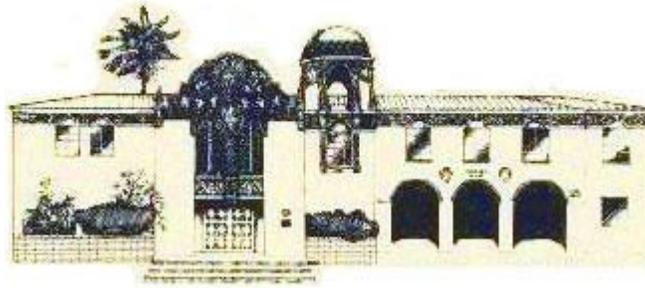


List of job announcement(s):

	Position Title	Job No.
1	Wastewater Plant Operator III - (Non-EXEMPT)	1366
2	Wastewater Plant Operator I - (NON-EXEMPT)	1374
3	Water Plant Operator I (NON-EXEMPT)	1378
4	Wastewater Collection Operator I - (NON-EXEMPT)	1381
5	Water Wastewater Foreman (EXEMPT)	1380
6	Laborer - (NON-EXEMPT)	1390
7	Clerk I (NON-EXEMPT)	1393
8	Public Information Officer (EXEMPT)	1397



**CITY OF WESLACO
JOB OPPORTUNITIES**

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For application instructions Visit Our Web Site: www.weslacotx.gov
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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:

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

Or Call:

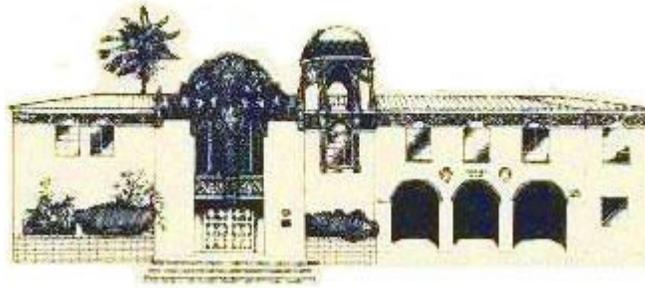
(956) 968-3181

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Email: hro@weslacotx.gov

***Depending on Experience**

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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

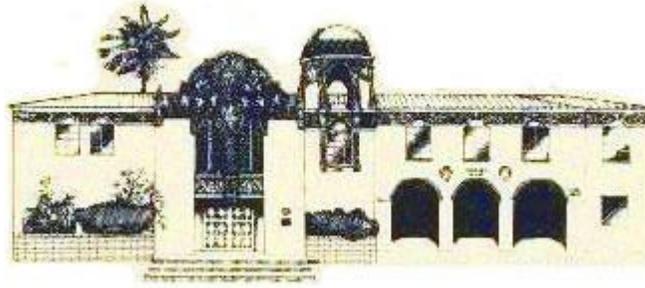
Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave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

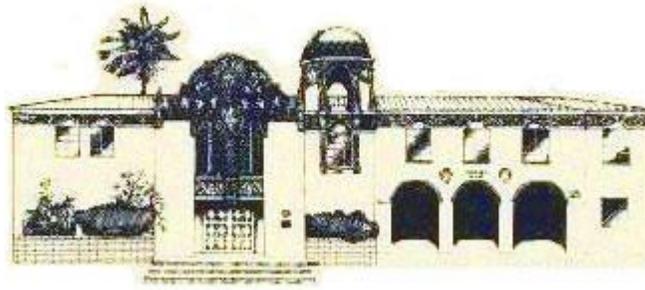
Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave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

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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Wastewater Collection Operator I (NON-EXEMPT)	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

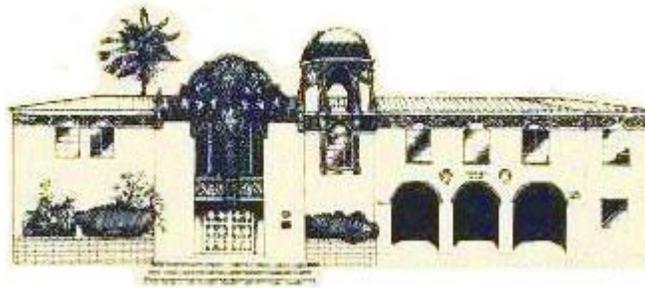
Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave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

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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: 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.

