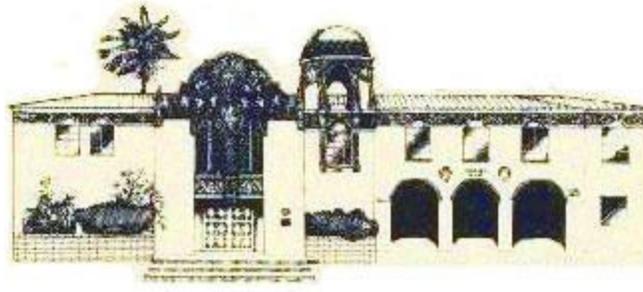


**List of job announcement(s):**

	<b>Position Title</b>	<b>Job No.</b>
1	Public Information Officer (EXEMPT)	1397
2	Dispatcher (NON-EXEMPT)	1416 1437
3	Wastewater Treatment Plant Lead Operator (NON-EXEMPT)	1421
4	Laborer (NON-EXEMPT)	1423
5	Chief of Police (EXEMPT)	1429
6	Lifeguard (NON-EXEMPT)	1433
7	Wastewater Collection System Operator (NON-EXEMPT)	1439
8	Bailiff (NON-EXEMPT)	1443
9	Custodian (NON-EXEMPT)	1444



**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**

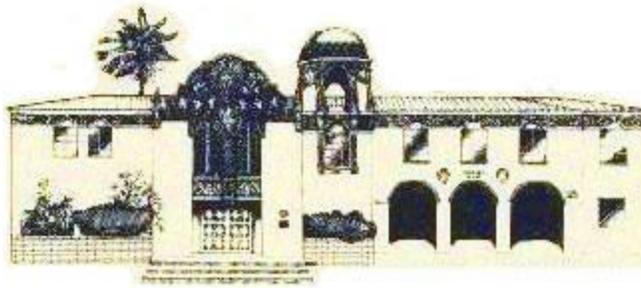
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**JOB ANNOUNCEMENT**

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<b>Position Title:</b> <b>Communications Officer/ Dispatcher</b> <b>(NON-EXEMPT)</b>	<b>EEOC Occupation Classification:</b> <b>Administrative Support Workers</b>	<b>Police Department</b> <b>Job No. 1416</b> <b>Job No. 1437</b>	<b>Salary Range:</b> <b>\$13.00</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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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.

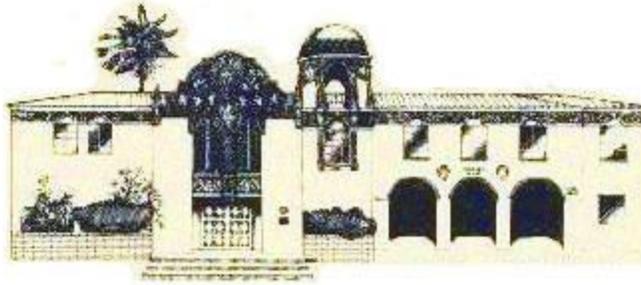
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**JOB ANNOUNCEMENT**

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

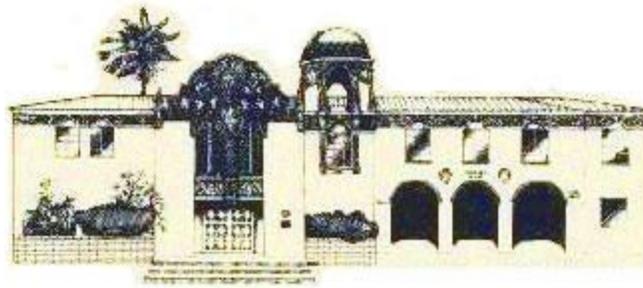
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**JOB ANNOUNCEMENT**

<b>Position Title: Laborer (NON-EXEMPT)</b>	<b>EEOC Occupation Classification: Laborers &amp; Helpers</b>	<b>Public Facilities Job No. 1423</b>	<b>Salary Range: D.O.E.</b>	<b>Deadline: 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. Performs 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**

