

EMPLOYMENT OPPORTUNITIES

OPEN AS OF: March 12, 2010



Human Resources Department
 Memorial Auditorium
 1300 7th Street, Wichita Falls, TX 76301
 Room 100

EMAIL: hr@wichitafallstx.gov
 PHONE: (940)761-7615
 FAX: (940)761-7613

Job Title	Position Type	Department	Beginning Salary	Ending Salary	Job Closing Date	Additional Information
Administrative Clerk	Regular Full Time	Finance	20,179.90	30,702.88	03/24/2010	<p>The purpose of this position is to provide complex clerical support to a division. This is accomplished by greeting and referring customers and callers, taking messages, answering questions and providing assistance and information, processing requests for services, preparing reports and payment requests, maintaining budget information, and completing related clerical tasks. Additional duties include processing documents, payments and invoices, entering data, maintaining inventories, opening and distributing mail, interacting with customers and vendors, filing, and maintaining department records.</p> <p>Applicant must be proficient in Excel, Word, 10-key skills, and type 40 wpm</p>
<p>The purpose of this position is to perform a variety of general maintenance work which contributes to the upkeep and care of the parks, buildings and facilities. This is accomplished by maintaining the appearance and safety of the grounds; cleaning in and around all buildings and areas, ensuring the readiness for play of the athletic fields; maintaining the appearance and safety of the playground and picnic areas; maintaining the cleanliness of the grounds and facilities; maintaining the safe and efficient operation of equipment; and completing related work as assigned.</p>						
Cemetery Maintenance Worker- Summer	Temporary Full-Time	Cemetery	\$9.152 HRLY		03/22/2010	<p>Applicant must possess a valid Texas Class C Driver's License.</p>
Equipment Operator	Regular Full Time	Landfill	21,390.72	32,547.84	03/14/2010	<p>The purpose of this position is to perform skilled maintenance, construct and/or maintain city owned or operated facilities, operate equipment and assist crews in the field in a variety of maintenance work which contributes to the upkeep and care of the grounds, water utilities, landfill, streets, and other property. This is accomplished by operating light and heavy equipment, ensuring equipment and materials are sufficient, and repairing and maintaining equipment. Other duties include assisting other departments with miscellaneous projects and special events.</p> <p>Applicant must be able to obtain a valid Texas Class A - Endorsement N - Driver's License within 60 days of employment.</p>
<p>The purpose of this position is to perform a variety of maintenance or construction work which contributes to the daily tasks, upkeep, care and maintenance of facilities, streets, and landfills. This is accomplished by maintaining the appearance and safety of the grounds, repairing streets, directing landfill traffic, and maintaining the safe and efficient operation of equipment. Other duties include assisting other departments, setting up areas for special events, and completing related duties as assigned. This position is expected to regularly work in or around bodies of water greater in depth than 4 feet, which may pose hazard, especially in the absence of swimming ability.</p>						
Laborer (CDBG)	Temporary Full Time	Streets	\$8.634 HRLY		03/14/2010	<p>Applicant must possess a valid Texas Class C Driver's License.</p>
Lead Plant Operator	Regular Full Time	Wastewater Treatment	31,356.00	47,711.04	03/14/2010	<p>The purpose of this position is to ensure that wastewater is in compliance with local, state and federal standards. This is accomplished by supervising a shift of operators, monitoring processes and tests, collecting samples and reviewing testing, maintaining proper chemical balances, removing materials in water, operating, calibrating and monitoring equipment, reviewing recording readings and documenting results in spreadsheets or other databases, and monitoring alarms. Other duties include carrying out special tests and completing related work as assigned.</p> <p>Applicant must possess a Class "B" or "A" Wastewater Operator Certification issued by the TCEQ or an equivalent certification from another state required.</p>
<p>The purpose of this position is to enforce swimming regulations and provide life saving services. This is accomplished by observing swimmers, enforcing rules and regulations, providing life saving services, and participating in maintenance of the facility. Other duties include teaching swim lessons, life guarding during rentals, and completing related duties as assigned.</p>						
Lifeguard	Temporary Part Time	Recreation	\$10.284 HRLY		03/29/2010	<p>Applicant must possess CPR and First Aid certifications as well as an American Red Cross or YMCA Lifeguard Certification.</p>

