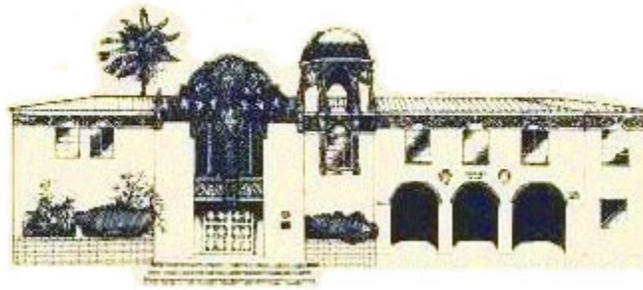


List of job announcement(s):

	Position Title	Job No.
1	Public Information Officer (EXEMPT)	1397
2	A/C Technician (NON-EXEMPT)	13103
3	Water Treatment Plant Operator OIT (NON-EXEMPT)	1401
4	Medium Equipment Operator (NON-EXEMPT)	1402



CITY OF WESLACO

JOB OPPORTUNITIES

Applications are being accepted for the following positions:

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.

For More Information Contact:

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

Or Call:

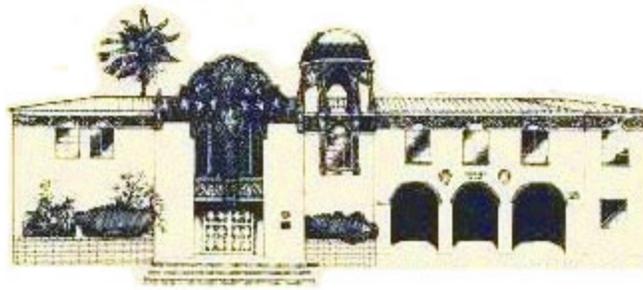
(956) 968-3181

Or Visit Our Web Site: www.weslacotx.gov

Email: hro@weslacotx.gov

***Depending on Experience**

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JOB ANNOUNCEMENT

Position Title: A/C Technician (NON-EXEMPT)	EEOC Occupation Classification: Craft Workers	Public Facilities Job No. 13103	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for checking and installing different kind of air conditioning units & heating systems. Trouble shoots air conditioning 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. 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 an A/C Technician Certification and a valid Motor Vehicle operator’s license.

Qualifications: Position requires a High School Diploma or equivalent and a minimum of five (5) years of experience in air conditioning; 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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Or Call:

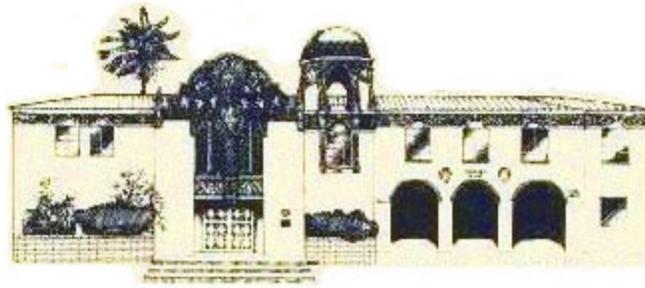
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CITY OF WESLACO

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JOB ANNOUNCEMENT

Position Title: Water Treatment Plant Operator OIT (NON-EXEMPT)	EEOC Occupation Classification: Operatives	Public Utilities Job No. 1401	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for properly operating, monitoring, and maintaining the city’s water treatment plant system. Under close supervision, the employee monitors process control equipment to purify and clarifier water for human consumption and for industrial use. 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. The delivery of safe clean water is vital to the safety and health of the community. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Water Plant Lead Operator

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 be able to obtain Class “D” Surface Water Treatment license issued by the Texas Commission on Environmental Quality (TCEQ) within one (1) year of employment and also upgrade to a Class “C” Surface Water Treatment license issued by TCEQ within three (3) years of employment.

Work Conditions: Employee works in a well light office as well as outdoors to oversee all Water 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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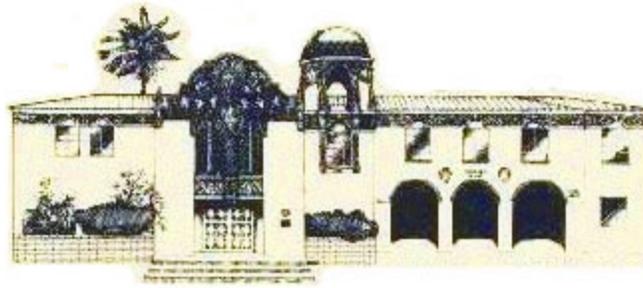
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JOB ANNOUNCEMENT

Position Title: Medium Equipment Operator (NON-EXEMPT)	EEOC Occupation Classification: Craft Workers	Public Facilities 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.

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