



City Of Corpus Christi

# CIVIL SERVICE BOARD

## BOARD DETAILS



OVERVIEW



**SIZE** 5 Seats



**TERM LENGTH** 3 Years



**TERM LIMIT** 6 Years

The Civil Service Board adopts, amends, and enforces a code of rules and regulations providing for appointment, employment, or suspension in all positions in the classified service based upon citizenship, character, merit, efficiency, and industry, which shall have the force and effect of law; and also rules regulating promotions, demotions, reduction in force of employees in the classified service and in what order they shall be dismissed and reinstated.



DETAILS

### COMPOSITION

Three (3) members and two (2) alternate members shall be appointed by the Council for three-year terms or until a successor is named. The members choose their own chairman and appoint a chief examiner, not a member of the Board, who shall also act as secretary. Members must (1) be of good moral character, (2) be a U. S. Citizen, (3) be a resident of the City and have lived in the City for three years preceding appointment, (4) be over 25 years of age, and (5) not have held a public office within the preceding three years, with the exception of notary public.

### CREATION / AUTHORITY

City Charter Amendment Art. VII, Sec. 2(3-25-55), Ord. 12948, Ord. 17258 - 9/15/82; amended 4-3-93; Ord. 31007 - 11/21/16.

### MEETS

Meets third Thursday of every month and on call, 9:00 a.m., Human Resources Conference Room, 2nd Floor, City Hall.

### TERM DETAILS

Three-year terms.

### DEPARTMENT

Human Resources

### OTHER INFORMATION

**Civil Service Board  
February 13, 2018**

Three (3) vacancies with term to 6/15/18 representing the following categories: 1 - Regular Member and 2 - Alternate Members (Charter Amendment - General Election 11/8/2016). (Note: The City Council appoints to the Civil Service Board. Traditionally, the same members serve on the Civil Service Board and Commission. Staff is recommending postponement of the two (2) Alternate Members for further recruitment.)

Name	Board Name	Status	District	Term	End Date	Category
Tammy F. McDonald	CIVIL SERVICE BOARD	Resigned	District 1	1	6/15/18	Regular
Robert W Judkins	CIVIL SERVICE BOARD	Active	District 5	1	6/15/19	Regular
Guy Nickleson	CIVIL SERVICE BOARD	Active	District 5	2	6/15/20	Regular
Vacancy	CIVIL SERVICE BOARD	Active				Alternate
Vacancy	CIVIL SERVICE BOARD	Active				Alternate

**Civil Service Board Applicants  
February 13, 2018**

Name	Boards Applying For	District	Employer	Work Address	City	St.	Work Phone
Karen C Beard	CIVIL SERVICE COMMISSION	District 2	Driscoll Children's Hospital	4141 S. Staples 4th Fl	Corpus Christi	Texas	361-694-6702
Ruben Garcia III	CIVIL SERVICE COMMISSION	District 5	Corpus Christi Army Depot	308 3rd St.	Corpus Christi	TX	361-961-6289
Craig C Hebner	CIVIL SERVICE COMMISSION	District 1	Horton Automatic	4242 Baldwin Blvd	Corpus Christi	Texas	361-866-6719
Robert C Soape	CIVIL SERVICE COMMISSION	District 5					



Corpus Christi

Work Address - City

Texas

Work Address - State

78411

Work Address - Zip Code

361-694-6702

Work Phone

karen.beard@dchstx.org

Work E-mail address

### Preferred Mailing Address

☒ Work Address

### Which Boards would you like to apply for?

CIVIL SERVICE BOARD: Submitted

CIVIL SERVICE COMMISSION: Submitted

COMMISSION ON CHILDREN & YOUTH: Submitted

REGIONAL HEALTH AWARENESS BOARD: Submitted

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### Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

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### Education, Professional and/or Community Activity (Present)

I am a Injury Prevention Training Coordinator, I am a Child Passenger Safety Instructor along with special needs training. I have graduated from both the Citizens Police Academy as well as the Citizens Fire Academy. I served on the Transportation Advisory Council for 6 years and currently serve on the Board of the Coastal Bend Advisory Council. I regularly attend the Governor's EMS and Trauma Advisory Meetings.

