

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 Distribution Operators (2) (NON-EXEMPT)	EEOC Occupation Classification: Operators	Public Utilities Job No. 1347 Job No. 1352	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

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:

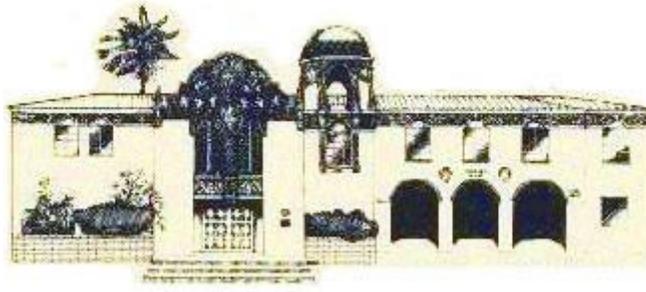
(956) 968-3181

***Depending on Experience**

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JOB ANNOUNCEMENT

Position Title: Laborer (3) (NON-EXEMPT)	EEOC Occupation Classification: Laborers & Helpers	Public Facilities Job No. 1333 Job No. 1349 Job No. 1355	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. 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.

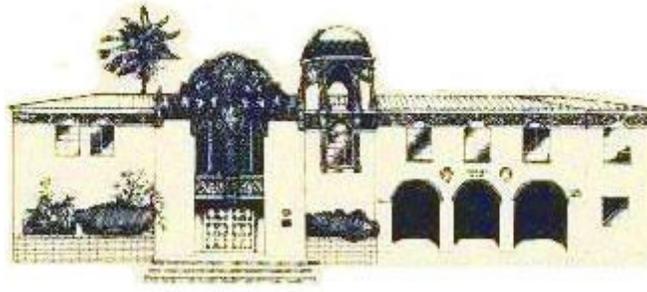
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HR POSTED-7/26/13



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JOB ANNOUNCEMENT

Position Title: Laborer/AC Technician (NON-EXEMPT)	EEOC Occupation Classification: Craft Workers	Public Facilities Job No. 1356	Salary Range: *D.O.E.	Deadline: Open till 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 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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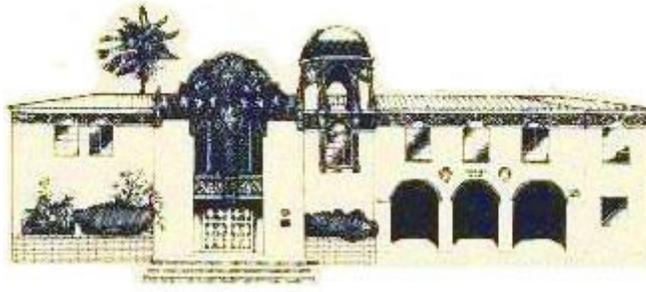
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JOB ANNOUNCEMENT

Position Title: Jailer (NON-EXEMPT)	EEOC Occupation Classification: Service Workers	Police Department Job No. 1357	Salary Range: \$10.88	Deadline: Open till 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 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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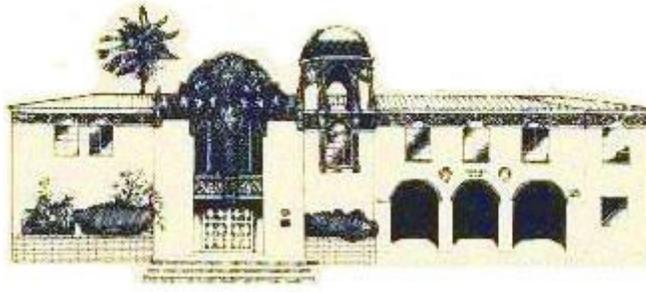
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JOB ANNOUNCEMENT

Position Title: Receptionist (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support Workers	Police Department Job No. 1358	Salary Range: \$10.44	Deadline: Open till Filled
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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

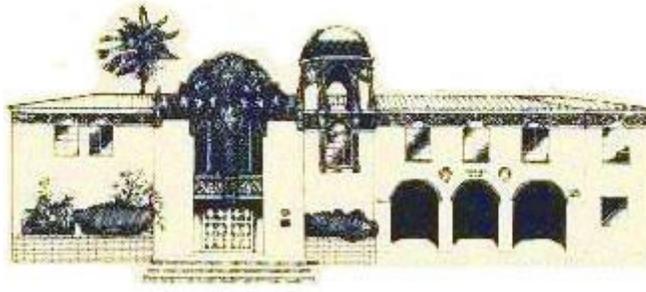
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JOB ANNOUNCEMENT

Position Title: Meter Reader II (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	Public Utilities Department Job No. 1359	Salary Range: *D.O.E.	Deadline: Open till 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 is responsible for the installation, maintenance and reading of the City’s water meters. 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:

Water and Wastewater 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 one to five (1-5) years of experience in the operation and maintenance of water meters or distribution system (water); or any equivalent combination of training. Also a valid Texas Class C Driver’s License is required. A Class “C” 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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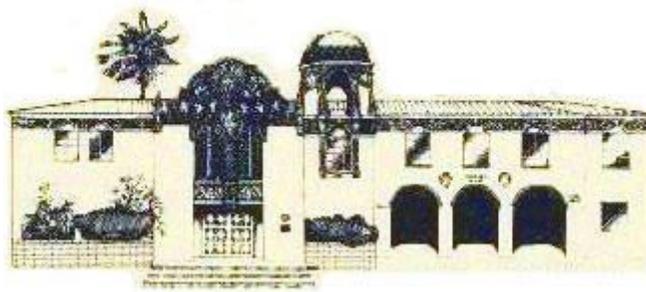
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JOB ANNOUNCEMENT

Position Title: (2) Part-Time Receptionist (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support Workers	City Secretary's Department Job No. 1360 Job No. 1361	Salary Range: \$8.00	Deadline: Open till Filled
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JOB SUMMARY:

Employee will answer a multi-line telephone and channels the calls to the appropriate person or department. Greets the public and directs them to the appropriate offices in a courteous and professional manner, comfortably in both English and Spanish. Places calls for various city personnel. Assists in providing information to departments by telephone or in person. Routes all incoming mail and prepares outgoing mail to the office. Maintains a schedule for reservations of the City Commission Chambers. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to City Secretary

Qualifications: Must have a High School Diploma or equivalent with one (1) year 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 and Spanish fluency.

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