

EMPLOYMENT OPPORTUNITIES

OPEN AS OF: February 26, 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
Concession Worker I - Softball	Temporary Part Time	Recreation	\$7.25 HRLY		03/08/2010	<p>Applicant must be able to obtain a Wichita County Food Handler's Permit, TABC certification and possess a valid Texas Class C Driver's License.</p> <p>This is cashiering and concession operation work at the City of Wichita Falls Sports Complex Softball Concession. 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 Program Coordinator or his designee, and is reviewed through observation and verification of cash reports for results obtained.</p>
Equipment Operator	Regular Full Time	Landfill	21,390.72	32,547.84	03/14/2010	<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 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>
Laborer (CDBG)	Temporary Full Time	Streets	\$8.634 HRLY		03/01/2010	<p>Applicant must possess a valid Texas Class C Driver's License.</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>
Lead Plant Operator	Regular Full Time	Wastewater Treatment	31,356.00	47,711.04	03/01/2010	<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 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>
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> <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>

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Plant Operator II	Regular Full Time	Water Purification	27,133.60	41,285.92	03/05/2010	<p>Applicant must possess a valid Class C Surface Water Certification issued by the TCEQ, have the ability to work different shifts and possess a valid Texas Class C Driver's License.</p> <p>The purpose of this position is to ensure that water is in compliance with local, state and federal standards. This is accomplished by collecting samples and conducting testing, maintaining proper chemical balances, removing materials in water, operating, calibrating and monitoring equipment, recording readings and documenting results in spreadsheets or other databases, monitoring alarms, calling out crews, and maintaining equipment. Other duties include carrying out special tests, cleaning and maintaining work areas, and completing related work 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>
Recreation Maintenance Worker-Summer	Temporary Full Time	Recreation	\$9.152 HRLY		03/08/2010	<p>Applicant must possess a valid Texas Class C Driver's License.</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>
Sanitation Equip Operator I	Regular Full Time	Transfer Station	21,390.72	32,547.84	02/26/2010	<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 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>
Sanitation Equip Operator II	Regular Full Time	Transfer Station	22,674.08	34,503.04	03/07/2010	<p>Applicant must be currently employed in the Sanitation, Landfill, or Transfer Station Department of The City of Wichita Falls and possess a valid Texas Class A - Endorsement N - Driver's License.</p> <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 large vehicles, collecting trash and refuse, and transporting to the appropriate location. Other duties include acting in a lead position, completing preventive maintenance and minor repairs, and related tasks as assigned.</p>
Swimming Pool Cashier	Temporary Part Time	Recreation	\$9.152 HRLY		03/29/2010	<p>Applicant must possess a valid Wichita County Food Handler's Permit.</p> <p>The purpose of this position is to cashier and provide concession work at the public swimming pool.</p>
Swimming Pool Supervisor	Temporary Part Time	Recreation	\$15.075 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> <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>

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Transit Operator	Regular Full Time	Public Transportation	21,390.72	32,547.84	03/07/2010	<p>Applicant must be currently employed by The City of Wichita Falls Public Transportation Department.</p>
<p>The purpose of this position is to operate a transit system bus on an assigned route. This is accomplished by following routes, adhering to timetables, embarking and debarking passengers, collecting fares, generating transfers, maintaining passenger counts, coordinating activities with dispatchers and other drivers, and completing required records. Other duties include maintaining order on the bus, providing information to the public, ensuring physically impaired passengers are secured, reporting malfunctions or maintenance issues, and reporting related traffic conditions.</p>						
Vector Control Worker I	Temporary Part Time	Animal Control	\$10.284 HRLY		03/14/2010	<p>Applicant must possess a valid Texas Class C Driver's License.</p>
<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>						
Water Customer Service Representative	Regular Full Time	Utility Collections	20,179.90	30,702.88	03/07/2010	<p>Applicant must be currently employed by The City of Wichita Falls Utility Collections Department.</p>
<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>						
WIC Breastfeeding Coordinator	Regular Full Time	WIC Grant	22,674.08	34,503.04	03/14/2010	<p>Applicant must 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>						
WIC Peer Counselor	Temporary Part Time	WIC Grant	\$8.634 HRLY		03/14/2010	<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>						