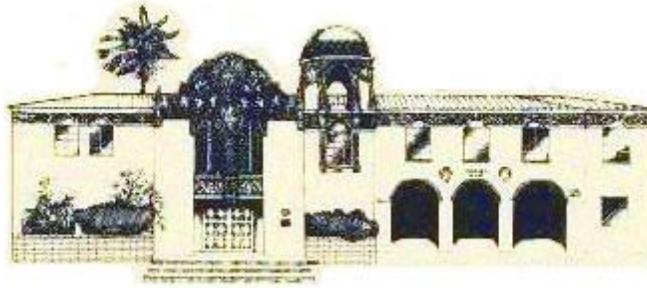


List of job announcement(s):

	Position Title	Job No.
1	Public Information Officer (EXEMPT)	1397
2	Medium Equipment Operator (NON-EXEMPT)	1402
3	Master Electrician (NON-EXEMPT)	1407
4	Dispatcher (NON-EXEMPT)	1416
5	Water Distribution Operator (NON-EXEMPT)	1417
6	Mechanic (NON-EXEMPT)	1419
7	Wastewater Treatment Plant Lead Operator (NON-EXEMPT)	1421
		1422
		1423
8	Laborer (NON-EXEMPT)	1424
		1425
		1426
		1427
9	Part-Time Circulation Clerk (NON-EXEMPT)	1428



CITY OF WESLACO

JOB OPPORTUNITIES

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For application instructions Visit Our Web Site: www.weslacotx.gov

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JOB ANNOUNCEMENT

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

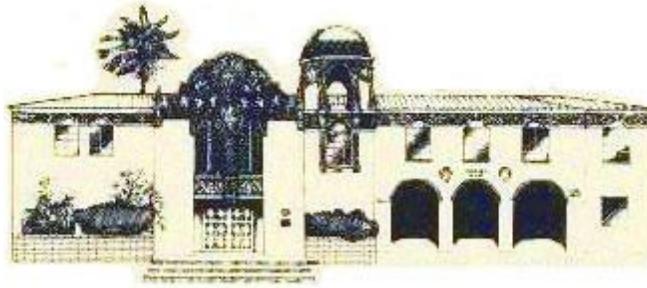
(956) 968-3181

Or Visit Our Web Site: www.weslacotx.gov

Email: hro@weslacotx.gov

***Depending on Experience**

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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

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

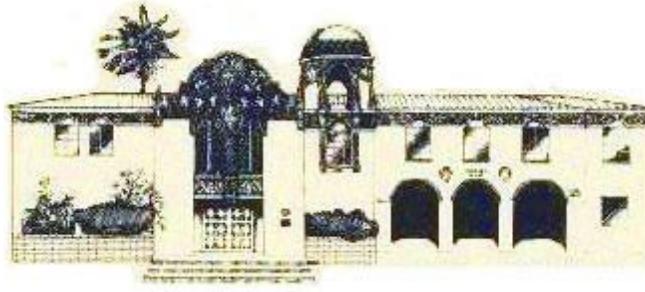
City of Weslaco
Human Resources Department
255 S. Kansas Avenue
Weslaco, TX 78596

Or Call:

(956) 968-3181

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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Master Electrician (NON-EXEMPT)	EEOC Occupation Classification: Craft Workers	Public Facilities Job No. 1407	Salary Range: *D.O.E.	Deadline: 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 required 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:

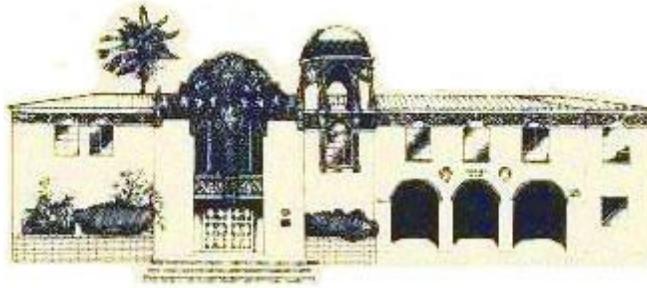
City of Weslaco
Human Resources Department
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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Communications Officer/ Dispatcher (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support Workers	Police Department Job No. 1416	Salary Range: \$13.00	Deadline: April 30, 2014
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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.

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.

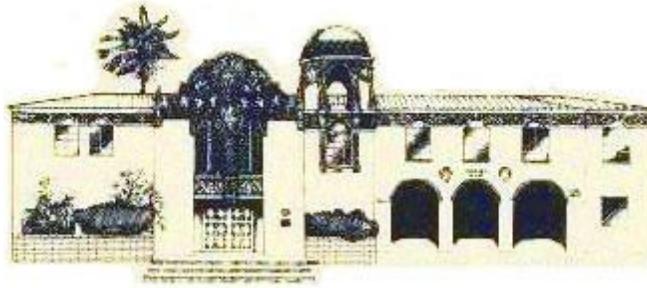
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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

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

For More Information Contact:

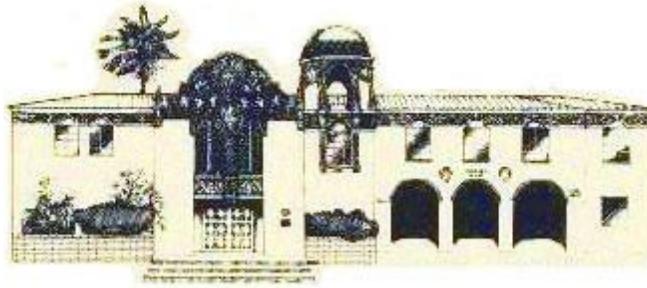
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CITY OF WESLACO

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JOB ANNOUNCEMENT

Position Title: Mechanic (NON-EXEMPT)	EEOC Occupation Classification: Operator	Public Facilities: Job No. 1419	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for routine repair and maintenance including diagnostic evaluation of city-owned vehicles and trucks in the City’s fleet; the type of work performed includes hydraulic repair, brakes, axles, air conditioning, oil and filter changes and engine repairs. Inspects vehicles to ensure that they are safe to operate and inspection stickers are up-to-date, orders parts and equipment for repairs as necessary. Monitors warranties on fleet vehicles. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Vehicle Maintenance Supervisor

Special Requirements: ASE Master Certified, valid Motor vehicle operator’s license

Qualifications: High School Degree and or one to three (1-3) years 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.

