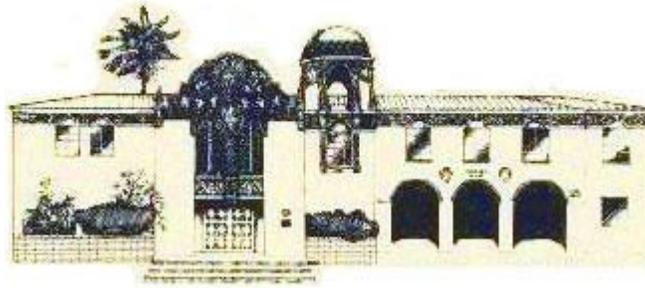


List of job announcement(s):

	Position Title	Job No.
1	Assistant Public Facilities Director - (EXEMPT)	1362
2	Wastewater Plant Operator III - (Non-EXEMPT)	1366
3	Wastewater Plant Operator I - (NON-EXEMPT)	1374
4	Water Plant Operator I - (NON-EXEMPT)	1378
5	Wastewater Collection Operator I - (NON-EXEMPT)	1381
6	Meter Reader - (NON-EXEMPT)	1382
7	(2) Water Plant Operator II (NON-EXEMPT)	1383 1384
8	Wastewater Plant Operator IV (NON-EXEMPT)	1385
9	Administrative Aid (EXEMPT)	1386



**CITY OF WESLACO
JOB OPPORTUNITIES**

Applications are being accepted for the following positions:

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JOB ANNOUNCEMENT

Position Title: Assistant Public Facilities Director (EXEMPT)	EEOC Occupation Classification: Officials and Managers	Public Facilities Job No. 1362	Salary Range: *D.O.E.	Deadline: Open till Filled
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JOB SUMMARY:

The Assistant Public Facilities Director is responsible for assisting the Director in the provision of administrative and supervisory duties pertaining to the streets/drainage, facilities/ grounds and fleet maintenance services. Employee is required to perform all similar or related duties. Assists with the supervision and coordination of appropriate required reports to various reporting agencies such as TCEQ and FEMA concerning department activities. Employee is accountable for the quality and quantity of work done by forty-three (43) full-time subordinates and assures the accomplishment of the assigned work in the prescribed manner. Employee is Also assist with the coordination the preparation and presentation of the annual department budget. Employee is required to perform other all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Public Facilities Director

Qualifications: Position requires Associate Degree, and at least seven to ten (7-10) years prior work experience with at least three(3) years in supervisory capacity; 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.

For More Information Contact:

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

Or Call:

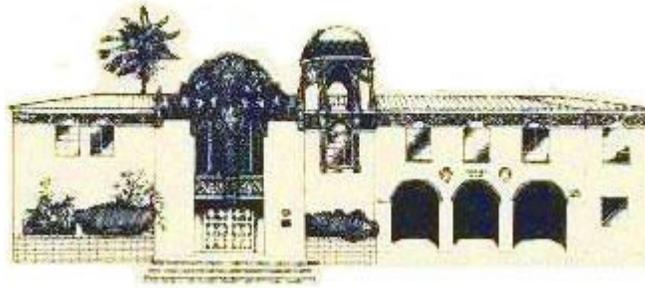
(956) 968-3181

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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Wastewater Plant Operator III (Non-EXEMPT)	EEOC Occupation Classification: Operatives	Public Utilities Department Job No. 1366	Salary Range: *D.O.E.	Deadline: Open till Filled
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JOB SUMMARY:

Employee is responsible for properly operation, monitoring, and maintaining the city’s wastewater treatment plant system. Under close supervision, the employee monitors process control equipment essential to the operation of a wastewater treatment, disposal, and reclamation facility. Duties involve considerable bending, lifting, digging, carrying, walking, climbing, lifting, pulling and managing equipment and objects. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Wastewater Plant Lead Operator

Qualifications: A High School Diploma or GED Certificate. Employee must have a valid Texas Driver’s License (Class C) is required with satisfactory driving record. A Class “B” Wastewater Treatment 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: Employee works in well light office as well as outdoors to oversee all Wastewater Plant activities. The employee will work in all weather conditions and must be prepared to work in both extreme heat and cold. 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. The employee will handle potentially dangerous materials and must ensure that all activities are completed in a safe and efficient manner.

