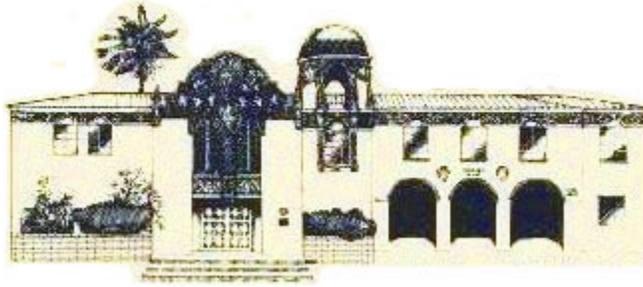


**List of job announcement(s):**

	<b>Position Title</b>	<b>Job No.</b>
1	Public Information Officer (EXEMPT)	1397
2	Medium Equipment Operator (NON-EXEMPT)	1402
3	Master Electrician (NON-EXEMPT)	1407
4	Deputy Secretary (NON-EXEMPT)	1409
5	Engineering Technician (NON-EXEMPT)	1410
6	Laborer (NON-EXEMPT)	1412
7	Dispatcher (NON-EXEMPT)	1416
8	Water Distribution Operator (NON-EXEMPT)	1417



**CITY OF WESLACO**

**JOB OPPORTUNITIES**

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**JOB ANNOUNCEMENT**

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<b>Position Title:</b> <b>Public Information Officer</b> <b>(EXEMPT)</b>	<b>EEOC Occupation Classification:</b> <b>Officials and Managers</b>	<b>City Manager</b> <b>Job No. 1397</b>	<b>Salary Range:</b> <b>*D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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**JOB SUMMARY:**

The Public Information Officer is responsible for the City’s public relations through print and electronic media as well as Public Education and Government televised access channel; facilitates public information requests and lawful responses. The employee is required to perform all similar or related duties.

**REPORTING RELATIONSHIP:**

Reports to City Manager

**Special Requirements:** A valid Texas Drivers License if required. Marketing experience preferred. Must be a member and actively involved of at least one (1) professional association that applies to job duties.

**Qualifications:** Requires a Bachelors degree in Public Relations, Public Administration, and/or related field and two to three (2-3) years experience in responsible public relations positions; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must have excellent writing and oral communication skills; broadcast experience and Spanish proficiency preferred. Ability to collaborate with the general public, city staff, news media, other governmental agencies in a professional, courteous and tactful manner. Must be skillful team player with a willingness to examine new ways of organizational effectiveness.

**COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

**For More Information Contact:**

City of Weslaco  
Human Resources Department  
255 S. Kansas Avenue  
Weslaco, TX 78596

**Or Call:**

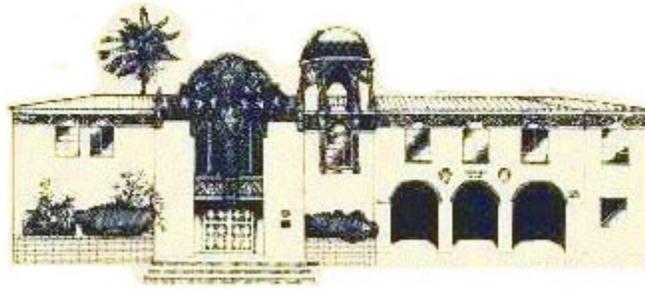
(956) 968-3181

**Or Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

Email: [hro@weslacotx.gov](mailto:hro@weslacotx.gov)

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**JOB ANNOUNCEMENT**

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<b>Position Title:</b> <b>Medium Equipment Operator</b> (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> <b>Craft Workers</b>	<b>Public Utilities</b> <b>Job No. 1402</b>	<b>Salary Range:</b> <b>*D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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**JOB SUMMARY:**

Employee is responsible for the operations, maintenance and construction of the City’s water distribution system, with the use of medium equipment such as a backhoe, front end loader, dump truck and similar equipment. Employee is required to perform all similar or related duties.

