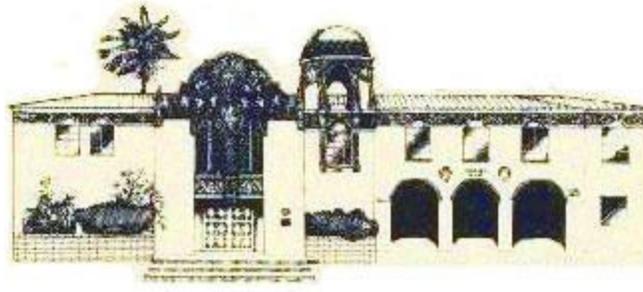


List of job announcement(s):

	Position Title	Job No.
1	Public Information Officer (EXEMPT)	1397
2	Master Electrician (NON-EXEMPT)	1407
3	Dispatcher (NON-EXEMPT)	1416 1437
4	Wastewater Treatment Plant Lead Operator (NON-EXEMPT)	1421
5	Chief of Police (EXEMPT)	1429
6	Lifeguard (NON-EXEMPT)	1433
7	Wastewater Collection System Operator (NON-EXEMPT)	1439
8	Cashier I (NON-EXEMPT)	1442
9	Bailiff (NON-EXEMPT)	1443
10	Custodian (NON-EXEMPT)	1444



CITY OF WESLACO

JOB OPPORTUNITIES

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

Click on the Human Resource link - Job Opportunities to download a copy of the application.

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

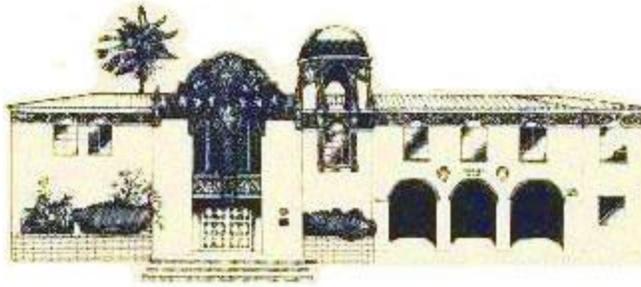
Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave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

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CITY OF WESLACO

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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 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.

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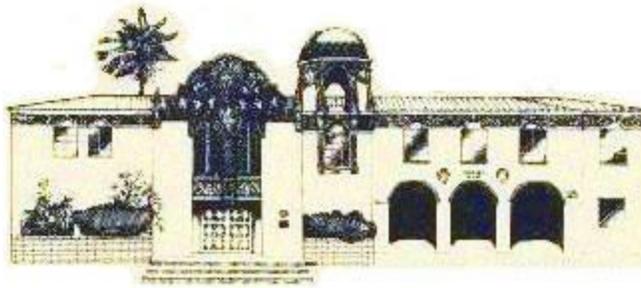
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CITY OF WESLACO

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 Job No. 1437	Salary Range: \$13.00	Deadline: 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.

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.

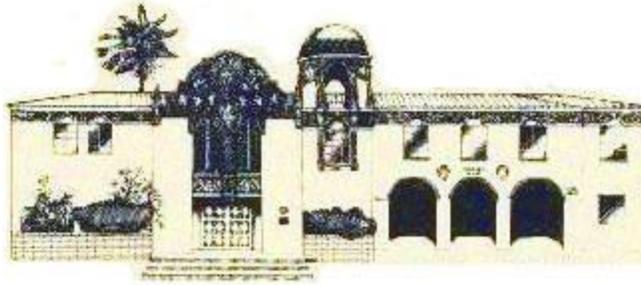
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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: 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.

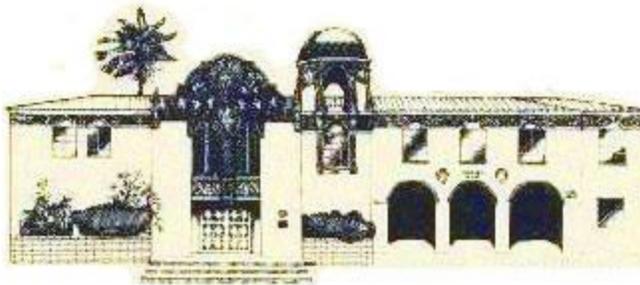
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CITY OF WESLACO
JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Chief of Police (EXEMPT)	EEOC Occupation Classification: Management	City Manager's Office Job No. 1429	Salary Range: Negotiable *(DOQ)	Deadline: Open Until Filled
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The Chief of Police is an at-will appointed position, not covered by civil service regulations or the Collective Bargaining Agreement between the City of Weslaco and its Police Officers.