## Why are you interested in serving on a City board, commission or committee?

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I enjoy being involved in our community. To increase public involvement and commitment to CC being a great city.

[karen\\_resume\\_2017\\_short\\_DCH.docx](#)

Upload a Resume

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Please upload any additional supporting documents.

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## Demographics

### Ethnicity

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☒ Caucasian/Non-Hispanic

### Gender

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☒ Female

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## Verification

### City Code Requirement - Residency

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As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

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☒ I Agree

## City Code Requirement - Attendance

---

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

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☒ I Agree

## Consent for Release of Information

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I understand that if any member of the public makes a request for information included in this application for appointment it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

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☒ I Agree

## Oath

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I swear that all of the statements included in my application and attached documents, if any, are true and correct.

---

☒ I Agree

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## Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

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☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

---

☐ Yes ☒ No

**Does your employer or your spouse's employer have a City contract?**

---

☐ Yes ☒ No

**Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?**

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☐ Yes ☒ No

**Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?**

---

☐ Yes ☒ No

**Do you or your spouse have a pending claim, lawsuit or proceeding against the City?**

---

☐ Yes ☒ No

**If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department.**

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I don't know if the Health and Human Services counts. I work in the healthcare field at Driscoll Children's Hospital.

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## **Board-specific questions (if applicable)**

Question applies to CIVIL SERVICE BOARD,CIVIL SERVICE COMMISSION

**Have you resided in the City for at least 3 years?**

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☒ Yes ☐ No

Question applies to CIVIL SERVICE BOARD,CIVIL SERVICE COMMISSION

**Have you held public office during the past 3 years?**

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☐ Yes ☒ No

Question applies to CIVIL SERVICE BOARD,CIVIL SERVICE COMMISSION

**Are you over 25 years of age?**

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☒ Yes ☐ No

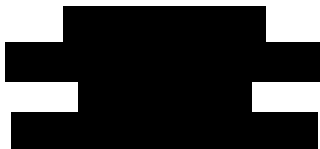
Question applies to COMMISSION ON CHILDREN & YOUTH

**Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? \***

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- ☒ Health and Human Services
- ☒ Youth and Family Services

## **Karen Beard**



### **Education:**

University of Oklahoma 1979-1981 Education  
Oklahoma Community College & Tulsa Junior College 1987-1991  
Studied Education and Business

### **Profile**

NHTSA Child Passenger Safety Instructor for 18 years. Organizational memberships: Coastal Bend Regional Advisory Council, , Child Fatality Review Team, Coastal Bend Youth Alcohol Awareness Committee. I have served on many community boards appointed by City Council including the Health Advisory Board, Head Start and Transportation Advisory Committee, former member of Injury Prevention of Governors EMS and Trauma Advisory Council

### **Certifications:**

National Highway Traffic Safety Administration Child Passenger Safety Technician August 1999-October 1999  
National Highway Traffic Safety Administration Child Passenger Safety Instructor October 1999-present  
American Heart Association BLS /Healthcare Provider Current to date  
American Heart Association BLS /Healthcare Provider Instructor 2005-2011 (renewing)

### **Employment:**

#### **Driscoll Children's Hospital, August 1999-Feb 2011 returned November 2016 to current**

Injury Prevention Program  
Injury Prevention Training Coordinator

- NHTSA child passenger safety technician in 1999.
- NHTSA Child Passenger Safety Technician Instructor in 1999, currently the only Instructor south of San Antonio all the way to the Valley.
- Speak at various area conferences.
- Wrote numerous grants to fund Injury Prevention Program, average grant amount of \$65,000.00 per year.
- Presents to community groups on injury prevention topics including child passenger safety and other non-intentional injuries.
- Represent DCH to media and newspaper on Injury Prevention programs and Injury Prevention education.
- Speaker at area conferences on child passenger safety and all areas of non-intentional injuries.
- Collaborate with local law enforcement and community agencies on child passenger safety.
- Represent Injury Prevention Programs at Health Fairs.
- Educate hospital staff in Corpus Christi.

