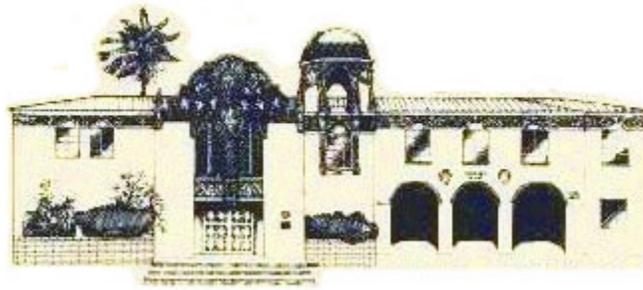


List of job announcement(s):

	Position Title	Job No.
1	Public Information Officer (EXEMPT)	1397
2	A/C Technician (NON-EXEMPT)	13103
3	Laborer (NON-EXEMPT)	1403



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:

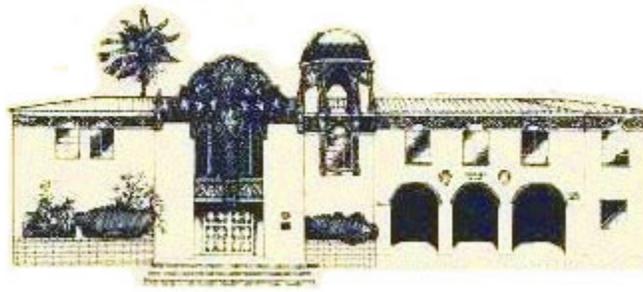
(956) 968-3181

Or Visit Our Web Site: www.weslacotx.gov

Email: hro@weslacotx.gov

***Depending on Experience**

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CITY OF WESLACO

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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

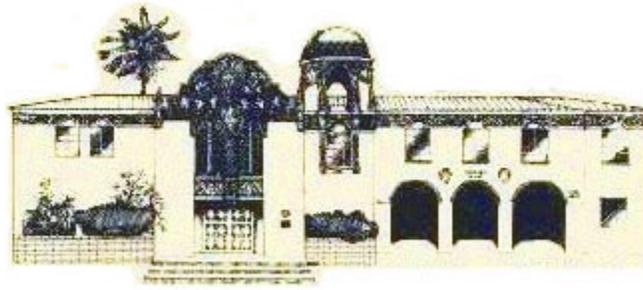
Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave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

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

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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Laborer (NON-EXEMPT)	EEOC Occupation Classification: Laborers & Helpers	Public Facilities Job No. 1403	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 public 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.

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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