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Lot Mowing Maintenance Worker-Summer	Temporary Full-Time	City Lot Mowing	\$9.152 HRLY		03/22/2010	<p>The purpose of this position is to perform a variety of general maintenance work which contributes to the upkeep and care of the parks, buildings and facilities. This is accomplished by maintaining the appearance and safety of the grounds; cleaning in and around all buildings and areas, ensuring the readiness for play of the athletic fields; maintaining the appearance and safety of the playground and picnic areas; maintaining the cleanliness of the grounds and facilities; maintaining the safe and efficient operation of equipment; and completing related work as assigned.</p> <p>Applicant must possess a valid Texas Class C Driver's License.</p>
MPEC/ Business Park Maintenance Worker-Summer	Temporary Full-Time	Park Maintenance/ MPEC- Business	\$9.152 HRLY		03/22/2010	
Parks Maintenance Worker- Summer	Temporary Full-Time	Parks	\$9.152 HRLY		03/22/2010	<p>The purpose of this position is to perform a variety of general maintenance work which contributes to the upkeep and care of the parks, buildings and facilities. This is accomplished by maintaining the appearance and safety of the grounds; cleaning in and around all buildings and areas, ensuring the readiness for play of the athletic fields; maintaining the appearance and safety of the playground and picnic areas; maintaining the cleanliness of the grounds and facilities; maintaining the safe and efficient operation of equipment; and completing related work as assigned.</p> <p>Applicant must possess a valid Texas Class C Driver's License.</p>
Recreation Leader/Track	Temporary Part Time	Recreation	\$11.556 HRLY		03/31/2010	
Recreation Supervisor/Track	Temporary Part Time	Recreation	\$13.045 HRLY		03/31/2010	<p>The purpose of this position is to organize and administer a recreational track and field program for youth. This is accomplished by receiving initial instructions in order to train and supervise participants, track staff, and volunteers in a variety of track and field activities through demonstration training and verbalization. Teaches participants how to exercise & train and how to execute track & field events and meets. Maintains records, reports and is knowledgeable in organizing and running track meets. Notifies parents of participants' progress or any problems. Supervises participants, assistants and volunteers and coordinates meets with other cities.</p> <p>Applicant must possess a current First Aid and CPR certification. Knowledge of track fundamentals and proper instruction techniques desired. Must possess a valid Texas Class C Driver's License.</p>
Swimming Pool Cashier	Temporary Part Time	Recreation	\$9.152 HRLY		03/29/2010	
<p>The purpose of this position is to cashier and provide concession work at the public swimming pool.</p>						<p>Applicant must possess a valid Wichita County Food Handler's Permit.</p>

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Swimming Pool Supervisor	Temporary Part Time	Recreation	\$15.075 HRLY		03/29/2010	<p>The purpose of this position is to be responsible for the seasonal operation and maintenance of the Lucy Park Swimming Pool. This is accomplished by supervising the work of lifeguards and other pool staff. The supervisor inspects and maintains pool facilities. Tests water samples and treats water as necessary to ensure proper health standards. Orders pool and chemical supplies, checks chlorination, filters and pumps for proper operation. Maintains employees' time records, accounts for money received and makes deposits. Conducts First Aid and Safety Drills. Other duties include answering public inquiries, resolving complaints, enforcing pool rules and regulations. Teaches swim classes and supervises rental of the facility.</p> <p>Applicant must possess CPR and First Aid certifications as well as an American Red Cross or YMCA Lifeguard Certification.</p>
Vector Control Worker I	Temporary Part Time	Animal Control	\$10.284 HRLY		03/14/2010	
Water Meter Reader	Regular Full Time	Utility Collections	19,036.16	28,966.08	03/19/2010	<p>The purpose of this position is to abate and control mosquitoes. This is accomplished by the application of insecticides and larvicide's, collection of mosquitoes, and investigations of disease vector complaints. Treats standing water and low areas with lavicide for the control and reduction of mosquito larvae. Operates truck mounted chemical applicators to control adult mosquito population. Places light traps, collects mosquitoes from breeding and resting sites and traps. May investigate vector complaints made by residents. Keeps records of works performed and materials used; assists in the maintenance of assigned equipment.</p> <p>Applicant must possess a valid Texas Class C Driver's License.</p>
WIC Breastfeeding Coordinator	Regular Full Time	WIC Grant	22,674.08	34,503.04	03/14/2010	
WIC Peer Counselor	Temporary Part Time	WIC Grant	\$8.634 HRLY		03/14/2010	<p>The purpose of this position is to read water meters to record consumption. This is accomplished by completing daily routes, reading meters, answering questions from customers, and maintaining meters and automated meter reading devices. Other duties include maintaining vehicles and tools; inspecting meters for water leaks, completing work orders, and assisting with water cutoffs and reconnects.</p> <p>Applicant must be an employee of the Utility Collections Department and possess a valid Texas Class C Driver's License</p>
						<p>The purpose of this position is to oversee the management and activities of the WIC Local Agency Breastfeeding Peer Counselor Program and staff; and actively promote and support breastfeeding among WIC staff and participants, as well as individuals in the community. This is accomplished by encouraging WIC participants to breastfeed their infants; establishing breastfeeding as the natural and optimal way to feed infants; ensuring that breastfeeding is promoted and supported at the local level by peer counselors, as well as all staff. It will also be required to perform outreach activities in support of the WIC Program.</p> <p>Applicant must possess a valid Texas Class C Driver's License.</p>
						<p>The purpose of this position is to counsel new and expectant mothers about the option to nurse as well as benefits toward both mother and baby to all pregnant clients on WIC, and all breastfeeding clients on WIC. To provide adjunctive teaching of classes or talking to WIC breast-feeding mothers on a one-to-one basis regarding breast-feeding problems; Peer Counseling in that we ourselves have experience in nursing in order to be able to assist new and expectant mothers. This is accomplished by teaching clients the benefits of breast feeding, how to breast feed, providing helpful information and correcting misinformation which may prevent a pregnant woman from breast-feeding. Works under the direct supervision of the WIC Program Administrator and breast feeding support staff. Performs other related work as required.</p> <p>Applicant must possess a valid Texas Class C Driver's License.</p>