#### **Dr. Mark Dodson – November 2011-2013**

Worked for Dr. Dodson in both his medical office and medical spa.

- Give injections, check blood pressure and vitals.
- Provide treatments on all equipment.
- Medical Esthetician Chemical Peels.
- Ultherapy Advanced Training Certified.
- Cool Sculpting Certified.
- Syneron Laser Hair Removal, SRA Certified, Matrix and Skin Tightening.

### **Ingraham Orthodontics-May 2014-2016**

Marketing Coordinator May 2014

- Created and maintain new webpage, including layout and content.
- Create and maintain all Social Media sites.
- Create in-house on online contests for patient participation.
- Visit referring Dentist offices.
- In-house computer repair.
- Create promotional brochures.

### **Community Participation**

Served on the Injury Prevention committee of the Governors EMS and Trauma Advisory Council 2008-2010

Graduated from CC Citizens Fire Academy 2015

Graduated from CC Citizens Police Academy 2015

Graduated Civilian Police Academy, Victoria 2014

Traffic Advisory Board, City Council appointed - November 2006 to 2012 and reappointed October 2016.

Bicycle Committee Nueces County-2009-2013 re-appointed October 2016

Citizens Health Advisory Board City Appointed- November 2002 to 2006

Safe Sleeping planning committee-2009

Head Start Health Advisory Board-October 2002 to October 2009

CC Corpus Christi Youth Alcohol Awareness Coalition- June 2000-2010

First Baptist Church US Mission Board Chairman 9/99-to present

FBC Recreation Ministries Committee 9/2002 to present

Bell Towe NHTSA child passenger safety technician in 1999r Board of Directors (non-profit) 2016 to present

## Profile

	_____		_____	_____
	_____		_____	_____
Prefix	First Name	Middle Initial	Last Name	Suffix

Email Address

Street Address

Suite or Apt

State

City

Postal Code

☒ District 5

(Note: If you do not know your district click [here](#))

☒ Yes ☐ No

30

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If yes, how many years?

☐ Yes ☐ No

Primary Phone

Alternate Phone

Corpus Christi Army Depot

**Aircraft Examiner**  
Job Title

308 3rd St.

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Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

TX

Work Address - State

78419

Work Address - Zip Code

361-961-6289

Work Phone

ruben.garcia180.civ@mail.mil

Work E-mail address

### Preferred Mailing Address

☒ Home/Primary Address

### Which Boards would you like to apply for?

CIVIL SERVICE BOARD: Submitted

CIVIL SERVICE COMMISSION: Submitted

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### Interests & Experiences

**Do you currently serve on any other City board, commission or committee at this time? If so, please list:**

N/A

### Education, Professional and/or Community Activity (Present)

Associate's Degree-Liberal Arts, Del Mar College Bachelor's Degree-Administration, Minor in Human Resources, University of the Incarnate Word Graduate Student-Masters in Public Administration, Texas A&M Corpus Christi

### Why are you interested in serving on a City board, commission or committee?

I have a desire to serve my community in a greater capacity. I believe I can make a positive impact in our local community with my education and professional experience.

[Ruben\\_Garcia\\_III\\_resume\\_.docx](#)

Upload a Resume

[Ruben\\_Garcia\\_Bio.docx](#)

Please upload any additional supporting documents.

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## Demographics

### Ethnicity

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☒ Hispanic

### Gender

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☒ Male

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## Verification

### City Code Requirement - Residency

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As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

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☒ I Agree

### City Code Requirement - Attendance

---

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

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☒ I Agree

## Consent for Release of Information

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I understand that if any member of the public makes a request for information included in this application for appointment it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

---

☒ I Agree

## Oath

---

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

---

☒ I Agree

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## Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

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☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

---

☐ Yes ☒ No

Does your employer or your spouse's employer have a City contract?