**REPORTING RELATIONSHIP:**

Reports to Supervisor

**Qualifications:** Position requires a Class “B” Commercial Driver’s License and a Class II Wastewater Collection License or a Class “C” Water Distribution System Operator License issued by the Texas Commission on Environmental Quality. Requires a High School Diploma or equivalent and one to three (1-3) years of prior experience in the operation of heavy equipment; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

**For More Information Contact:**

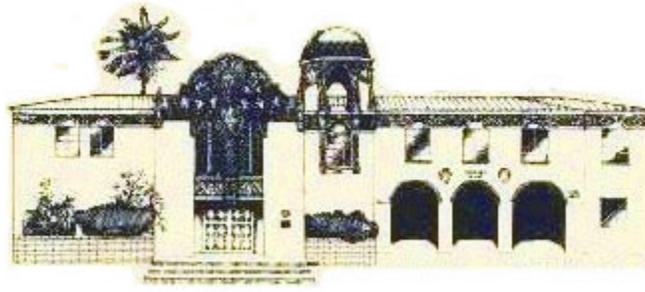
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Human Resources Department  
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**JOB ANNOUNCEMENT**

<b>Position Title:</b> Master Electrician (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> Craft Workers	<b>Public Facilities</b> Job No. 1407	<b>Salary Range:</b> *D.O.E.	<b>Deadline:</b> Open Until Filled
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**JOB SUMMARY:**

Employee is responsible for the provision of technical and inspection work related to the enforcement and interpretation of electrical codes and other applicable regulations pertaining to wiring and electrical work. Checks and installs light fixtures at parks and City offices. Trouble shoots electrical problems at City-owned buildings and facilities. Performs a range of manual labor including the digging of trenches, pouring of concrete, painting buildings and move furniture and appliances from different establishments. Employee is require to be on-call to respond to emergency situations. Employee is required to perform all similar or related duties.

**REPORTING RELATIONSHIP:**

Reports to Director

**Special Requirements:** Must have a Master’s Electrician License.

**Qualifications:** Must have a valid motor vehicle Driver License. Position requires a College degree, and a minimum of three to five (3-5) years of experience in electrical work; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Work Conditions:** Working conditions involved frequent exposure to intermittent machine or related noise or a combination of unpleasant elements such as orders, chemical fumes, dust, smoke, heat, electricity, oil, dirt or grease. Includes work under typical shop conditions, or outdoor work which is suspended when weather conditions are poor. The may be required to work at heights, in confined or cramped quarters, or around machinery and its moving parts. Employee may be required to work beyond normal shift hours at nights and/or weekends, holidays, and whenever needed on any rotating shift in response to emergency situations.

**COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

**For More Information Contact:**

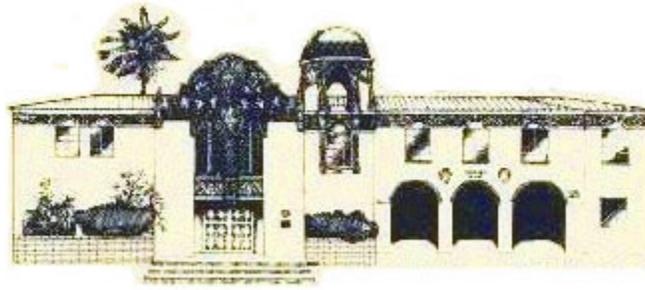
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**JOB ANNOUNCEMENT**

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<b>Position Title:</b> <b>Deputy Secretary</b> <b>(NON-EXEMPT)</b>	<b>EEOC Occupation</b> <b>Classification:</b> <b>Administrative Support</b>	<b>City Secretary's</b> <b>Office</b> <b>Job No. 1409</b>	<b>Salary Range:</b> <b>\$10.88 - \$13.27</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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**JOB SUMMARY:**

Responsible for assisting with the processing of official municipal records including those related to City Commission's action. Assists with the implementation and management of the Records Management Program to identify, preserve, and protect City records; assist in the responsibility of City wide records retention, retrieval and disposition. Manage the city's active agreements and pending expirations through contract matrix system. Assists City Secretary in reconciliation of daily inventory and cash register. Provides administrative support to the City Commission such as preparing agendas, reports, proclamations, resolutions, and ordinances. Employee is required to perform all similar or related duties.

