



**CITY OF WESLACO  
JOB OPPORTUNITIES**

**Applications are being accepted for the following full-time positions. A complete description of a listed position is available at the Human Resources Department at 956-968-3181, Ext. 3139.**

**ANNOUNCEMENT FOR ALL APPLICANTS (External)**

<b>Skilled Laborer</b>	<b>Job No. 1116</b>	<b>Public Utilities</b>	<b>Salary: DOE*</b>	<b>Deadline: Until Filled.</b>
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Responsible for checking and insuring continuous operation of water and wastewater lines within the City of Weslaco. Repairs water and sewer lines. Removes sludge from pipes, and unplugs sewer lines. Maintains and repairs manholes. Cleans and greases pumps. Adds chemicals when necessary and in accordance with all federal, state, and local requirements. Maintains (mowing and trimming) around fire hydrants. Installs water meters and makes water taps. Is responsible for operation, safety and maintenance up-keep of machinery. Performs other job related tasks as required and/or assigned. Position requires a safety individual with manual dexterity and mechanical skills. The successful individual must be capable of following specific instructions from supervisor. Must have a high school diploma or a G.E.D. Certificate. This schedule consists of 40 hours per week, some overtime is required. Continuously works outdoors in all types of weather. The work requires strength and agility. Class B - CDL drivers license-preferred. 2 years of actual truck driving experience.

<b>Executive Assistant</b>	<b>Job No. 1130</b>	<b>City Manager Office</b>	<b>Salary: DOE*</b>	<b>Deadline: Until Filled</b>
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Employee is responsible for performing administrative and clerical duties for the City Manager. Employee has access to City-wide confidential information, including personnel files, collective bargaining documents, law sites, criminal investigations and records, client records and department records. Makes travel arrangements; maintains appointment schedules and calendars for the City Manager and Municipally- elected officials. Composes memorandums and letters for the City Manager. Maintains and updates files and records and contact list. Prepares Municipal Court Motions and Court Orders to Dismiss for the City Attorney and municipal judge signature. Position requires an Associate's Degree (Bachelor degree preferred) and five to seven (5-7) years of office experience in an executive office; 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.

<b>Dispatcher</b>	<b>Job No. 1133</b>	<b>WESLACO PD</b>	<b>Salary: \$13.00 hr</b>	<b>Deadline: Until Filled.</b>
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Monitors 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. A High School Diploma or GED Certificate and a valid Texas Driver's License are required.

<b>Building Inspector (Electrical)</b>	<b>Job No. 1137</b>	<b>Planning &amp; Code Enforcement</b>	<b>Salary: DOE*</b>	<b>Deadline: Until Filled.</b>
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This is a position dealing directly with the public. Conduct and document cross-connection inspections; conducting electrical inspections for new construction in residential one and two-family dwellings; low rise projects; and commercial construction; inspecting electrical fitting installations during construction; examining completed installation for workmanship and use of proper materials' assisting and advising electrical contractors and others regarding regulations; ensuring projects adhere to accepted trade standards and applicable codes and regulations; identifying and recommending solutions consistent with code requirements for filed conditions which impact on construction plans and inspecting cross-connection devised in new and existing installations and plan reviews. Individual must be dependable and have good interpersonal skills and be able to successfully communicate with the general public and city staff in a courteous and professional manner on a daily basis. Position requires a High School Diploma or GED Certificate and a Master Electrician License, Texas State Electrical Inspectors License and 10 years of/or electrical construction experience and/or electrical construction code inspections or enforcement. Prefer certification in cross-connection device inspections. Must complete a background check. A valid Texas Drivers License is required. Involves a variety of physical demands (standing, walking, stooping, bending and driving.) Moderate lifting is required..

<b>Laborer</b>	<b>Job No. 1140</b>	<b>Public Facilities</b>	<b>Salary: DOE*</b>	<b>Deadline: Until Filled.</b>
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The employee will operate department equipment and vehicles such as a lawn mower and hand tools in the completion of a wide range of manual labor projects such as brush cutting, patching pot holes, grass mowing, installation and maintenance of signs, 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 perform public works related tasks around trees, works, cars, and personal property and fellow workers. 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. Must have a valid Driver's License.

<b>Public Facilities Clerk</b>	<b>Job No. 1141</b>	<b>Public Facilities</b>	<b>Salary: DOE*</b>	<b>Deadline: Until Filled.</b>
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The employee will be responsible for the maintenance of manual and electronic records. Screens telephone calls and answers questions from the public and other department personnel, provides information and explanation regarding each department operations, regulations, policies, and procedure; refers calls to staff for appropriate response. Produces quality correspondence and other routine documents, memos, vouchers, requisitions, bid documents and contract documents. Assists with tracking pending department issues and pending deadlines. Assists staff, public and other departments in furnishing information to resolve problems; processes and maintains department financial records and all department records. Contacts vendors doing business with the department concerning pricing, billing and purchase orders. Monitors the department's 2-way radio. Performs duties of Administrative Assistant as required. Position requires a High School Diploma or equivalent and one (1) year(s) of prior work experience; or any equivalent combination of education, training and experience.

**\*Depending on Experience**