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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Weslaco, TX 78596

Or Call:

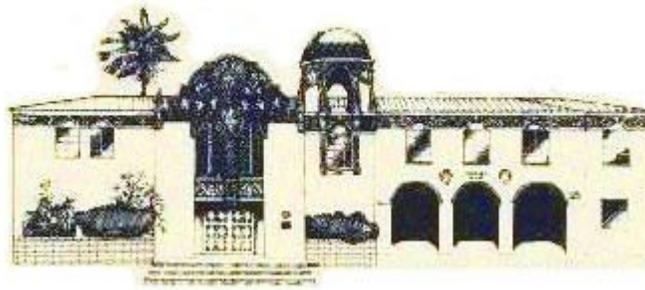
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JOB OPPORTUNITIES**

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JOB ANNOUNCEMENT

Position Title: Wastewater Plant Operator I (NON-EXEMPT)	EEOC Occupation Classification: Operatives	Public Utilities Job No. 1374	Salary Range: *D.O.E.	Deadline: Open until Filled
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JOB SUMMARY:

Employee is responsible for properly operating, monitoring, and maintaining the city’s wastewater treatment plant system. Under close supervision, the employee monitors process control equipment essential to the operation of a wastewater treatment, disposal, and reclamation facility. Duties involve considerable bending, lifting, digging, carrying, or walking with little chance for variety, and/or using equal to lifting 25-50 pounds; occasionally will be lifting 50-100 pounds. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Wastewater Plant Lead Operator

Qualifications: A High School Diploma or GED Certificate. Employee must have a valid Texas Driver’s License (Class “C”) is required with satisfactory driving record. Must be able to obtain Class “D” Wastewater Treatment License issued by the Texas Commission on Environmental Quality (TCEQ) within one (1) year of employment and also upgrade to a Class “C” Wastewater Treatment license issued by TCEQ within three (3) years of employment.

Work Conditions: Employee works in a well light office as well as outdoors to oversee all Wastewater Plant activities. The employee will work in all weather conditions and must be prepared to work in both extreme heat and cold. Employee may be required to work beyond normal shift hours at nights and/or weekends, holidays, and whenever needed on any rotating shift in response to emergency situations. The employee will handle potentially dangerous materials and must ensure that all activities are completed in a safe and efficient manner.

COMPENSATION AND BENEFITS

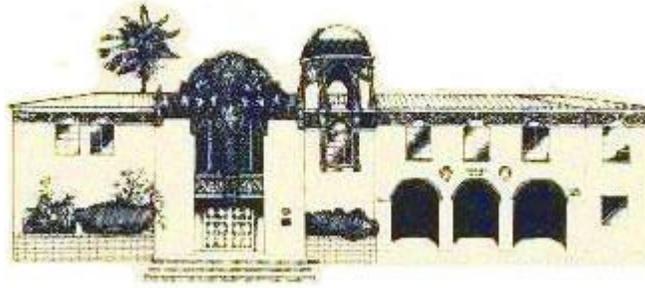
Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave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

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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Water Plant Operator I (NON-EXEMPT)	EEOC Occupation Classification: Operatives	Public Utilities Job No. 1378	Salary Range: *D.O.E.	Deadline: Open until Filled
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JOB SUMMARY:

Employee is responsible for properly operating, monitoring, and maintaining the city’s water treatment plant system. Under close supervision, the employee monitors process control equipment to purify and clarifier water for human consumption and for industrial use. Duties involve considerable bending, lifting, digging, carrying, or walking with little chance for variety, and/or using equal to lifting 25-50 pounds; occasionally will be lifting 50-100 pounds. The delivery of safe clean water is vital to the safety and health of the community. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Water Plant Lead Operator

Qualifications: A High School Diploma or GED Certificate. Employee must have a valid Texas Driver’s License (Class “C”) is required with satisfactory driving record. Must be able to obtain Class “D” Surface Water Treatment license issued by the Texas Commission on Environmental Quality (TCEQ) within one (1) year of employment and also upgrade to a Class “C” Surface Water Treatment license issued by TCEQ within three (3) years of employment.