**REPORTING RELATIONSHIP:**

Reports to City Secretary

**Qualifications:** Bachelor's degree preferred with three to five (3-5) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. The ability to understand, interpret and applying complex federal, state and local regulations. Must be highly organized, be able to analyze information and make decisions on a variety of items ranging from simple to complex, which requires mature judgment, be self-motivated, be able to work independently and accept responsibility. Must be able demonstrate more than ordinary courtesy, tact, and diplomacy working with other staff and the public.

**Special Requirements:** Valid Texas Drivers License; must be able to attain within one year Certified Records Manager Certificate and Acknowledgement of Paternity Certification.

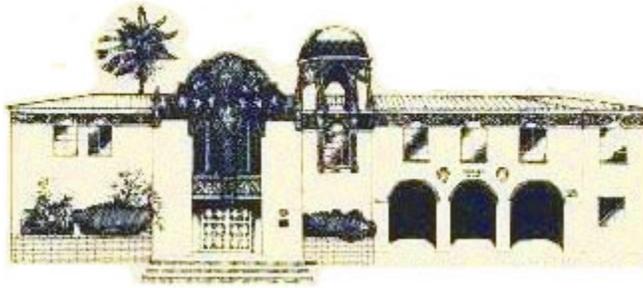
**COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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**JOB ANNOUNCEMENT**

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<b>Position Title:</b> Engineering Technician (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> Professionals	<b>Planning/Code Enforcement Job No. 1410</b>	<b>Salary Range:</b> *D.O.E.	<b>Deadline:</b> Open Until Filled
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**JOB SUMMARY:**

Employee is responsible for the drafting and mapping (CADD and GIS) of all roads, water lines, and services sewer lines, drainage lines, curb and gutters, manholes and fire hydrants, as well as planning activities and maps required by supervisor. Employee will thoroughly inspect all new utility construction projects. Provide daily and monthly report on project progress. The employee is required to perform all similar or related duties.

**REPORTING RELATIONSHIP:**

Reports to Construction Inspector/CADD Supervisor

**Work Environment:** Additional working conditions may involve exposure to noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Includes outdoor work that is suspended when weather conditions are poor. Work may involve occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time. Employee may be required to work beyond normal business hours to attend evening meetings.

**Qualifications:** Associate Degree in Drafting preferred with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. A valid Driver's License is required.

**COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

**For More Information Contact:**

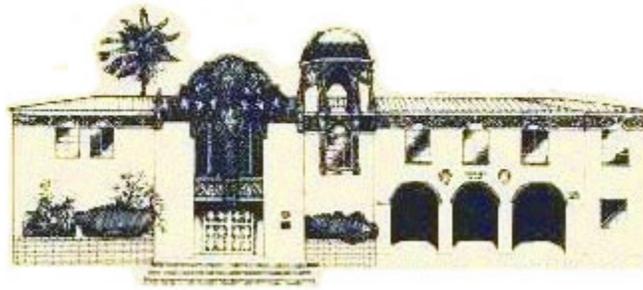
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**JOB ANNOUNCEMENT**

<b>Position Title:</b> <b>Laborer</b> (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> <b>Laborers &amp; Helpers</b>	<b>Public Facilities Job No. 1412</b>	<b>Salary Range:</b> <b>D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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**JOB SUMMARY:**

Operates department equipment and vehicles such as a lawnmower and hand tools in the completion of a wide range of manual labor projects such as brush cutting, patching pot holes, installation and maintenance of signs, grass mowing, trim trees, construction and installation of fences, digging holes etc. Uses a variety of hand tools to dig ditches and trenches, cut grass, clean sidewalks and removes excess debris from sidewalks and preform pubic works related tasks around trees, wires, cars, and personal property and fellow workers. Attends training sessions as required to maintain abreast of updates or changes in occupational safety requirements. Preforms other job related tasks as required and/or assigned. Continuously works outdoors in all types of weather.

**REPORTING RELATIONSHIP:**

Reports to Supervisor

**Special Requirements:** Must have a valid Texas Driver’s License.

**Qualifications:** Position requires a High School Diploma or equivalent and one (1) year of prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Work Conditions:** Work is continually performed outdoors, regardless of weather conditions often along public roads, medians and busy parks and cliff walk. Employee may be required to work beyond normal business hours at nights and/or weekends in response to emergency situations.

**COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

**For More Information Contact:**

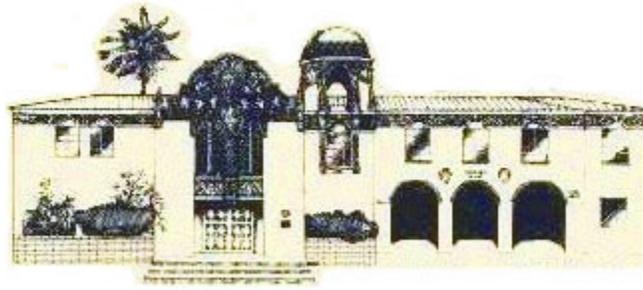
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**JOB ANNOUNCEMENT**

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<b>Position Title:</b> Communications Officer/ Dispatcher (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> Administrative Support Workers	<b>Police Department Job No. 1416</b>	<b>Salary Range:</b> \$13.00	<b>Deadline:</b> Open Until Filled
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**JOB SUMMARY:**

Employee receives, routes and process a variety of calls from the public and administration. Communications Officer dispatches appropriate responders using computer aided dispatching equipment, two-way radio, and telephones in accordance with Communications Center protocols and regulations. Employee ensures that current data is entered into the Communications Center’s computer system in a detailed and accurate manner. Employee is required to perform all similar or related duties.

**REPORTING RELATIONSHIP:**

Reports to Communications Supervisor

**Qualifications:** Position requires a valid Driver’s License and a High School Diploma or equivalent degree with one to three (1-3) years related work experience; or any equivalent combination of education training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Position requires effective communications skills, both oral and written, multi-task abilities, high level of confidentiality, and ability to deal with various types of people.

**Special Requirements:** Must pass Criminal History Check. Employee must be able to type 35 words per minute. Bilingual skills (English/Spanish) a plus. Ability to obtain NCIC/TLETS certification within three (3) months after hired.

**Work Environment:** Employee may be required to work beyond normal business hours on a 24/7 basis in accordance with work schedules or in the event of unforeseen absences. Employee will be expose to mental stress especially when dealing with emergency calls.

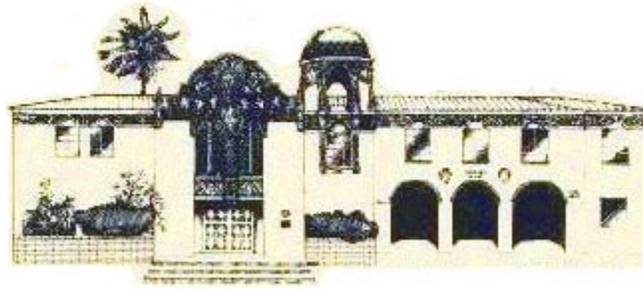
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**JOB ANNOUNCEMENT**

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<b>Position Title:</b> <b>Water Distribution Operator</b> <b>(NON-EXEMPT)</b>	<b>EEOC Occupation Classification:</b> <b>Operators</b>	<b>Public Utilities Job No. 1417</b>	<b>Salary Range:</b> <b>*D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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**JOB SUMMARY:**

Employee is responsible for the operation, maintenance, construction and repair of the City’s water distribution system with the use of heavy equipment such as a backhoe, front end loader, dump truck and similar equipment. Employee is required to perform all similar or related duties.

**REPORTING RELATIONSHIP:**

Reports to Supervisor

**Qualifications:** Position requires a Class “B” Commercial Driver’s License and a Class “D” Water Distribution License issued by the Texas Commission on Environmental Quality. Must have a High School Diploma or equivalent and any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Work Conditions:** Employee constantly performs work outdoors on a variety of public works projects. Employee is exposed to equipment/machinery, noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, and risk of personal injury. Work is continually performed outdoors, regardless of weather conditions. Employee may be required to work beyond normal business hours at nights and/or on weekends in response to emergency situations such as weather conditions.

**COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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