

**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: Director of Finance (EXEMPT)</b>	<b>EEOC Occupation Classification: Management</b>	<b>Finance Department Job No. 1160</b>	<b>Salary: Negotiable (DOQ)</b>	<b>Deadline: Open Until Filled.</b>
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**JOB SUMMARY:**

Primarily responsible for the financial administrative operations of the City of Weslaco. These operations include, but are not limited to the following: budgeting, financial planning, financial accounting, payroll accounting, cash management, debt management, bank relations, bond rating agencies, and fixed asset accounting. Responsible for financial reporting and communicating financial performance and forecasts to multiple audiences, with a responsibility to citizens and taxpayers to provide transparent accountability for use of public funds.

**REPORTING RELATIONSHIP:**

Reports to City Manager

**EDUCATION:**

Requires Bachelor of Arts in Accounting, Finance, or Business Administration. Certified Public Accountant Preferred (CPA).

**EXPERIENCE:**

Three (3) years of progressively responsible financial management experience required in a municipal government.

**SPECIAL REQUIREMENTS:** Certification by Governmental Financial Officers Association of Texas (GFOAT) required within three (3) years of appointment. This is a security sensitive position.

**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 Ave.  
Weslaco, TX 78596

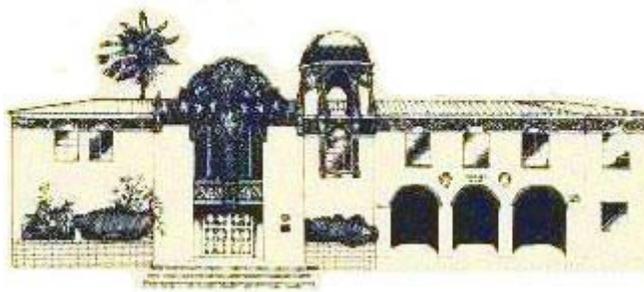
**Or Call:** (956) 968-3181 ext. 3139

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**HR POSTED-9/4/12**



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## JOB ANNOUNCEMENT

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<b>Position Title:</b> Director/City Engineer (EXEMPT)	<b>EEOC Occupation Classification:</b> Officials & Managers	<b>Planning Department Job No. 1214</b>	<b>Salary Range:</b> D.O.E.	<b>Deadline:</b> Open Until Filled.
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**JOB SUMMARY:**

The City Engineer is responsible for engineering design and construction of water, wastewater, streets, and drainage systems. Engineering overview, technical review, and approval for development projects such as plan review and inspection of both privately funded public improvements and City, state, or federally funded public improvements. Review subdivision plats and subdivision construction documents. Assist in the preparation of plans and specifications and in the public bidding, project monitoring, and review process for public works construction projects. Review of work done by outside firms, including design, contract specifications, bid tabulations, and recommendations. Preliminary and final engineering design, surveying, and construction management of water, wastewater, street, and drainage system projects. Engineering overview and technical support for grant applications.

**REPORTING RELATIONSHIP:**

Reports to City Manager

**Qualifications:** The Engineer shall have a minimum of three (3) years experience as a Civil Engineer specializing in municipal city engineering; Must have a Bachelors Degree and be registered with the Texas Board of Professional Engineers.

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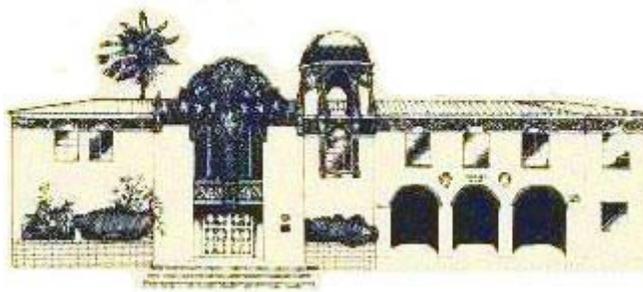
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## JOB ANNOUNCEMENT

