

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

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|--|---|--|--------------------------------|---------------------------------------|
| Position Title: Water Distribution Operator (NON-EXEMPT) | EEOC Occupation Classification: Operators | Public Utilities Job No. 1308 | Salary Range: D.O.E. | Deadline: Open Until Filled |
|--|---|--|--------------------------------|---------------------------------------|

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

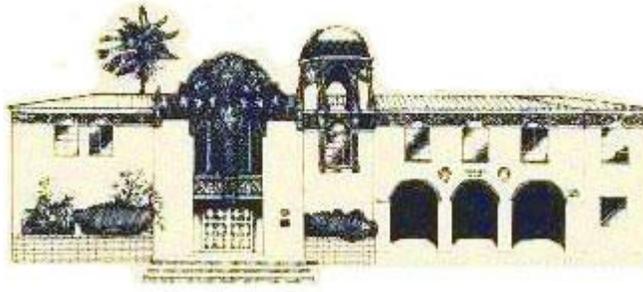
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|--|---|--------------------------------------|--|--|
| Position Title: Asst. Public Utilities Director (EXEMPT) | EEOC Occupation Classification: Officials and Managers | Public Utilities Job No. 1310 | Salary Range: *D.O.E. | Deadline: Open Until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

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.

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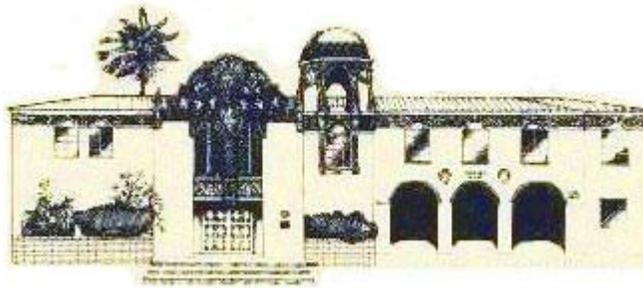
***Depending on Experience**

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HR POSTED-5/21/13



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|--|---|---|---------------------------------|--|
| Position Title: TEMP (4) PT Library Clerks (NON-EXEMPT) | EEOC Occupation Classification: Administrative Support | Library Department Job No. 1317 Job No. 1318 Job No. 1319 Job No. 1320 | Salary Range: \$8.00 | Deadline: Open Until Filled |
|--|---|---|---------------------------------|--|

JOB SUMMARY:

Compile records, sort, shelve, issue, and receive library materials such as books, electronic media, pictures, cards, slides and microfilm. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials. Assists with the Theater Complex programming and maintenance. Collects fines and performs other duties as assigned.

REPORTING RELATIONSHIP:

Reports to Assistant Library Director

Qualifications: Must be literate and willing to learn new tasks. Must have flexible availability and a reliable means of transportation. Bilingual preferred.

COMPENSATION AND BENEFITS

There are no compensation and benefits for temporary part time positions.

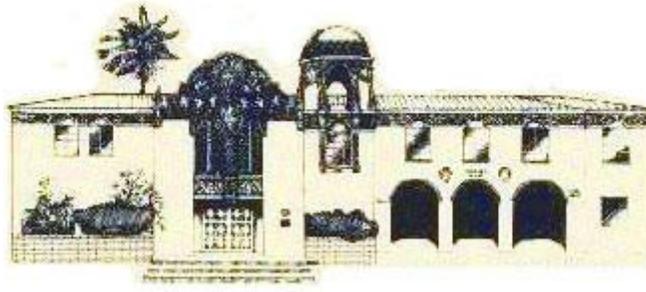
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|---|--|---|---------------------------------------|--|
| Position Title: (10) Lifeguards (NON-EXEMPT) | EEOC Occupation Classification: Service Workers | Parks Department Job No. 1321 - 1330 | Salary Range: \$7.25 | Deadline: Open Until Filled |
|---|--|---|---------------------------------------|--|

JOB SUMMARY:

Employee is responsible for the supervision and assisting the general public utilizing the municipal pool. Ensures safety and welfare of all patrons by enforcing pool regulations. Issues and receives clothing baskets, receives entry fees, and performs other office duties. Maintains the general clean up of the entire swimming pool facility.

REPORTING RELATIONSHIP:

Reports to Supervisor.

Qualifications: Must be certified in Standard First Aid, Adult CPR and Lifeguard Training.

COMPENSATION AND BENEFITS

There are no compensation and benefits for seasonal positions.

