

EMPLOYMENT OPPORTUNITIES

OPEN AS OF: February 5, 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
911 Call Taker	Regular Full Time	Police	21,390.72	32,547.84	02/12/2010	Available to work any shift that would be required. Texas Class C Driver's License required.
<p>The purpose of this position is to answer emergency and non-emergency multiple lines, gather information, answer questions, and transfer calls to dispatch, the appropriate units, departments or agencies. This is accomplished by answering incoming phones calls, gathering information from callers, entering computerized information, researching general information, transferring calls to dispatch channels, and completing routine general office duties. Additional duties include sending out requested information, giving directions, filing, and submitting inquiries through established databases.</p>						
Attorney I	Regular Full Time	Legal	44,085.60	67,090.40	02/05/2010	
<p>The purpose of this position is to provide mid-level legal services geared towards gang suppression. This is accomplished by working on gang-related civil litigation, such as gang injunctions, in state and federal court; completing special projects for the city attorney and city officials, reviewing and drafting legal documents, and prosecuting criminal gang defendants at the misdemeanor and felony level as a deputized assistant criminal district attorney for Wichita County.</p>						
Concession Worker	Temporary Part Time	MPEC	15,843.36	22,942.40	02/12/2010	Must possess a valid Wichita County Food Handler's Permit or have the ability to obtain a Wichita County Food Handler's Permit.
<p>This is cashiering and concession operation work at the Multi-Purpose Events Center (MPEC) - Exhibit Hall and Bridwell Agriculture Center. Work involves responsibility for preparation of food in the concession area, collection of monies and concession receipts, operation of a concession stand, service of alcoholic beverages, and participating in the maintenance of the facility. Work responsibilities are explained and employees are expected to carry out assigned duties independently. Work is performed under supervision of the Concession Manager or his designee, and is reviewed through observation and verification of cash reports for results obtained. Performs related work as required.</p>						
Lead Plant Operator	Regular Full Time	Wastewater Treatment	31,356.00	47,711.04	02/14/2010	Class "B" or "A" Wastewater Operator Certification issued by the TCEQ or an equivalent certification from another state required.
<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/P Maintenance Technician	Regular Full Time	Wastewater Treatment	24,036.48	36,574.72	02/09/2010	Texas Class C Driver's License required. Applicant must be able to obtain a Class A - Endorsement N - Driver's License.
<p>The purpose of this position is to inspect, maintain and repair equipment and facilities at any or all locations of water and wastewater treatment plants. This is accomplished by inspecting equipment and facilities, completing routine preventive maintenance, generating work orders, ordering equipment, parts and supplies, and researching equipment operation. Other duties include fabricating materials, installing hangers and fixtures, preparing and installing equipment, cleaning and maintaining grounds and facilities, and providing security. 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>						
Park Maintenance Coordinator	Regular Full Time	Park Maintenance	29,032.64	44,179.20	02/12/2010	Applicant must be able to obtain a Class B - Endorsement N - Driver's License within 60 days of hire..
<p>The purpose of this position is to supervise the maintenance of all parks and facilities. This is accomplished by scheduling and assigning tasks to crews, overseeing maintenance of parks, concrete trails, tree areas, public grounds, fountains, vacant city and private lots, ordering and picking up supplies, and scheduling equipment and maintenance. Other duties include working with other departments to complete large tasks or construction projects.</p>						

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Water Distribution Specialist	Regular Full Time	Water Distribution	24,036.48	36,574.72	02/12/2010	<p>The purpose of this position is to assist the department in providing new or upgraded water service, provide information to the public prepare map changes and work orders, determine costs, coordinate the valve program, assists with research, and review plans and ordinances for amendments. This is accomplished by answering inquiries, researching information, completing routine clerical tasks, determining service call charges, preparing work orders, maintaining work records and files, and preparing invoices. Other duties may include completing related clerical functions, acting as backup for payroll and dispatch, and assisting with new personnel training. This position is expected to regularly work in the vicinity of noise, large equipment, dust, and some chemicals used to treat water. 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> <p style="text-align: center;">Applicant must be employed by the City of Wichita Falls. Texas Class C Driver's License required.</p>
Utilities System Worker I	Regular Full Time	Sewer Rehabilitation	21,390.72	32,547.84	02/12/2010	
						<p>The purpose of this position is to maintain the distribution of water and the collection of wastewater. This is accomplished by preparing job sites, installing, cleaning and repairing water and sewer lines; maintaining water and sewer lines, replacing pipes, cleaning and changing meters, cleaning and changing equipment; and cleaning the shop. Other duties include assisting operators and completing related assigned tasks. 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> <p style="text-align: center;">Texas Class C Driver's License required.</p>
Water Meter Mechanic	Regular Full Time	Water Distribution	29,032.64	44,179.20	02/14/2010	<p>The purpose of this position is to test, calibrate, install and repair water meters. This is accomplished by maintaining inventories, disassembling, repairing and testing meters, verifying meters conform to all standards, adding repaired meters to databases, testing large meters on location, and salvaging non-repairable meters. Other duties include working with field crews on special projects. 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> <p style="text-align: center;">Class C Water Distribution License issued by the Texas Commission on Environmental Quality. Texas Class A CDL - Endorsement N - Driver's License required at hire.</p>