

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: Asst. Public Utilities Director (EXEMPT)	EEOC Occupation Classification: Officials and Managers	Public Utilities Job No. 1310	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Assists director in administration of the various divisions of the department. Serves as Interim Director when needed. Implements department’s procedures and objectives. Interprets state and federal regulations and implements as needed within the department. Completes and/or reviews reports to regulatory agencies and responds to regulatory requests.. Reviews design plans and specifications as needed. Consults with staff on personnel matters, City policies and regulatory standards. Assists in the long range planning of the department. Acts as project manager for CIP contractions projects. Represents department and City in presentations as requested by schools, individuals and civic organizations. Performs related duties as required.

REPORTING RELATIONSHIP:

Reports to Pubic Utilities Director

Qualifications: Bachelor degree in Engineering or other related field is preferred. A Class “B” Surface Water License issued by the State of Texas and a Class “B” Wastewater Treatment Operator License issued by the State of Texas is preferred. Five (5) years experience in municipal utilities preferred. Knowledge of public finance, budget theory, practice and policy, capital projects and the impact of utilities on community development is desirable. Must have a valid Texas Driver’s License.

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.

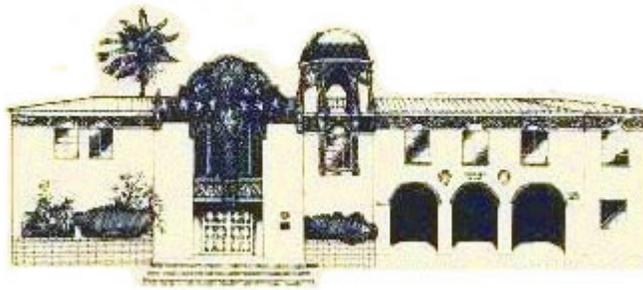
For More Information Contact:

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

Or Call:
(956) 968-3181

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JOB ANNOUNCEMENT

Position Title: Jailer (NON-EXEMPT)	EEOC Occupation Classification: Service Workers	Police Department Job No. 1334	Salary Range: \$10.88 hour	Deadline: Open Until Filled
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JOB SUMMARY: Responsible for physical intake, detention and release of prisoners. Responsible for inputting correct reports, records and other paperwork involved with jail operations into police database system. Arranges for and supervises visitation of prisoners. Arranges for feeding of prisoners. Responsible for security and cleanliness of jail facilities. Makes frequent and regular inspections and evaluations of structural and functional conditions of all jail facilities. Performs any other duties necessary in order to provide a safe, sanitary and humane environment as possible for inmates. Must be computer literate. Performs other job related duties as necessary.

REPORTING RELATIONSHIP:

Reports to Chief of Police

Qualifications: A High School Diploma or GED Certificate is required. Preferred, but not required, one year experience in a law enforcement agency or jail facility or a jailer certificate by the Texas Commission on Law Enforcement Officers Standards and Education. Must have some knowledge of mechanics of arrest and have the ability to execute basic self-defense and restraint techniques. Must have a valid Texas Driver's License.

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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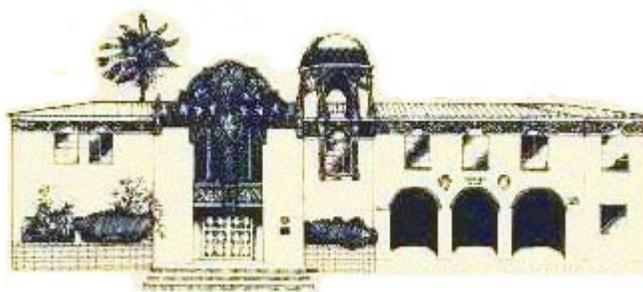
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JOB ANNOUNCEMENT

Position Title: Public Facilities Director (EXEMPT)	EEOC Occupation Classification: Professionals	Public Facilities Job No. 1346	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

The Public Facilities Director is responsible for the supervision, operation and maintenance of the Public Facilities Department, including, but not limited to: roads, and fleet maintenance. Employee develops policies and procedures, short and long range plans and goals, administers budgets, and supervises staff. Employee is responsible for the supervision of a major department of the City of approximately (100) full time employees. Workload is subject to cyclical or seasonal fluctuations. The employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to City Manager

Qualifications: Position requires a Bachelor's Degree, and at least seven (7) years of 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.