To be appointed to the position of Chief of Police, an applicant must:

1. Be eligible for certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) at the intermediate level or its equivalent as determined by that commission;
2. Have served as a bona fide law enforcement officer for at least five years, 10 years preferred and;
3. Have a High School Diploma, Bachelor of Arts or Bachelor of Science degree preferred from an accredited college or university.

Process:

If interested submit your application to Human Resource Department along with the supporting documentation regarding qualifications pursuant to §143.013 of the Texas Local Government Code and Article V, §21 of the Weslaco City Charter.

Interested persons should submit their applications as soon as possible if interested in this position.

REPORTING RELATIONSHIP:

Reports to the City Manager.

Qualifications: Ability to work tactfully and communicate courteously with the public on a daily basis. A valid Texas 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.

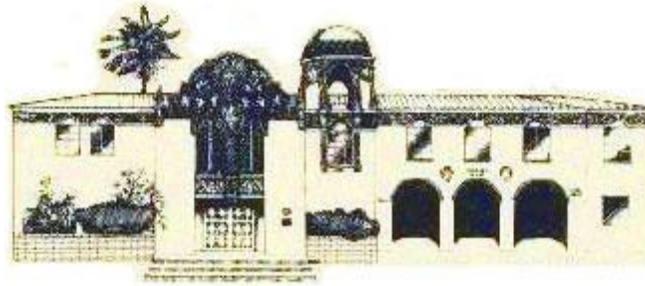
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CITY OF WESLACO

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JOB ANNOUNCEMENT

Position Title: Lifeguard (NON-EXEMPT)	EEOC Occupation Classification: Service Workers	Parks Department Job No. 1433	Salary Range: \$7.25	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for the supervision and assisting the general public utilizing the municipal pool. Ensures safety and welfare of all patrons by enforcing pool regulations. Issues and receives clothing baskets, receives entry fees, and performs other office/park duties. Maintains the general clean up of the entire swimming pool facility. Employee is required to perform all similar or additional duties as required.

REPORTING RELATIONSHIP:

Reports to Pool Manger

Qualifications: Must be certified in Standard First Aid, Adult CPR and Lifeguard Training.

COMPENSATION AND BENEFITS

There are no compensation and benefits for seasonal positions.

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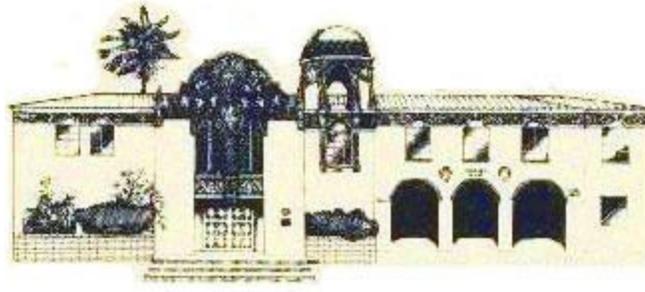
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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Wastewater Collection System Operator (NON-EXEMPT)	EEOC Occupation Classification: Operatives	Public Utilities Job No. 1439	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for the operations, maintenance, construction and repair of the City’s wastewater collection system with the use of heavy equipment such as a backhoe, front end loader, dump truck and similar equipment. Duties involve considerable bending, lifting, digging, carrying, or walking with little chance for variety, and/or using equal to lifting 25-50 pounds; occasionally will be lifting 50-100 pounds. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Supervisor

Qualifications: Employee must have a valid Texas Driver’s License (Class “B” Commercial) is required with satisfactory driving record. Position requires 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 works in a 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 shift hours at nights and/or 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

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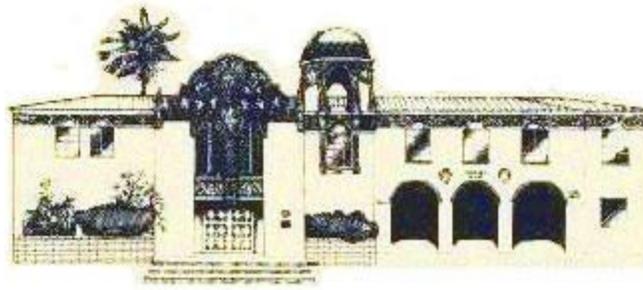
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JOB ANNOUNCEMENT