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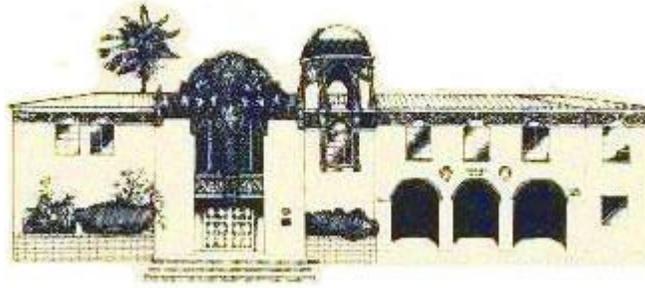
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CITY OF WESLACO

JOB OPPORTUNITIES

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JOB ANNOUNCEMENT

Position Title: Laborer (NON-EXEMPT)	EEOC Occupation Classification: Laborers & Helpers	Public Facilities Job No. 1390	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 trees, wires, cars, and personal property and fellow workers. Attends training sessions as required to maintain abreast of updates or changes in occupational safety requirements. Preforms 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 a valid Texas Driver’s License.

Qualifications: Position requires a High School Diploma or equivalent and one (1) year 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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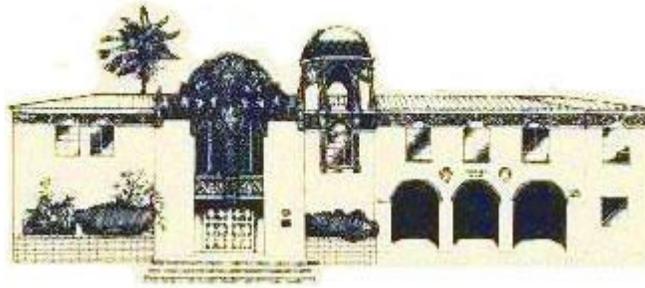
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**CITY OF WESLACO
JOB OPPORTUNITIES**

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JOB ANNOUNCEMENT

Position Title: Clerk I (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	Public Facilities Job No. 1393	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for providing administrative and clerical support to ensure efficient department operations including the maintenance of financial, personnel and other official department records for the staff of the Public Facilities Department. Work involves interacting with staff, the public and other City departments to ensure for the efficient operation of the department. Monitors the department's 2-way radio. Will assist the General Service Coordinator as required. Employee is required to perform all similar or related duties as required.

REPORTING RELATIONSHIP:

Reports to General Services Coordinator

Special Requirements: Must have a valid Texas Driver's License.

Qualifications: High School Degree or equivalent with one (1) year office 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. Bilingual and proficient in both Spanish and English preferred but not required. Purchasing experience desired but not 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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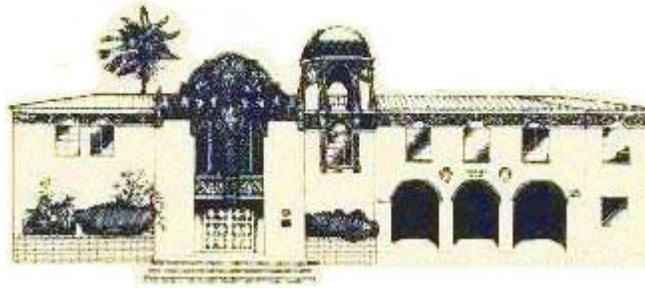
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CITY OF WESLACO

JOB OPPORTUNITIES

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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.

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