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<b>Position Title:</b> <b>Water &amp; Sewer Superintendent</b> (EXEMPT)	<b>EEOC Occupation Classification:</b> <b>Officials and Managers</b>	<b>Public Utilities Department</b> <b>Job No. 1216</b>	<b>Salary Range:</b> <b>D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled.</b>
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**JOB SUMMARY:**

Responsible for the six (6) functional areas of the Water and Sewer Division of the Public Utilities Department. The position is responsible for overseeing the capital planning and funding including infrastructure improvements and the management of construction projects. The position is accountable for the direction and success of programs accomplished through ten (10) full-time employees. Supervises and coordinates activities of workers engaged in installing, maintaining, repairing, and servicing water distribution and sewage facilities; Assigns work activities to crewmembers concerned with excavating and backfilling trenches and culverts, installing, repairing, and replacing water and sewer mains, joining and caulking pipeline, repairing valves and hydrants, drilling and installing taps in mains.

**REPORTING RELATIONSHIP:**

Reports to Public Utilities Director

**Qualifications:** Ability to deal with the public on a daily basis in a professional and tactful manner. A High School Diploma or GED Certificate is required. Associates degree with five to seven (5-7) years of 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. Must have valid Texas Drivers License.

**Special Requirements:** Class B Water and Sewer Treatment Operators Licenses. Working knowledge of state (T.C.E.Q.) and federal (E.P.A) compliance regulations.

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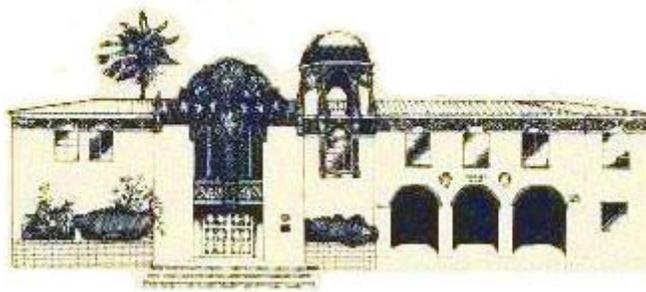
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**JOB ANNOUNCEMENT**

<b>Position Title:</b> Water Distribution Operator <small>(NON-EXEMPT)</small>	<b>EEOC Occupation Classification:</b>  Operators	<b>Public Utilities Job No. 1223</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**

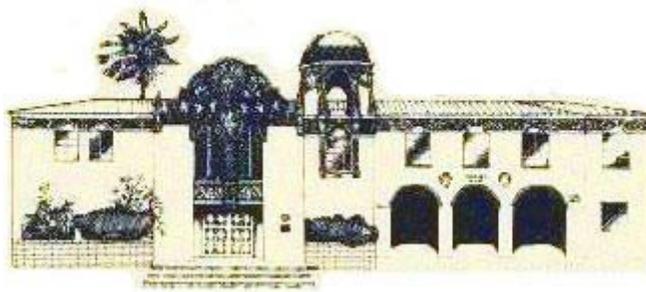
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**JOB ANNOUNCEMENT**

<b>Position Title:</b> Laborer (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> Laborers & Helpers	<b>Public Facilities Job No.</b> 1220	<b>Salary Range:</b> D.O.E.	<b>Deadline:</b> Open Until Filled
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**JOB SUMMARY:**

Employee is responsible for the provision of semi-skilled manual work in the maintenance, construction and repair of City property (street, sidewalks, grounds, parks and trees) and the completion of a wide range of public works projects. Employee is required to perform all similar or related duties.

