:
		Your job title:
Starting Wage		Your immediate supervisor: Telephone-( )
$	per	Their job title:
Final Wage		***Specific*** reason for leaving (will be verified):
$	per	

Summarize the type of work performed and job responsibilities.

Dates Employed		Employer: Telephone-( )
From (mm/yy)	To (mm/yy)	Employer's ***full mailing*** address: City, State, Zip Code:
		Your job title:
Starting Wage		Your immediate supervisor: Telephone-( )
$	per	Their job title:
Final Wage		***Specific*** reason for leaving (will be verified):
$	per	
Summarize the type of work performed and job responsibilities.		

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		Your job title:
Starting Wage		Your immediate supervisor: Telephone-( )
$	per	Their job title:
Final Wage		***Specific*** reason for leaving (will be verified):
$	per	
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Summarize the type of work performed and job responsibilities.		

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From (mm/yy)	To (mm/yy)	Employer's ***full mailing*** address: City, State, Zip Code:
		Your job title:
Starting Wage		Your immediate supervisor: Telephone-( )
$	per	Their job title:
Final Wage		***Specific*** reason for leaving (will be verified):
$	per	
Summarize the type of work performed and job responsibilities.		

AUTHORIZATION AND RELEASE FORM

I understand this application is current for this selection process only. At the conclusion of this selection process, this application will become inactive. When a future vacancy arises, and if I wish to be considered for employment, it will be necessary for me to fill out a new application. Applications submitted after the posted deadline will not be accepted.

I understand the City of Nederland, hereinafter referred to as "the City", does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, State, or Federal law.

I understand it is the City's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. Applicants may be required to perform particular job functions as a part of the testing procedure in accordance with the selection procedures designated for particular job titles. The demonstration tests will be required of all applicants for the particular job, without exception. Applicants are to notify the City in advance of any reasonable accommodation necessary to perform job functions or tests.

I understand that in accordance with the City of Nederland Substance Abuse Policy that any applicant tentatively selected for this position will be required to submit to pre-job offer testing to screen for substance and/or alcohol abuse prior to employment, and that employment in the position will be contingent upon a negative test result. I understand that failing the substance and/or alcohol screen will eliminate me from being considered for this position and any other position with the City for a one year period.

I understand that if I am hired for a position requiring a commercial drivers license, I must comply with the Omnibus Transportation Employee Testing Act of 1991.

I understand that if I am made a tentative offer of employment, my employment is contingent upon successful completion of a post conditional job offer fitness for duty examination and/or medical examination.

I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I understand that all Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Nederland's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.

I understand that the information given in the employment process may be investigated and inquiries will be made concerning my employment, education, criminal history, driving records, and other related matters. I give the City the right to contact and obtain information from all references, employers, educational institutions, and government agencies and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City and its representatives for seeking, gathering, and using such information and all other persons, corporations, agencies, or organizations for furnishing such information. Accordingly, I hereby authorize all current and former employers, and all other public and private concerns, including (but not limited to) consumer reporting agencies and similar entities, to release any and all information maintained by any such employer, concern, agency, or entity concerning my personal history. I understand if employment with the City is denied wholly or partly because of information contained in a consumer report obtained from

a consumer reporting (or similar) agency, that I will be entitled to receive from the City only the name and address of the consumer reporting agency or agencies from which the report was obtained.

In consideration of the City's acceptance and consideration of any application for employment, I hereby, and by these presents do for my heirs, agents, executors, administrators, and assigns, release and forever discharge the City and all affiliated entities from all claims, demands, damages, actions, and causes of action pertaining to or arising out of the City's consideration for my application for employment and use, so long as not malicious, of all information obtained in the course or as a result of all inquiries made into my personal history, and release and forever discharge all former employers from all liability arising out of disclosure to the City of information pertaining to my personal history.

I understand that the City is an employment-at-will employer, in that, either I or the City may terminate my employment at any time for any or no reason subject to applicable state of federal law. I understand that if I am hired, I am free to resign at any time, with or without cause and without prior notice, and the City reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand that my application is subject to the Texas Public Information Act and may be released as a public document. I understand that this application is the property of the City and will become a part of my personnel file if I am hired.

I understand that any falsification, willful omission or deception made in connection with the employment process shall be sufficient cause for refusal of employment or dismissal whenever it is discovered.

I certify that all statements made herein or elsewhere in connection with my application for employment are true and correct. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

_____ _____

Signature of Applicant Date Signed

_____

Print Name