---

☐ Yes ☒ No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

---

☒ Yes ☐ No

**Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?**

---

☐ Yes ☒ No

**Do you or your spouse have a pending claim, lawsuit or proceeding against the City?**

---

☐ Yes ☒ No

**If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department.**

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I work for the Corpus Christi Army Depot. While I am confident I can perform the official duties given my experience, there may be a time when it is mandatory to work overtime. I have not seen this mandate in several years, but it is possible given the nature of our mission to support the war fighter. In the event I am on call, I may not be able to respond immediately due to a possibility of mandatory over time. But I will certainly answer the call upon immediate availability thereafter.

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### **Board-specific questions (if applicable)**

Question applies to CIVIL SERVICE BOARD,CIVIL SERVICE COMMISSION

**Have you resided in the City for at least 3 years?**

---

☒ Yes ☐ No

Question applies to CIVIL SERVICE BOARD,CIVIL SERVICE COMMISSION

**Have you held public office during the past 3 years?**

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☐ Yes ☒ No

Question applies to CIVIL SERVICE BOARD,CIVIL SERVICE COMMISSION

**Are you over 25 years of age?**

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☒ Yes ☐ No





# Biograp

**Ruben Garcia III**

Aircraft Examiner  
Directorate of Engine and Power Train  
Production

Ruben Garcia was born in Corpus Christi, TX in 1984. He attended Mary Carroll High School and graduated in 2002. After a semester at Del Mar College, he joined the United States Air Force Reserve and started his career in aviation maintenance. Realizing the importance of education, Ruben took advantage of his educational benefits and went back to Del Mar College. He achieved his Associates Degree in Aviation Maintenance Technology from the Community College of the Air Force. Furthermore, he finished the program at Del Mar College and attained a second Associates Degree in Liberal Arts. Ruben continued his education at the University of the Incarnate Word and obtained a Bachelor of Arts in Administration with a minor in Human Resource Management in 2015. Currently, he is pursuing a Master's in Public Administration at Texas A&M Corpus Christi.

Ruben started his career in aviation maintenance in 2003, and after serving in support of Operation Enduring Freedom, he was offered a full time job with the Air Force as a civilian working as an aerospace propulsion specialist. Thereafter, Ruben transferred to the Corpus Christi Army Depot in June 2007. He started his CCAD career as a helper, and with hard work and determination was soon promoted to a journeyman level mechanic in April 2008. With a commitment to professional development, he was accepted into the CCAD UPLIFT Program and graduated in 2014. During this time Ruben was then promoted to work leader in Rotor Control. After a year, he accepted a position as a Quality Control Inspector where he supported Transmission, Gearbox, and Rotor Head systems. Currently, Ruben serves as an Aircraft Examiner for the Directorate of Engine and Powertrain Production.

Ruben is a dedicated husband and father of two beautiful little girls. He volunteers at his local church where he is an active member at Most Precious Blood Catholic Church. He is currently a member of the Texas Air National Guard as a non-commissioned officer.



Ruben Garcia III

[REDACTED]

[REDACTED]

[REDACTED]

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## **OBJECTIVE**

With over 13 years of professional experience, I specialize in compliance with a wide range of specialties such as environmental, safety, airworthiness, quality management system, and International Organization for Standardization. My experience also includes the importance of business development by making decisions based on analytical trends. In addition to earning a Bachelor's Degree from the University of the Incarnate Word, which has provided a foundation in organizational development, I strongly believe in my aptitude to adapt, learn, and apply myself to achieve organizational goals.

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## **QUALIFICATIONS**

- Over 13 years of professional experience
  - Bachelor of Arts in Administration
  - Strategic planning experience
  - Business decisions based on cost estimates
  - Analyzing trends for process improvements
  - Specialize in compliance
  - Strong research skills
  - Quality Management System experience
  - Military veteran
  - Civilian Service Medal
- 

## **WORK HISTORY**

### **AIRCRAFT EXAMINER/CORPUS CHRISTI ARMY DEPOT/JUNE 2016-PRESENT**

Conduct examinations, and evaluations of a variety of Army, Navy, and/or Air Force aircraft rotary wing transmissions and gearboxes on a pre-induction basis, inclusive of the different systems, subsystems, components, and sub-components and parts thereof, either within the assigned workload of CCAD, or for aircraft powertrain components assigned to foreign countries or different contractors for the purpose of

determining the depth and scope of the necessary repair, overhaul, and/or modification required to return such aircraft components to a serviceable condition in accordance with the applicable Project Directive, mission statement, or customer specified statement of work. Prepare cost estimate reports, outlining parts and material required to repair such aircraft rotary wing transmissions and gearboxes, as well as forecasting labor requirements and cost; to accomplish needed repair, overhaul, and modification.