**REPORTING RELATIONSHIP:**

Reports to Foreman

**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**

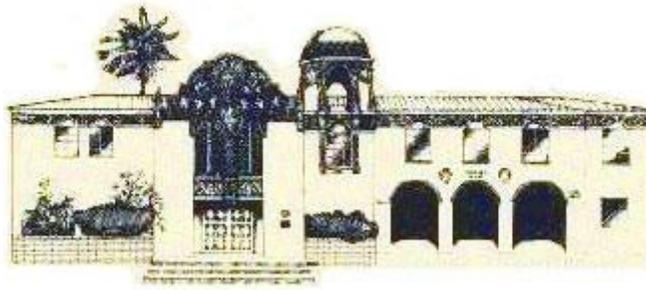
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**JOB ANNOUNCEMENT**

<b>Position Title:</b> <b>Communications Officer/ Dispatcher</b> <b>(NON-EXEMPT)</b>	<b>EEOC Occupation Classification:</b> <b>Administrative Support Workers</b>	<b>Police Department Job No. 1224</b>	<b>Salary Range:</b> <b>\$13.00</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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**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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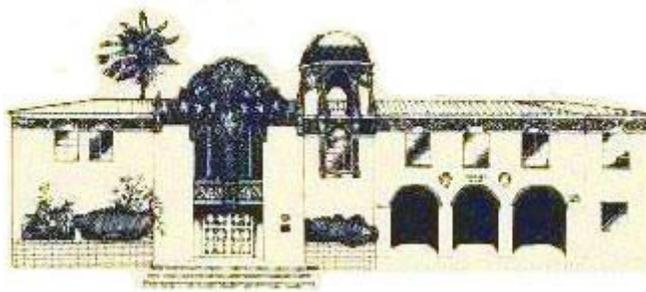
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**JOB ANNOUNCEMENT**

<b>Position Title:</b> Meter Reader (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> Administrative Support	<b>Public Utilities Job No.</b> 1225	<b>Salary Range:</b> D.O.E.	<b>Deadline:</b> 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. Reads and interprets data from water meters. Attends 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 as required.

**REPORTING RELATIONSHIP:**

Reports to Superintendent

**Qualifications:** A High School Diploma or GED Certificate is required. A minimum of one to three (1-3) year experience in the operation of heavy equipment; or any equivalent combination of education, training and experience. A valid Class C Texas Drivers License is required. Must have valid Texas Drivers License.

**COMPENSATION AND BENEFITS**

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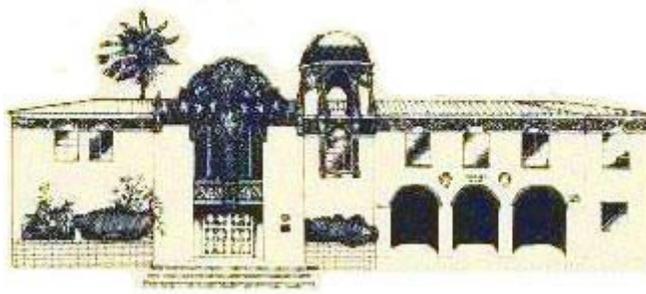
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## JOB ANNOUNCEMENT

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<b>Position Title:</b> <b>PT Circulation Clerk</b> <b>(NON-EXEMPT)</b>	<b>EEOC Occupation</b> <b>Classification:</b> <b>Administrative Support</b>	<b>Library</b> <b>Job No. 1226</b>	<b>Salary Range:</b> <b>\$7.50 hour</b>	<b>Deadline:</b> <b>Oct. 1, 2012</b>
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**JOB SUMMARY:**

Employee will assist patrons with questions or concerns. Calls patrons with over due books. Files applications; answers phones. Calls for assistance with building maintenance problems. Assists with monthly reports. Assists with the Theater Complex programming and maintenance. Operates a cash register to collect fines and fees. Helps patrons with copy machine and scanning documents. The employee is expected to be familiar with or willing to be trained for shelving, materials check-out and check-in and other basic library functions. Special committee work as assigned, including but not limited to shelving, webpage or other interdivisional task or focus committees that may be created from time to time. Assists in planning and executing Summer Reading. Employee is required to perform all similar or related duties as required.

**REPORTING RELATIONSHIP:**

Reports to Asst. Library Director

**Qualifications:** A High School Diploma or GED Certificate is required. A minimum of one (1) year 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. Must have a valid Texas Driver's License.

### COMPENSATION AND BENEFITS

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