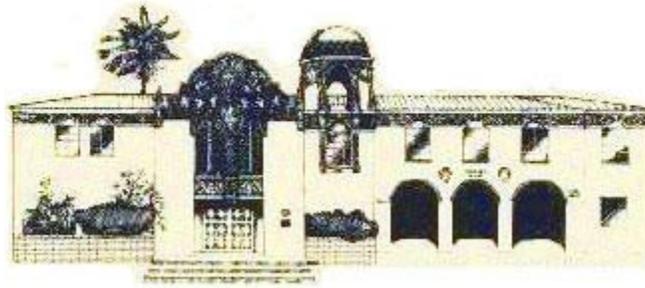


List of job announcement(s):

	Position Title	Job No.
1	Water Wastewater Foreman (EXEMPT)	1380
2	Public Information Officer (EXEMPT)	1397
3	Part Time Circulation Clerk (NON-EXEMPT)	1398
4	Mechanic (NON-EXEMPT)	1399



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: Water Wastewater Foreman (EXEMPT)	EEOC Occupation Classification:	Public Utilities Department Job No. 1380	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for assisting in the administration and operation of water and wastewater treatment services in accordance with local, state and federal regulatory guidelines. Employee, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by thirteen (13) subordinates and assures the accomplishment of the assigned work in the prescribed manner. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Assistant Director of Utilities

Qualifications: A High School Diploma or GED Certificate with three to five (3-5) 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. Employee must have a valid Texas Driver’s License (Class C) is required with satisfactory driving recorder. A State certification (TCEQ) in water and wastewater treatment services Class “B” Treatment or Distribution, Class III Collection, Class “B” treatment or minimum required by TCEQ.

Work Conditions: Constantly performs work outdoors regardless of weather conditions, on a variety of public works projects. Employee is exposed to equipment/machinery, noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, and risk of personal injury. 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 such as weather conditions.

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:

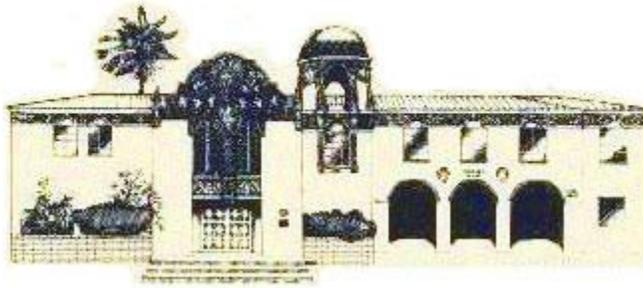
(956) 968-3181

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: 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:

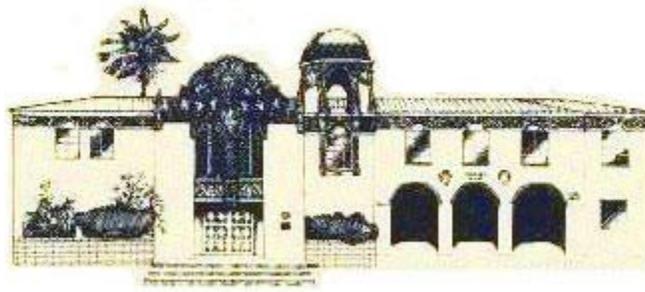
(956) 968-3181

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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: PT Circulation Clerk (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	Library Job No. 1398	Salary Range: \$8.75 hour	Deadline: Open Until Filled
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JOB SUMMARY:

Employee will assist patrons with questions or concerns. Calls patrons with over due books. Files applications; answers phones. Calls for assistance with building maintenance problems. Assists with monthly reports. Assists with the Theater Complex programming and maintenance. Operates a cash register to collect fines and fees. Helps patrons with copy machine and scanning documents. The employee is expected to be familiar with or willing to be trained for shelving, materials check-out and check-in and other basic library functions. Special committee work as assigned, including but not limited to shelving, webpage or other interdivisional task or focus committees that may be created from time to time. Assists in planning and executing Summer Reading. Employee is required to perform all similar or related duties as required.

REPORTING RELATIONSHIP:

Reports to Assistant Library Director

Qualifications: A High School Diploma or GED Certificate is required. A minimum of one-three (1-3) year 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. Must have a valid Texas Driver's License. Bilingual preferred but not required.

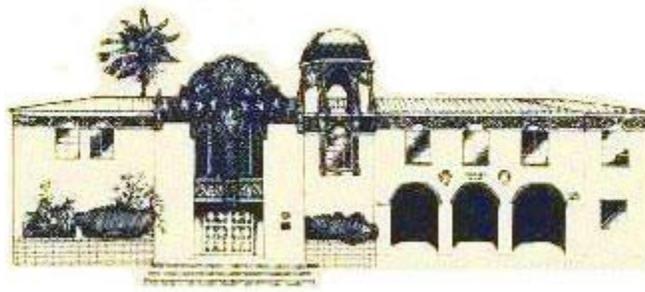
For More Information Contact:

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

Or Call:

(956) 968-3181

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JOB ANNOUNCEMENT

Position Title: Mechanic (NON-EXEMPT)	EEOC Occupation Classification: Operator	Public Facilities: Job No. 1399	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for routine repair and maintenance including diagnostic evaluation of city-owned vehicles and trucks in the City’s fleet; the type of work performed includes brakes, axles, air conditioning, oil and filter changes and engine repairs. Inspects vehicles to ensure that they are safe to operate and inspection stickers are up-to-date, orders parts and equipment for repairs as necessary. Monitors warranties on fleet vehicles. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Vehicle Maintenance Supervisor

Special Requirements: ASE Master Certified, valid Motor vehicle operator’s license

Qualifications: High School Degree and or one to three (1-3) years 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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