



**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. 1148</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. 2 years of actual truck driving experience. Class D or C distribution or Class I or II Collections.

<b>Staff Attorney</b>	<b>Job No. 1107</b>	<b>City Manager</b>	<b>Salary: Negotiable</b>	<b>Deadline: Until Filled.</b>
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The Staff Attorney works under the administrative direction of the City Manager and is required to attend all City Commission Meetings. The Staff Attorney provides legal consultation to the City Commission and to Administration in all matters pertaining to the business of the City and may represent the City in all actions brought by or against the City or against City officials in their official capacity. Must be available for consultation with City staff either in person or by telephone; must have thorough knowledge of municipal law, ability to review and draft City Ordinances, Resolutions, and Contracts, as required. Staff attorney is responsible for the training of administration in legal matters. Duties require the exercise of extensive independent judgment as the ultimate legal authority for the City. Must have knowledge of organizations, duties, powers, limitations and authority of City government, Texas codes and principals of administration and constitutional law and methods of legal research. Must have knowledge of purposes and functions of governmental agencies, boards, commissions and other

governmental bodies, principles and practices of personnel policies implementation, planning, code enforcement, zoning, and economic development (4-A, 4-B) regulations. Must be able to analyze and apply legal principals, facts and precedents to legal problems. Present laws, facts and arguments clearly and logically in written and oral form. Position requires at least ten (10) years of municipal experience and a Jurisprudence Doctor Degree from an ABA accredited law school; be licensed by and be a member of the State Bar of Texas and must maintain it as a condition of continued employment.

<b>Meter Reader</b>	<b>Job No. 1151</b>	<b>Public Utilities</b>	<b>Salary: D.O.E.*</b>	<b>Deadline: Until Filled</b>
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Responsible for reading and recording residential and commercial water meters. Responsible for connecting and disconnecting water service. Assists in repairing water breaks, meter leaks, and meter boxes. Maintains accurate daily records on meter readings. Customer service inspection. 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 is required. One to two (1-2) years experience in Meter Reader preferred. 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.

**\*Depending upon Experience**

<b>Part Time Library Clerk</b>	<b>Job No. 1150</b>	<b>Library</b>	<b>Salary: \$7.40 hr.</b>	<b>Deadline: Until Filled</b>
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Responsible for customer service. Helps out with basic library maintenance, other general programming, and other duties. May assist across divisions as needed. Some cleaning and custodial work may be required as well. Must be polite, warm, and enthusiastic to assist all types of customers. Must be literate and willing to learn new tasks. Must have flexible availability and a reliable means of transportation. Bilingual preferred.

<b>Laborer</b>	<b>Job No. 1156</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.

**\*Depending on Experience**

<b>Chief of Police</b>	<b>Job No. 1152</b>	<b>Weslaco Police Dept.</b>	<b>Salary: Negotiable</b>	<b>Deadline: Until Filled.</b>
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The Chief of Police is an at-will appointed position, not covered by civil service regulations or the collective bargaining agreement between the City of Weslaco and its police officers.

**Minimum Requirements:**

To be appointed to the position of Chief of Police, an applicant must:

- 1) be eligible for certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) at the intermediate level or its equivalent as determined by that commission;
- 2) have served as a bona fide law enforcement officer for at least five years, 10 years preferred and;
- 3) have a High School Diploma, Bachelor's degree preferred.

**Process:**

If interested submit your application to Human Resource Department along with the supporting documentation regarding qualifications pursuant to §143.013 of the Texas Local Government Code and Article V, §21 of the Weslaco City Charter, the selection of Chief of Police requires appointment by the City Manager.

Interested persons should submit their applications as soon as possible if interested in this position.

**COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System; Workers Compensation; Vacation/Sick Leave; 11 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

**Or 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.

<b>Temporary Full Time Clerk</b>	<b>Job No. 1157</b>	<b>Planning</b>	<b>Salary: \$8.00 hr.</b>	<b>Deadline: Until Filled.</b>
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Provide clerical support to the Planning and Code Enforcement Department. Will answer incoming calls, assist with the filing, and assist with the issuing of permits. The ability to use a typewriter, 10 key calculator, and other general office equipment. Able to deal with the public and city personnel on a professional and tactful manner. Individual must be computer literate with preference in using Microsoft Word and Excel. Experience in an administrative support and/or a certification from a vocational or business training program is preferred. A High School Diploma or GED Certificate is required. Bilingual a plus.

<b>Reference Specialist</b>	<b>Job No. 1158</b>	<b>Library</b>	<b>Salary: DOE*</b>	<b>Deadline: Until Filled.</b>
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The employee speaks with and assists any patrons visiting the Library in location information of all types in all different forms and from a multitude of resources. Educates patrons in the retrieval and interpretation of information and information resources. Manages database records of books loaned to and from distant libraries. Follows up with these materials to insure return. Creates marketing devices such as flyers, websites, and press releases to attract attention and inform the public of events or programs. Following weeding and planning, research is done to select items which meet the collection development strategy and grow the quality of the library's collection. Education: Bachelors Degree is strongly preferred and a minimum of 1 year relevant 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 Driver's License.

**\*Depending on Experience**