**Relevant skills:** upper level position, strong adherence to a variety of standards, procedures, policy, tech data, regulations, quality management system, analyze trends, make business decisions based on cost estimates, team building, meeting deadlines, training others, work under pressure, establish work guidelines

### **QUALITY CONTROL INSPECTOR/CORPUS CHRISTI ARMY DEPOT/FEBRUARY 2015-JUNE 2016**

Serve as a quality control inspector responsible for inspection of a variety of aircraft transmissions, gear boxes, other power train assemblies, and related components that have been overhauled, repaired, or modified by trade workers. Work may involve assignment at any one of several inspection stations, located in individual shops that may specialize in a certain model of the equipment identified. Performs in-process and final acceptance inspections. Monitor testing of items and/or performs static or operational tests. Assure that all work processes accomplished meet established quality control criteria, i.e., good workmanship, specified measurements and tolerances, and conformance with current technical data and work specifications.

**Relevant skills:** quality control, strong adherence to a variety of standards, procedures, policy, tech data, using automated systems to analyze both successful and unsuccessful trends, assist management with business decisions based on analytical trends, documentation of objective evidence, teamwork, team building, working well under pressure, meeting deadlines, writing reports

### **WORK LEADER/CORPUS CHRISTI ARMY DEPOT/FEBRUARY 2014-FEBRUARY 2015**

Lead a branch of the transmission production operations in a highly industrialized depot complex engaged in the maintenance, repair, and/or overhaul of gearbox assemblies, sub-assemblies, accessories, components, and other parts. Carry out plans and execute all operational, some administrative and technical functions of the organization from management. Distribute assignments to subordinates and establish timelines. Verify work in progress and when finished, check for compliance with supervisor's instructions on work sequence, procedures, methods, and deadlines.

**Relevant skills:** Compliance with all technical data, research skills, team building, working under pressure, meeting deadlines, executing plans, training others

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## **EDUCATION BACKGROUND**

University of the Incarnate Word

Bachelor of Arts in Administration

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## **MILITARY BACKGROUND**

U.S. Air Force Reserve

September 2003-September 2012

Honorable Discharge (Staff Sergeant)

Supported Operation Enduring Freedom/Operation Iraqi Freedom

National Defense Medal, Air Force Achievement Medal, Armed Forces Reserve Medal w/ M device, Global War on Terrorism Service Medal

Texas Air National Guard

December 2015-Current

Staff Sergeant

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Professional references upon request

# University of the Incarnate Word

By the authority of the Board of Trustees  
and upon the recommendation of the Faculty confers upon

**Ruben Garcia III**

the degree of

**Bachelor of Arts  
Administration**

With all the rights and privileges pertaining thereto  
this the fourth day of December, two thousand and fifteen.

*Charles D. Lutz III*  
Chairman of the Board



*Louis J. Agnes Jr.*  
President

## Profile

	Craig	C	Hebner	
Prefix	First Name	Middle Initial	Last Name	Suffix

Email Address

Street Address

Suite or Apt

State

City

Postal Code

☒ District 1

(Note: If you do not know your district click [here](#))

☒ Yes ☐ No

37

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If yes, how many years?

