

**CITY OF WESLACO**

**JOB OPPORTUNITIES**

**Applications are being accepted for the following positions:**

**For application instructions Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

Click on the Human Resource link - Job Opportunities to download a copy of the application.

**JOB ANNOUNCEMENT**

<b>Position Title:</b> <b>Asst. Public Utilities Director</b>  (EXEMPT)	<b>EEOC Occupation Classification:</b> <b>Officials and Managers</b>	<b>Public Utilities Job No. 1310</b>	<b>Salary Range:</b> <b>*D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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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.

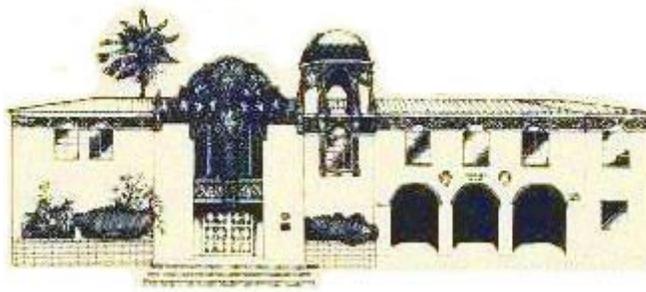
**For More Information Contact:**

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

**Or Call:**  
 (956) 968-3181

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**JOB ANNOUNCEMENT**

<b>Position Title:</b> Public Facilities Director (EXEMPT)	<b>EEOC Occupation Classification:</b> Professionals	<b>Public Facilities Job No. 1346</b>	<b>Salary Range:</b> *D.O.E.	<b>Deadline:</b> 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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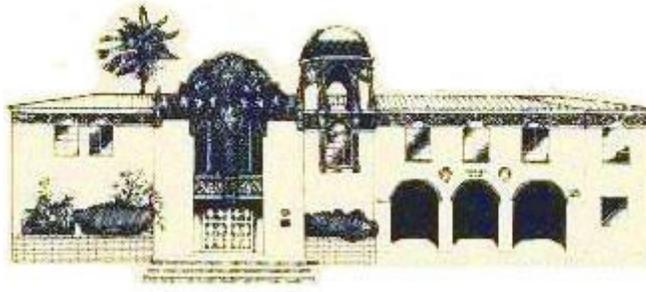
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**HR POSTED-7/19/13**



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**JOB ANNOUNCEMENT**

<b>Position Title:</b> Water Distribution Operators (3) (NON-EXEMPT)	<b>EEOC Occupation Classification:</b>  Operators	<b>Public Utilities Job No. 1347 Job No. 1352 Job No. 1353</b>	<b>Salary Range:</b> *D.O.E.	<b>Deadline:</b> 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**

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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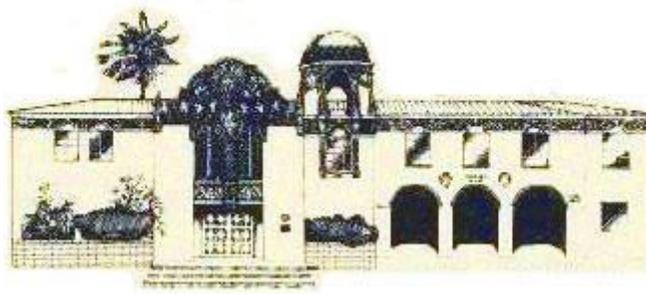
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**JOB ANNOUNCEMENT**

<b>Position Title:</b> Laborer (3) (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> Laborers & Helpers	<b>Public Facilities</b> Job No. 1333 Job No. 1349 Job No. 1355	<b>Salary Range:</b> \$8.50	<b>Deadline:</b> 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. 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:** 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**

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.

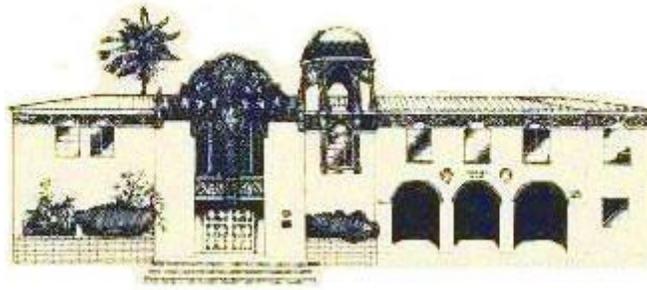
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**JOB ANNOUNCEMENT**