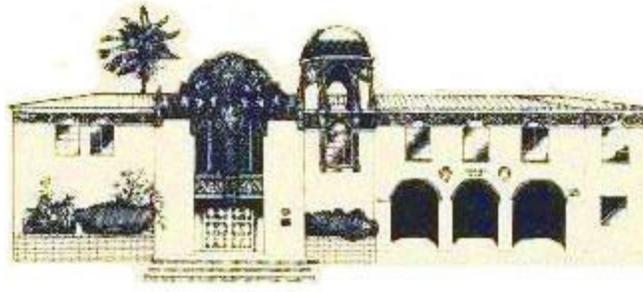
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**JOB ANNOUNCEMENT**

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<b>Position Title:</b> Chief of Police (EXEMPT)	<b>EEOC Occupation Classification:</b> Management	<b>City Manager's Office</b> Job No. 1429	<b>Salary Range:</b> Negotiable *(DOQ)	<b>Deadline:</b> 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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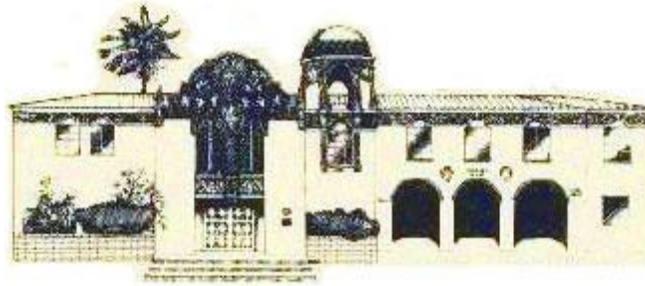
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**JOB ANNOUNCEMENT**

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<b>Position Title:</b> Lifeguard (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> Service Workers	<b>Parks Department</b> Job No. 1433	<b>Salary Range:</b> \$7.25	<b>Deadline:</b> 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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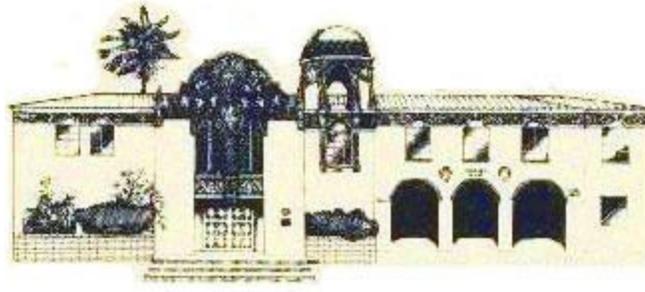
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**JOB ANNOUNCEMENT**

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<b>Position Title:</b> Wastewater Collection System Operator (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> Operatives	<b>Public Utilities Job No.</b> 1439	<b>Salary Range:</b> *D.O.E.	<b>Deadline:</b> 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**

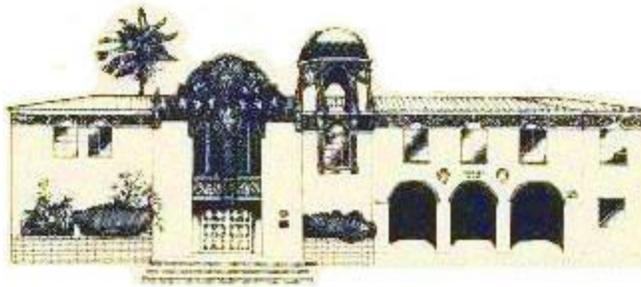
Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave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

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**JOB ANNOUNCEMENT**

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<b>Position Title:</b> Bailliff (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> Service Workers	<b>Police Department</b> Job No. 1443	<b>Salary Range:</b> \$8.12	<b>Deadline:</b> 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:**

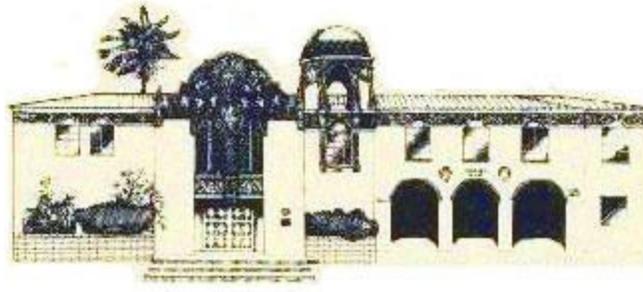
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**JOB ANNOUNCEMENT**

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<b>Position Title:</b> Custodian (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> Service Worker	<b>Public Facilities Job No.</b> 1444	<b>Salary Range:</b> D.O.E.	<b>Deadline:</b> 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**

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