☒ Yes ☐ No

Primary Phone

Alternate Phone

Horton Automatic

---

Employer

Customer Care/ Parts Manager  
Job Title

4242 Baldwin Blvd

---

Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

Texas

Work Address - State

78405

Work Address - Zip Code

3618666719

Work Phone

Craig\_Hebner@Overheaddoor.com

Work E-mail address

### Preferred Mailing Address

☒ Home/Primary Address

### Which Boards would you like to apply for?

AIRPORT BOARD: Submitted

BUILDING STANDARDS BOARD: Submitted

CIVIL SERVICE BOARD: Submitted

CIVIL SERVICE COMMISSION: Submitted

CORPUS CHRISTI BUSINESS AND JOB DEVELOPMENT CORPORATION: Submitted

OIL AND GAS ADVISORY COMMITTEE: Submitted

PLANNING COMMISSION: Submitted

WATER RESOURCES ADVISORY COMMITTEE: Submitted

CLEAN CITY ADVISORY COMMITTEE: Submitted

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### Interests & Experiences

**Do you currently serve on any other City board, commission or committee at this time? If so, please list:**

None

### Education, Professional and/or Community Activity (Present)

Trustee on Board of Directors for Wood River Home Owners Association

## Why are you interested in serving on a City board, commission or committee?

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I believe that everyone has the responsibility to better their environment both for themselves and their children.

[Craig Resume 5-1-16 2 .docx](#)

Upload a Resume

---

Please upload any additional supporting documents.

---

## Demographics

### Ethnicity

---

☒ Caucasian/Non-Hispanic

### Gender

---

☒ Male

---

## Verification

### City Code Requirement - Residency

---

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## Consent for Release of Information

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I understand that if any member of the public makes a request for information included in this application for appointment it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

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☒ I Agree

## Oath

---

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

---

☒ I Agree

---

## Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

---

☐ Yes ☐ No

Do you, your spouse, your business or your spouse's business have a City contract?

---

☐ Yes ☐ No

**Does your employer or your spouse's employer have a City contract?**

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☐ Yes ☐ No

**Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?**

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☐ Yes ☐ No

**Do you or your spouse have a pending claim, lawsuit or proceeding against the City?**

---

☐ Yes ☐ No

**If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department.**

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## **Board-specific questions (if applicable)**

Question applies to BUILDING STANDARDS BOARD

**Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories?**

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☒ None of the above

Question applies to BUILDING STANDARDS BOARD

**Are you a Homeowner in the City of Corpus Christi?**

---

☒ Yes ☐ No

Question applies to CIVIL SERVICE BOARD,CIVIL SERVICE COMMISSION

**Have you resided in the City for at least 3 years?**

---

☒ Yes ☐ No

Question applies to CIVIL SERVICE BOARD,CIVIL SERVICE COMMISSION

**Have you held public office during the past 3 years?**

---

☐ Yes ☒ No

Question applies to CIVIL SERVICE BOARD,CIVIL SERVICE COMMISSION

**Are you over 25 years of age?**

---

☒ Yes ☐ No

Question applies to CLEAN CITY ADVISORY COMMITTEE

**Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? \***

---

☒ None of the above

Question applies to OIL AND GAS ADVISORY COMMITTEE

**Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? \***

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☒ Not Connected with Oil and Gas Well Industry

Question applies to WATER RESOURCES ADVISORY COMMITTEE

**Per city ordinance, the committee must include members representing certain categories. Do you qualify for any of the following categories? \***

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☒ Residential Customer and Home Owner of City's Water System



# Craig C. Hebner



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## Highlights

- Work tasks have required a high level of multitasking and organization
- Previous and current positions have enabled me to gain experience in leadership and training
- Extremely adaptable to changing environments and highly productive in fast pace environments
- Self starter and have a high level of expectations of work quality

## Work Experience

Chicago Bridge & Iron  
February 2015 – Current

Portland, TX  
Construction Manager

### Construction Manager

- Assist in managing \$2 billion dollar project by scheduling the project in logical, efficient steps and budget time required to meet deadlines
- Determine labor requirements and dispatch 500 to 600 workers to 10-12 different construction sites
- Inspect and review projects to monitor compliance with building, safety, and other dictating codes
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors
- Interpret, explain plans and contract terms to administrative staff, workers, and clients representing the owner or developer
- Obtain all necessary permits and licenses averaging 10-20 permits per month and 10-15 certifications
- Direct and supervise 5 direct staff members and 500-600 contractors
- Study job specifications to determine appropriate construction methods
- Requisition \$200k to \$500k of supplies and materials to complete construction projects
- Prepare and submit budget estimates and progress / cost tracking reports
- Develop and implement quality control programs
- Take actions to deal with the results of delays, bad weather, or emergencies at construction sites
- Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction issues.
- Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems
- Investigate damage, accidents, or delays at sites, to ensure that proper procedures are being carried out