<b>Position Title:</b> Streets & Highways Foreman (EXEMPT)	<b>EEOC Occupation Classification:</b> Craft Worker	<b>Public Utilities Job No. 1354</b>	<b>Salary Range:</b> *D.O.E.	<b>Deadline:</b> Open Until Filled
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**JOB SUMMARY:**

The Street & Highway Supervisor is responsible for the supervision and coordination of skilled and un-skilled employees engaged in cleaning and maintenance of public buildings, equipment, grounds, facilities and City streets; to plan, supervise and coordinate the construction, repair and maintenance of the City's streets and drainage system. Employee is accountable for the quality and quantity of work done by nineteen (19) full-time 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:**

Reports to Assistant Public Facilities Director

**Qualifications:** Position requires a High School Diploma or equivalent and seven to ten (7-10) year 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.

**Special Requirements:** Commercial Drivers 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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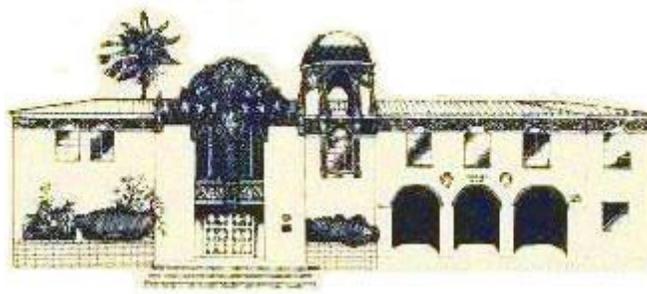
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**JOB ANNOUNCEMENT**

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<b>Position Title:</b> <b>Laborer/AC Technician</b> (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> <b>Craft Workers</b>	<b>Public Facilities</b> <b>Job No. 1356</b>	<b>Salary Range:</b> <b>*D.O.E.</b>	<b>Deadline:</b> <b>Open till Filed</b>
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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 Motor Vehicle operator’s license.

**Qualifications:**

Position requires a High School Diploma or equivalent and three (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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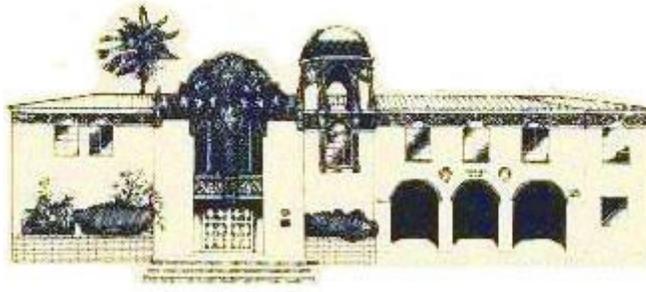
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<b>Position Title:</b> <b>Jailer</b> <b>(NON-EXEMPT)</b>	<b>EEOC Occupation</b> <b>Classification:</b> <b>Service Workers</b>	<b>Police Department</b> <b>Job No. 1357</b>	<b>Salary Range:</b> <b>\$10.88 hour</b>	<b>Deadline:</b> <b>Open till Filed</b>
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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 Officer-In-Charge

**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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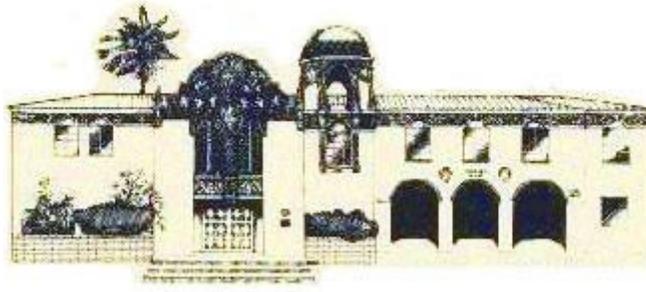
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**JOB ANNOUNCEMENT**

<b>Position Title:</b> Receptionist (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> Administrative Support Workers	<b>Police Department</b> <b>Job No. 1358</b>	<b>Salary Range:</b> <b>\$10.44</b>	<b>Deadline:</b> <b>Open till Filed</b>
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**JOB SUMMARY:**

Employee will answer the telephone and channels the calls to the appropriate person or department. Greets the public and directs them to the appropriate offices. Places calls for various city personnel. Assists in providing information to departments by telephone or in person. Assist in entering reports to computer system. Employee is required to perform all similar or related duties.

**REPORTING RELATIONSHIP:**

Reports to the Administrative Service Coordinator.

**Qualifications:** Must have a High School Diploma or equivalent with one to three (1-3) years work experience 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. Position requires a valid Driver's License.

**COMPENSATION AND BENEFITS**

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