Work Conditions: Employee works in a well light office as well as outdoors to oversee all Water Plant activities. The employee will work in all weather conditions and must be prepared to work in both extreme heat and cold. Employee may be required to work beyond normal shift hours at nights and/or weekends, holidays, and whenever needed on any rotating shift in response to emergency situations. The employee will handle potentially dangerous materials and must ensure that all activities are completed in a safe and efficient manner.

COMPENSATION AND BENEFITS

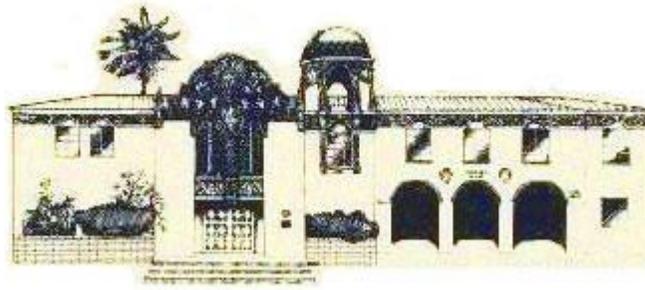
Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave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

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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Wastewater Collection Operator I <small>(NON-EXEMPT)</small>	EEOC Occupation Classification: Operatives	Public Utilities Job No. 1381	Salary Range: *D.O.E.	Deadline: Open until Filled
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JOB SUMMARY:

Employee is responsible for the operations, maintenance, construction and repair of the City’s wastewater collection system with the use of heavy equipment such as a backhoe, front end loader, dump truck and similar equipment. Duties involve considerable bending, lifting, digging, carrying, or walking with little chance for variety, and/or using equal to lifting 25-50 pounds; occasionally will be lifting 50-100 pounds. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Supervisor

Qualifications: A High School Diploma or GED Certificate. Employee must have a valid Texas Driver’s License (Class “B”) is required with satisfactory driving record and a Class “I” Wastewater Collection License issued by the Texas Commission on Environmental Quality (TCEQ). And one to three (1-3) years of experience in the operation and maintenance of a collection system (sewer); or any equivalent combination of training

Work Conditions: Employee works in a well light office as well as outdoors to oversee all Wastewater Plant activities. The employee will work in all weather conditions and must be prepared to work in both extreme heat and cold. Employee may be required to work beyond normal shift hours at nights and/or weekends, holidays, and whenever needed on any rotating shift in response to emergency situations. The employee will handle potentially dangerous materials and must ensure that all activities are completed in a safe and efficient manner.

COMPENSATION AND BENEFITS

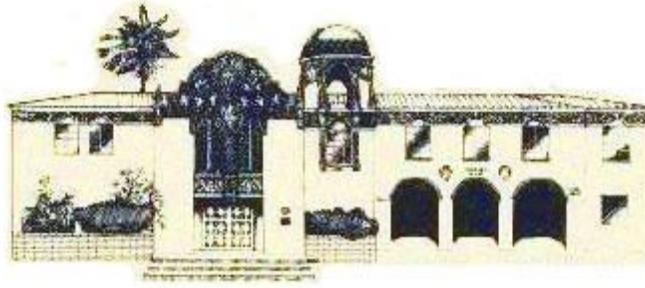
Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave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

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CITY OF WESLACO
JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Meter Reader (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	Public Utilities Department Job No. 1382	Salary Range: \$10.00	Deadline: Open until 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 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:

Reports to 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 a valid Texas Driver’s License are required. A Class “D” 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

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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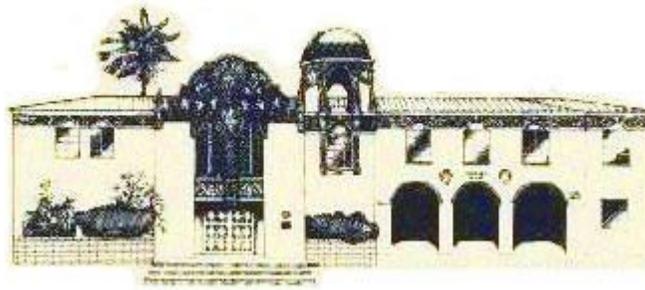
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JOB OPPORTUNITIES**

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JOB ANNOUNCEMENT

Position Title: (2) Water Plant Operator II (NON-EXEMPT)	EEOC Occupation Classification: Operatives	Public Utilities Job No. 1383 Job No. 1384	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for properly operating, monitoring, and maintaining the city’s water treatment plant system. Under close supervision, the employee monitors process control equipment to purify and clarifier water for human consumption and for industrial use. Duties involve considerable bending, lifting, digging, carrying, or walking with little chance for variety, and/or using equal to lifting 25-50 pounds; occasionally will be lifting 50-100 pounds. The delivery of safe clean water is vital to the safety and health of the community. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Water Plant Lead Operator

Qualifications: A High School Diploma or GED Certificate. Employee must have a valid Texas Driver’s License (Class “C”) is required with satisfactory driving record. Must have a Class “C” Surface Water Treatment license issued by the Texas Commission on Environmental Quality (TCEQ).