- Evaluate construction methods and determine cost-effectiveness of plans

Tornado Production Services  
2013 – January 2015

Orange Grove, TX  
Supervisor of Training & Special Projects

### **Special Projects Supervisor:**

- Lead job site engineer assigned to manage logistics and personnel on various job sites
- Evaluate Erection & Site Plans to determine proper personnel, job site equipment, and materials needed
- Prior to arrival on job site, prepare and coordinate safety training and procedures required by customers and governmental agencies
- Organize strategic project meetings to ensure all parties involved are aware of individual responsibilities and expectations
- Prior to any rigging of equipment, survey area for any hazards or obstacles
- Oversee erection of equipment and preparation of all materials according to site and project plans
- Manage the project from beginning to completion. Mitigate any and all diversions from original project plans due to unforeseen circumstance (ie: weather, equipment failure)
- During project duration, accurate reports and detail logs are meticulously maintained to ensure proper billing, inventory control, and project completion analysis
- Conducts debriefing meeting to evaluate personnel, material, and equipment performance
- Manipulate the weight and viscosity of fluids using brine, gels, viscosifiers, and other weighted fluids in order to control friction, weight, and temperature
- Test/develop new techniques for broadening variety of well demands

### **Supervisor of Training**

- Train new staff members in techniques for maintaining proper fluids control, billing, and customer relations
- Certify junior personnel to become engineers
- As safety representative for numerous contractors/customers, in charge of safety training, regulation enforcement, and reporting
- Assisted with development and adjustments of procedures to ensure meeting safety requirement given by clients, EPA and OSHA

Oilstates Performance Fluids  
2009-2012

Lead Engineer  
Alice, TX

- Lead job site engineer assigned to manage logistics and personnel
- Manipulate the weight and viscosity of fluids using brine, gels, viscosifiers, and other weighted fluids in order to control friction, weight, and temperature
- Train new staff members in techniques for maintaining proper fluids control, billing, and customer relations
- As safety representative for numerous contractors/customers, in charge of safety training, regulation enforcement, and reporting
- Assisted with development and adjustments of procedures to ensure meeting safety requirement given by clients, EPA and OSHA

Tetra Technologies  
2007-2009

Fluid & Mud Engineer  
Alice, TX

- Manipulate the weight and viscosity of fluids using brine, gels, viscosifiers, and other weighted fluids in order to control friction, weight, and temperature
- Running and maintaining chemical and mud mixing plants
- Manage dilution of chemicals and track inventories of both liquid and dry chemicals
- Analyze samples of fluids and formations to troubleshoot well-bore problems

Bronco Oilfield Services  
2003-2007

Hydraulic Choke Operator  
Corpus Christi, TX

- Monitor the gas well utilizing sensitive gauges and instruments to control the release of pressure using hydraulic chokes and valves
- Repair and maintain manual and hydraulic valves, position sensors, and analog/digital gauges
- Maintain hydraulic accumulators, compressors, and generators
- Regular use of tools including but not limited to impacts, hydraulic wrenches, machinery, and heavy equipment

United States Marine Corps  
1998-20022

Infantry  
Camp Pendleton, CA

- Lead and direct fire missions in support of ground troops
- Provide intelligence of targets, casualty estimations
- Combat, close with, and destroy hostile targets using an assortment of munitions, small arms, fire, movement, and concealment

## **Education, Certifications, & Training**

Nuclear, Biological, & Chemical Warfare  
Combat Lifesavers Course  
Combat Controller  
Basic EMT Course  
Range Safety Officer  
Heavy Equipment Operators Course  
School of Infantry  
Marine Corps Leadership School  
Flight Deck Safety Course  
Crane & Riggers Course  
Offshore Safety Certification  
A.R.C. CPR and First Aid Certification  
CUDD Firefighting School  
CUDD Well Control School  
H2S Certification

