



EMPLOYMENT OPPORTUNITIES

OPEN AS OF: January 27, 2012

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	21,819.20	33,205.12	02/06/2012	<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> <p>A preemployment typing speed of 40 wpm is required. Further skills testing will also be required.</p>
Animal Control Officer	Regular Full Time	Animal Control	24,516.96	37,302.72	02/02/2012	
Concession Worker I	Temporary Part Time	MPEC Pool	7.40 Hr		01/30/2012	<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> <p>Must possess both a Wichita County Food Handler's Card and a TABC certification.</p>
Custodian	Temporary Part Time	MPEC Pool	8.80 Hr		02/07/2012	
General Maintenance Worker	Regular Full Time	Streets	20,583.42	31,320.64	02/08/2012	<p>The purpose of this position is to provide custodial care and cleaning of municipal facilities. This is accomplished by sweeping, mopping and buffing floors; cleaning carpet, dusting and cleaning offices, meeting rooms and other work areas; stripping and waxing floors, polishing furniture; collecting and removing waste, washing walls and windows; sanitizing and stocking supplies in restrooms; and may perform minor maintenance (i.e., unstop sinks, toilets, change light bulbs); and reports the need for major repairs. Other duties include securing buildings, performing maintenance on equipment, sweeping sidewalks and removing snow and ice, removing paper and other litter from around buildings.</p> <p>Please mark appropriate availability on application.</p>
MPEC Building Maintenance Worker	Temporary Part Time	MPEC Pool	9.33 Hr		02/06/2012	
<p>The purpose of this position is to construct and maintain city owned or operated facilities which may include streets, alleys, storm water detention and conduits, parking areas, rights of way, easements, water treatment facilities, landfills, airfield, parks and buildings, and to support departments when involved in disaster situations. This is accomplished by reconstructing or constructing streets, alleys, sidewalks, etc., maintaining water and sewer systems, operating equipment, raking asphalt, finishing concrete, operating rollers and mowers, 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. 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>Must possess a valid Texas Commercial Drivers License (Class A-N) when hired. Knowledge of concrete and asphalt work preferred. Ability to operate a dump truck, motor roller, and farm type tractor with attachments preferred. Willing to work with individuals who have asphalt and concrete experience but limited English skills.</p>
<p>The purpose of this position is to perform a variety of activities from maintenance of buildings to setting up for events. This is accomplished by having the ability to deal with people and their concerns. Must be able to lift and carry heavy materials and equipment, deal with livestock, ability to walk on ice and maintain agricultural machinery. Other duties include completing work assignments, painting, plumbing, carpentry and other maintenance task as required.</p>						
<p>Please mark appropriate availability on application</p>						