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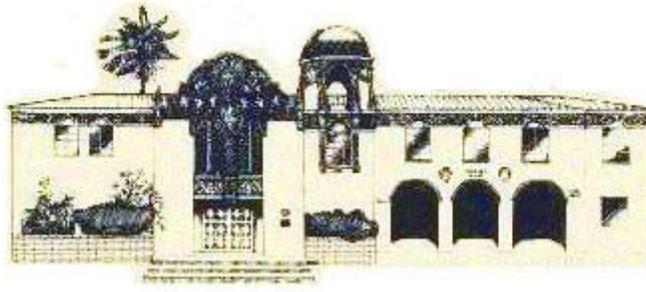
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|--|---|---|--------------------------------|---------------------------------------|
| Position Title: Pool Manager (NON-EXEMPT) | EEOC Occupation Classification: Service Workers | Parks Department Job No. 1331 | Salary Range: \$8.50 | Deadline: Open Until Filled |
|--|---|---|--------------------------------|---------------------------------------|

JOB SUMMARY:

Employee is responsible for the supervising all lifeguards, including head lifeguard. Schedules working hours for all lifeguards during recreational swimming, family nights and for private parties. Maintains the general clean up of the entire swimming pool area. Handles the ordering of supplies and collects recreational swimming fees and makes daily deposits at the bank designated by the City of Weslaco. Responsible for the supervision and assisting the general public utilizing the Municipal Pools at Isaac D. Rodriguez Park and Gibson Park. Ensures safety and welfare of all patrons by enforcing pool regulations.

REPORTING RELATIONSHIP:

Reports to Park's Director.

Qualifications: Must be certified in Standard First Aid, Adult CPR and Lifeguard Training.

COMPENSATION AND BENEFITS

There are no compensation and benefits for seasonal positions.

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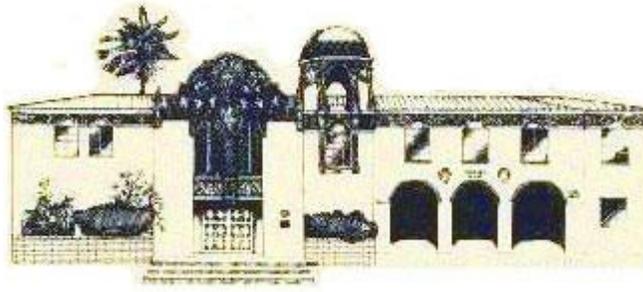
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| Position Title: Communications Officer/ Dispatcher (NON-EXEMPT) | EEOC Occupation Classification: Administrative Support Workers | Police Department Job No. 1332 | Salary Range: \$13.00 | Deadline: Open Until Filled |
|--|---|---|--|--|

JOB SUMMARY:

Employee will monitor the 2-way radio system and teletype terminal. Monitors security cameras. Prepares police, fire, EMS, and dispatch reports. Handles all incoming telephone calls and 911 telephone system. Must have one year experience in radio dispatch; knowledge of telecommunications equipment, keyboards, radios and computers. High level of confidentiality. Must pass a background test. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Communications Supervisor

Qualifications: Position requires a valid 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

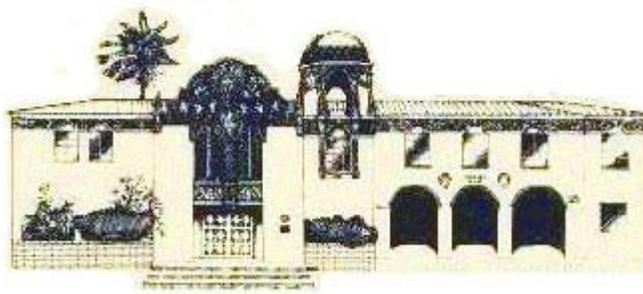
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| Position Title: Laborer (NON-EXEMPT) | EEOC Occupation Classification: Laborers & Helpers | Public Facilities Job No. 1333 | Salary Range: \$8.50 | Deadline: Open Until Filled |
|---|--|---------------------------------------|--------------------------------|---------------------------------------|

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. 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 three (3) years 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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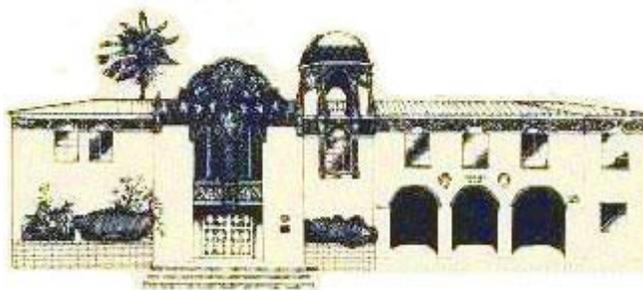
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| Position Title: Jailer (NON-EXEMPT) | EEOC Occupation Classification: Service Workers | Police Department Job No. 1334 | Salary Range: \$10.88 hour | Deadline: Open Until Filled |
|--|--|---|---|--|

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.

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