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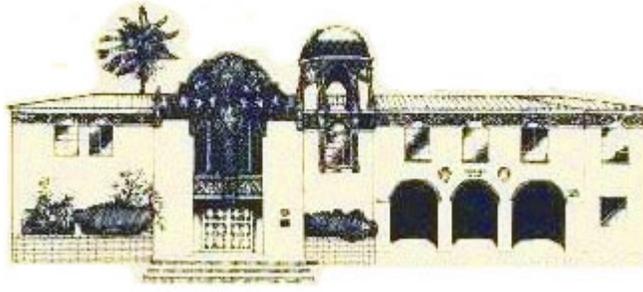
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HR POSTED-7/3/13



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JOB ANNOUNCEMENT

Position Title: Water Distribution Operator (NON-EXEMPT)	EEOC Occupation Classification: Operators	Public Utilities Job No. 1347	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 wastewater collection system with the use of 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 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.

COMPENSATION AND BENEFITS

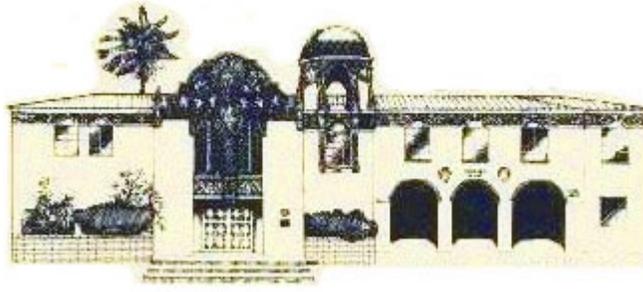
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JOB ANNOUNCEMENT

Position Title: Custodian (NON-EXEMPT)	EEOC Occupation Classification: Service Worker	Public Facilities Job No. 1348	Salary Range: \$8.50	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 is required to perform all similar or additional duties as required. 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.

REPORTING RELATIONSHIP:

Reports to Building Maintenance Supervisor

Special Requirements: Motor Vehicle operator's license.

Qualifications: 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.

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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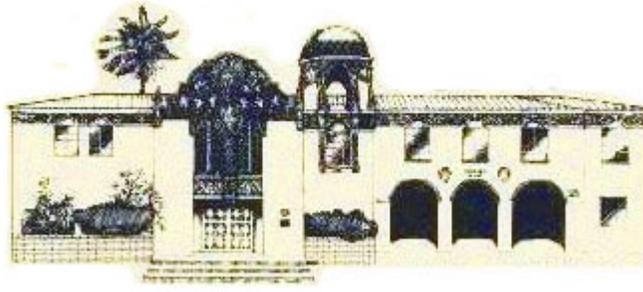
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JOB ANNOUNCEMENT

Position Title: Laborer (2) (NON-EXEMPT)	EEOC Occupation Classification: Laborers & Helpers	Public Facilities Job No. 1333 Job No. 1349	Salary Range: \$8.50	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 threes, wires, cars, and personal property and fellow workers. 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: Motor Vehicle operator’s license.

Qualifications: Position requires a High School Diploma or equivalent and one (1) year of prior work experience on 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

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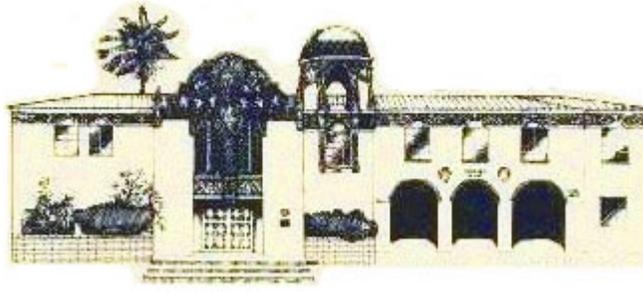
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JOB ANNOUNCEMENT

Position Title: Meter Reader (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	Public Utilities Department Job No. 1351	Salary Range: \$10.00	Deadline: Open Until Filled
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JOB SUMMARY:

Employee will be using a variety of hand tools to install and replace meter boxes, plugged meters, cutting of grass around meters and to replace leaking gaskets; as directed disconnects water service for non-payment. Employee reads and interprets data from water meters. And will attend training sessions as required to maintain abreast of updates or changes in occupational safety requirements pertaining to the installation, maintenance and disconnection of water meters. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Superintendent

Qualifications: Ability to deal with the public on a daily basis in a professional and tactful manner. A High School Diploma or GED Certificate and a valid Texas Driver’s License are required. A Class “D” Water Distribution Operator License issue by the Texas Commission on Environmental Quality and required training is preferred or the ability to obtain within 12 months of employment.. **Work Conditions:** Work is performed outdoors continuously in all types of weather. The work schedule consists of a normal 8 hour shift with some overtime required on a limited basis. **Physical Demands:** The work involves extended periods of walking, standing, bending, stooping, kneeling and heavy lifting.

COMPENSATION AND BENEFITS

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