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MPEC Suite Attendant	Temporary Part Time	MPEC Pool	9.68		01/30/2012	<p>This is customer service work at the Multi Purpose Events Center (MPEC). Responsible for providing all suites VIP's with a positive experience during events. Work responsibilities are explained and employees are expected to carry out assigned duties independently. Work is performed under the supervision of the MPEC Food and Beverage Director. Work is reviewed through verbal reports. Performs related work as required.</p> <p>Must possess both a Wichita County food Handler's Permit and TABC Certification.</p>
Mun Court Warrant Officer	Temporary Part Time	Municipal Court	24,516.96	37,302.72	02/08/2012	
						<p>The purpose of this position is to provide security and protection to the City's Court personnel and visitors of the court by searching all court visitors through the utilization of metal detector equipment, scanning the court premises and facility via video surveillance, identifying possible offenders, standing in court rooms during cases and protecting court funds by transporting to appropriate locations. Other duties include serving warrants, assisting in the apprehension of wanted fugitives, communicating with persons holding knowledge of fugitives' whereabouts, arresting and booking fugitives when appropriate, providing customer service support for the court system and interacting with other City employees and citizens. This position does not provide direction to other employees.</p> <p>Valid Texas Class C Drivers License, Licensed Texas Peace Officer by the Texas Commission on Law Enforcement Standards and Education (TCLEOSE), and Texas Crime Information Center/National Crime Information Center operators Certificate (TCIC/NCIC) within one year of employment as a condition of continued employment.</p>
Pub Safety Dispatch Trainee I	Regular Full Time	Police	21,819.20	33,205.12	02/06/2012	<p>The purpose of this position is to answer emergency multiple lines and radio channels, gather information, answer questions, and dispatch or transfer calls to the appropriate units, departments or agencies. This is accomplished by answering incoming calls, gathering information, entering information and caller comments, researching general information, checking for warrant status, stolen information or other, dispatching the calls, and sending and receiving teletypes. Additional duties include notifying other departments of received requests, and transferring calls to other dispatch agencies or departments.</p> <p>A preemployment typing speed of 40 wpm is required. Further skills testing will also be required. TCIC/NCIC Cert; Basic Telecommunicator/TCLEOSE Certification.</p>
Sanitation Equip Operator I	Regular Full Time	Sanitation	21,819.20	33,205.12	01/27/2012	
						<p>The purpose of this position is to ensure that trash and debris are collected and deposited. This is accomplished by operating sanitation trucks and vehicles, changing out containers, replacing containers, picking up loose trash and materials, maintaining grounds areas, and cleaning dirty containers. Other duties include working on trim crews, directing dumping and transfer traffic and completing related tasks as assigned.</p> <p>Must possess a valid Texas Class A Driver's License - Endorsement N within 60 days of employment.</p>
Scale Attendant	Regular Full Time	Transfer Station	19,416.80	29,542.24	02/02/2012	<p>The purpose of this position is to monitor landfill use, bill and collect for fees, assist in maintaining landfill capacity, recording refuse and organic weights, screen vehicles for authorized use and enforcing codes and ordinances. This is accomplished by collecting and recording use data, directing customers, screening materials, picking up and removing bulky metal objects and other discards, accepting payments, issuing receipts, screening loads and determining whether waste is refuse or organic. Other duties include maintaining the building and grounds, controlling litter, depositing funds, maintaining supplies, and answering phones and responding to inquiries.</p> <p>Waste screening training. Must have a valid Class "C" TX Driver's License. Individuals should expect to work indoors and outdoors in all types of weather. Basic Clerical skills and computer literacy required.</p>
Senior Lab Technician	Regular Full Time	Water Purification	31,984.16	48,665.76	02/03/2012	
						<p>The purpose of this position is to oversee the collection and testing of the characteristics of water and/or wastewater samples. This is accomplished by monitoring the collection and set up of all testing, reviewing policies, procedures and regulations, running regularly scheduled test on samples, recording test data and results, reporting inconsistencies and abnormalities, ensuring all lab equipment, supplies and materials are sufficient and tested. Other duties include maintaining inventories, ordering and receiving materials and supplies, and ensuring safety. 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>Must possess a valid Class C Surface Water Certification from TCEQ and be able to obtain a Class B Surface Water Certification within three years of hire date. Must possess a valid Class C Driver's License. Must be able to work different shifts and must be able to share calls on the weekends. This position is subject to being called in to work twenty-four hours a day, seven days a week, in addition to their regularly scheduled work day. Performance will be expected to be at the same standard when reporting to work as a result of a call in that is normally expected during a regularly scheduled work day. College transcripts may be requested. Although we have not marked Resume and Cover letter as required. Each applicant will be required to submit one.</p>



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Utilities System Worker I	Regular Full Time	Water Distribution	21,819.20	33,205.12	02/08/2012	<p>Must possess a valid Texas Commercial Class A Driver's License with an "N" endorsement. Shift work, Standby and Subject to recall. This position is subject to being called in to work twenty-four hours a day, seven days a week, in addition to their regularly scheduled work day. 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>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.</p>						
WIC Clerk	Regular Full Time	WIC Grant	18,318.56	27,874.08	02/08/2012	<p>Experience in a WIC office environment preferred but not required. Individuals fluent in both reading, writing and speaking spanish preferred. This position requires strong customer service and math skills.</p>
<p>The purpose of this position is to perform a variety of clerical work in support of the Women, Infants, and Children Program at the main Health Department site, as well as, travel sites. Work involves considerable contact with program applicants and clients to obtain and provide information, and using computer-driven data entry equipment to compile information and prepare client files and routine forms and reports. Work may also involve performing hemoglobin/hematocrit finger stick testing and height/weight measuring of program applicants and clients, as well as, conducting various outreach activities in the community and surrounding area.</p>						