Tetra Mud School  
Tetra Well Control School  
Fluid Engineer School  
Defensive Driving  
Plant Operations Course  
PEC SafeGulf  
PEC SafeLand  
Offshore Safety Certification  
IADC Global Leadership Course  
Forklift Certification  
Rig Pass HSE Safety

References Available Upon Request

## Profile

Prefix	Robert	C	Soape	
	First Name	Middle Initial	Last Name	Suffix

Email Address

Street Address

Suite or Apt

State

City

Postal Code

☒ District 5

(Note: If you do not know your district click [here](#))

☒ Yes ☐ No

8

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If yes, how many years?

☐ Yes ☐ No

Primary Phone

Alternate Phone

n/a
Employer

n/a
Job Title

n/a

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Work Address - Street Address and Suite Number

n/a

Work Address - City

n/a

Work Address - State

n/a

Work Address - Zip Code

n/a

Work Phone

kolt45soape@gmail.com

Work E-mail address

## Preferred Mailing Address

☒ Home/Primary Address

## Which Boards would you like to apply for?

CIVIL SERVICE BOARD: Submitted

CIVIL SERVICE COMMISSION: Submitted

COMMISSION ON CHILDREN & YOUTH: Submitted

HUMAN RELATIONS COMMISSION: Submitted

LANDMARK COMMISSION: Submitted

TRANSPORTATION ADVISORY COMMISSION: Submitted

TREE ADVISORY COMMITTEE: Submitted

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## Interests & Experiences

**Do you currently serve on any other City board, commission or committee at this time? If so, please list:**

I am currently applying to all boards and committees necessary to help my community

## Education, Professional and/or Community Activity (Present)

graduated in 2010 from ray highschool and currently reaching out to any and all those I come across who are wanting to see a change within our local community

## Why are you interested in serving on a City board, commission or committee?

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I want to be apart of the change I wish to see around me and it starts right here in the city of corpus Christi

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Upload a Resume

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Please upload any additional supporting documents.

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## Demographics

### Ethnicity

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☒ Other

### Gender

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☒ Male

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## Verification

### City Code Requirement - Residency

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As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

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☒ I Agree

## City Code Requirement - Attendance

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As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

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☒ I Agree

## Consent for Release of Information

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I understand that if any member of the public makes a request for information included in this application for appointment it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

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☒ I Agree

## Oath

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I swear that all of the statements included in my application and attached documents, if any, are true and correct.

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☒ I Agree

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## Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

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☐ Yes ☐ No

Do you, your spouse, your business or your spouse's business have a City contract?

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☐ Yes ☐ No

**Does your employer or your spouse's employer have a City contract?**

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☐ Yes ☐ No

**Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?**

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☐ Yes ☐ No

**Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?**

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☐ Yes ☐ No

**Do you or your spouse have a pending claim, lawsuit or proceeding against the City?**

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☐ Yes ☐ No

**If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department.**

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### **Board-specific questions (if applicable)**

Question applies to CIVIL SERVICE BOARD,CIVIL SERVICE COMMISSION

**Have you resided in the City for at least 3 years?**

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☒ Yes ☐ No

Question applies to CIVIL SERVICE BOARD,CIVIL SERVICE COMMISSION

**Have you held public office during the past 3 years?**

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☐ Yes ☒ No

Question applies to CIVIL SERVICE BOARD,CIVIL SERVICE COMMISSION

**Are you over 25 years of age?**

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☒ Yes ☐ No

Question applies to COMMISSION ON CHILDREN & YOUTH

**Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? \***

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None Selected

Question applies to HUMAN RELATIONS COMMISSION

**Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? \***

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None Selected

Question applies to LANDMARK COMMISSION

**Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? \***

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None Selected

Question applies to TRANSPORTATION ADVISORY COMMISSION

**Per city ordinance, at least one member of this commission shall represent the bicycling community. Do you qualify for this category?**

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☐ Yes ☒ No

Question applies to TREE ADVISORY COMMITTEE

**Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? \***

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None Selected