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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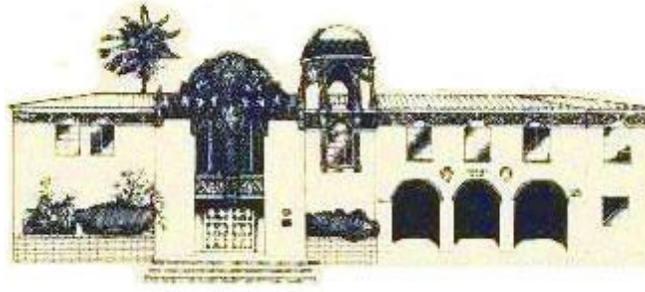
City of Weslaco
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CITY OF WESLACO

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JOB ANNOUNCEMENT

Position Title: Wastewater Treatment Plant Lead Operator (Non-Exempt)	EEOC Occupation Classification: Operatives	Public Utilities Department Job No. 1421	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Assists the Wastewater Plant Superintendent in supervising the operation and maintenance of the wastewater treatment system and personnel; inspects and performs repair work on wastewater system facilities and equipment essential to the operation of a wastewater treatment, disposal, and reclamation facility. Assists the Wastewater Plant Superintendent in completing all local, State, and Federal reports. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Wastewater Superintendent

Qualifications: A High School Diploma or GED Certificate. Employee must have a valid Texas Driver’s License (Class C) is required with satisfactory driving record. Must have a Class “B” Wastewater Treatment License issue by the Texas Commission on Environmental Quality.

Work Conditions: Employee works in well light office as well as outdoors to oversee all Wastewater Plant activities. The employee will work in all weather conditions and must be prepared to work in both extreme heat and cold. Employee may be required to work beyond normal business hours at nights and/or on weekends, holidays, and whenever needed on any rotating shift in response to emergency situations. The employee will handle potentially dangerous materials and must ensure that all activities are completed in a safe and efficient manner.

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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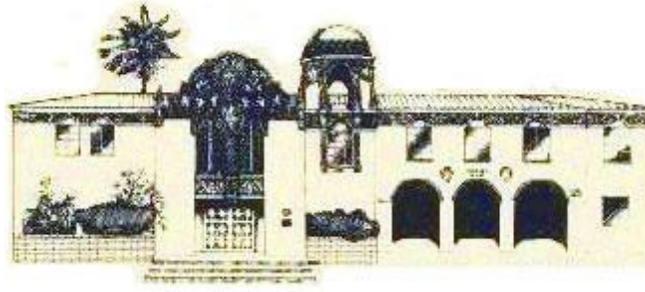
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JOB ANNOUNCEMENT

Position Title: Laborer (NON-EXEMPT)	EEOC Occupation Classification: Laborers & Helpers	Public Facilities Job No. 1422 Job No. 1423 Job No. 1424	Salary Range: D.O.E.	Deadline: Open Until Filled
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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.

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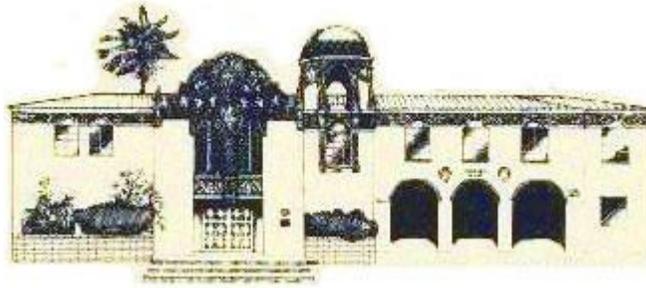
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JOB ANNOUNCEMENT

Position Title: Part-Time Circulation Clerk (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	Library Job No. 1425 Job No. 1426 Job No. 1427 Job No. 1428	Salary Range: \$8.25 hour	Deadline: Open Until Filled
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JOB SUMMARY:

Assists in planning and executing the Summer Reading Program (SRP). The SRP is the employees primary responsibility during the Summer Months. Employee will assist patrons with questions or concerns. Calls patrons with over due books. Files applications; answers phones. Calls for assistance with building maintenance problems. Assists with monthly reports. Assists with the Theater Complex programming and maintenance. Operates a cash register to collect fines and fees. Helps patrons with copy machine and scanning documents. The employee is expected to be familiar with or willing to be trained for shelving, materials check-out and check-in and other basic library functions. Special committee work as assigned, including but not limited to shelving, webpage or other interdivisional task or focus committees that may be created from time to time. Employee is required to perform all similar or related duties as required.

REPORTING RELATIONSHIP:

Reports to Assistant Library Director

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

Qualifications: A High School Diploma or GED Certificate is required. A minimum of one (1) year 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. Employee may be required to work beyond normal business hours to attend evening meetings, workshops, Theater Complex programming.

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