Work Conditions: Employee works in a well light office as well as outdoors to oversee all Water Plant activities. The employee will work in all weather conditions and must be prepared to work in both extreme heat and cold. Employee may be required to work beyond normal shift hours at nights and/or weekends, holidays, and whenever needed on any rotating shift in response to emergency situations. The employee will handle potentially dangerous materials and must ensure that all activities are completed in a safe and efficient manner.

COMPENSATION AND BENEFITS

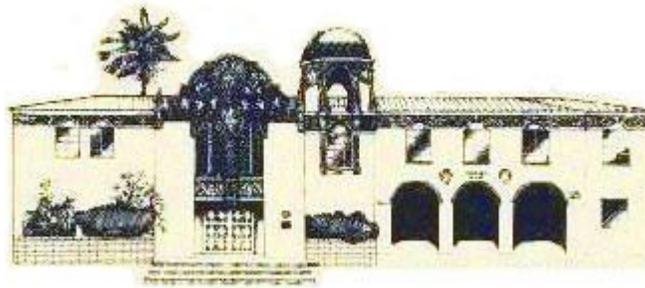
Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave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

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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Wastewater Plant Operator IV (Non-EXEMPT)	EEOC Occupation Classification: Operatives	Public Utilities Department Job No. 1385	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for properly operation, monitoring, and maintaining the city’s wastewater treatment plant system. Under close supervision, the employee monitors process control equipment essential to the operation of a wastewater treatment, disposal, and reclamation facility. Duties involve considerable bending, lifting, digging, carrying, or walking with little chance for variety, and/or using equal to lifting 25-50 pounds; occasionally will be lifting 50-100 pounds. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Wastewater Plant Lead Operator

Qualifications: A High School Diploma or GED Certificate. Employee must have a valid Texas Driver’s License (Class “C”) is required with satisfactory driving record. Must have a Class “A” Surface Water Treatment license issued by the Texas Commission on Environmental Quality (TCEQ).

Work Conditions: Employee works in well light office as well as outdoors to oversee all Wastewater Plant activities. The employee will work in all weather conditions and must be prepared to work in both extreme heat and cold. 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. The employee will handle potentially dangerous materials and must ensure that all activities are completed in a safe and efficient manner.

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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Human Resources Department
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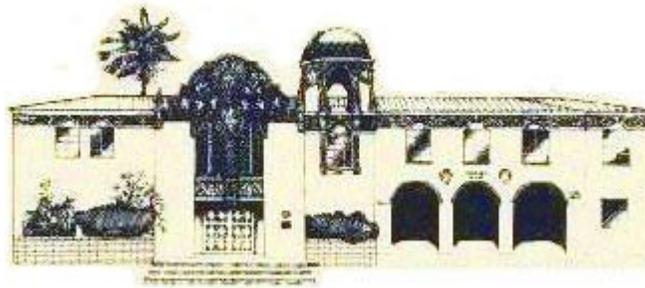
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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Administrative Aid (EXEMPT)	EEOC Occupation Classification: Administrative Support Workers	Public Facilities Job No. 1386	Salary Range: D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee will oversee the administrative and clerical staff of the Public Utilities Department. Work involves interacting with staff, the general public, and other departments to provide customer service, and ensure for the efficient operation of the department. Assist the Director in the preparation and administration of the department’s operating budget. Serves as the department’s records management liaison. Maintains Texas Commission on Environmental Quality files. Keeps reports on the City’s water and sewer treatment plants (DMR’s, MER’s and MOR’s). Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Director of Public Utilities.

Qualifications: Position requires an Associates Degree and three to five (3-5) years of prior work experience in an office setting; 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: Must have a valid 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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