Position Title: Cashier I (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	Public Utilities Job No. 1442	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Receipt and process all cash payments and maintenance of department’s cash drawer in an accurate manner. Assists the public to understand their utility bills; researches questions, answers telephone and handles in-person inquiries, service requests and complaints. Creates/Finalize customer accounts; creates service orders; credit/debit memos. Ability to operate a variety of office equipment at efficient speed including calculator, typewriter, word processor, computer; ability to plan and organize work. Ability to handle large sums of cash in a prompt and efficient manner. Assists other department personnel with special projects as requested. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Utility Billing Supervisor

Qualifications: High School Diploma or equivalent with one (1) year office 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. A valid Texas Drivers License is required. Bilingual and proficient in both Spanish and English preferred but not 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.

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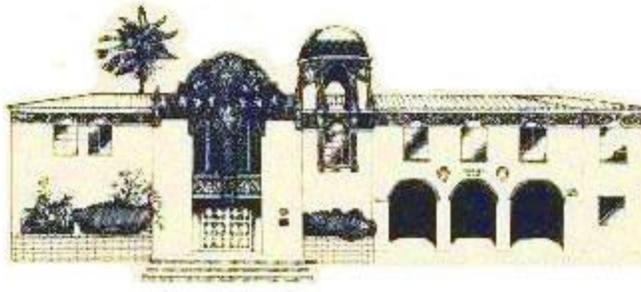
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JOB ANNOUNCEMENT

Position Title: Bailiff (NON-EXEMPT)	EEOC Occupation Classification: Service Workers	Police Department Job No. 1443	Salary Range: \$8.12	Deadline: Open Until Filled
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JOB SUMMARY:

Employee provides security for Municipal Court and assists the Municipal Court Judges during arraignment and traffic court when in session, process magistrate paperwork, assists the public with information, and assists court personnel. Reads, interprets, maintains knowledge of and enforces a variety of City ordinances, court policies and procedures. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Court Administrator

Special Requirement: Must pass Criminal History Check. Bilingual skills (English/Spanish) a plus. Ability to attend seminars.

Qualifications: Position requires a valid Driver’s License and a High School Diploma or equivalent degree with two (2) years related work experience in a security or law enforcement-related profession. Position requires effective communications skills both oral and written, high level of confidentiality and ability to deal with various types of people.

Work Environment: Primarily indoors with heating and cooling regulated. May be subject to extreme weather conditions when task requires off-site business. Possible exposure to potentially violent situations associated with maintaining required security.

COMPENSATION AND BENEFITS

There are no compensation and benefits for part time positions.

For More Information Contact:

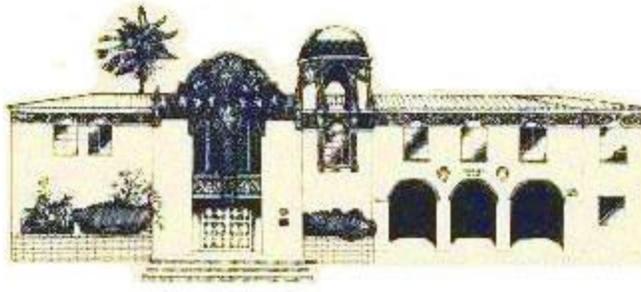
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JOB ANNOUNCEMENT

Position Title: Custodian (NON-EXEMPT)	EEOC Occupation Classification: Service Worker	Public Facilities Job No. 1444	Salary Range: D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

This position is responsible for the cleaning and routine maintenance of various city-owned buildings. Employee sets up rooms for various public meeting as necessary. Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects (over 60 lbs. but less than 100 lbs.), carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. Employee is familiar with the work routine and uses independent initiative in carrying out recurring assignments independently in accordance with specific instructions or guidelines. The supervisor provides instruction for new or unusual assignments. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation, or guideline. Employee is required to perform all similar or additional duties as required.

REPORTING RELATIONSHIP:

Reports to Supervisor

Qualifications: Must have a valid Texas Driver's License. High School Degree or equivalent; up to 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. 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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