



**EMPLOYMENT OPPORTUNITIES**  
7/28/2017

Human Resources Department  
Memorial Auditorium  
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| Job Title  | Position Type         | Department            | Hourly Rate | Posting        | Job Closing Date | Additional Information  |
|--|-----------------------|-----------------------|-------------|----------------|------------------|---|
| Public Safety Dispatcher   | Regular Full Time     | Police - Civilian     | 14.117 Hr   | General Public | Until Filled     | <p>Under and including one year.<br/><b>*ONGOING RECRUITMENT*</b><br/><b>THIS RECRUITMENT IS FOR APPLICANTS WHO POSSESS AN ACTIVE TCOLE (TEXAS COMMISSION ON LAW ENFORCEMENT) TELECOMMUNICATOR OPERATOR LICENSE.</b> A pre-employment minimum typing speed of 40 WPM is required. CitiCall skill testing minimum passing score is 80. CitiCall skill testing is required and entails the following: Data Entry (audio), Call Summarization, Cross Referencing, Memory Recall, Prioritization, Map Reading, Sentence Clarity, and Decision Making.</p> |
| <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.<br/><b>*****ONGOING RECRUITMENT*****</b><br/><b>THIS RECRUITMENT IS FOR APPLICANTS WHO POSSESS AN ACTIVE TCOLE (TEXAS COMMISSION ON LAW ENFORCEMENT) TELECOMMUNICATOR OPERATOR LICENSE.</b></p>  |                       |                       |             |                |                  |   |
| Transit Operator - Part Time   | Part-Time No Benefits | Public Transportation | 11.296 Hr   | General Public | Until Filled     | <p>Under and including one year. Must be able to obtain a valid Texas Class B, Endorsement P, Commercial Drivers License within 30 days of hire.</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. This is a Temporary Part Time position with no benefits. <b>NOTE TO APPLICANTS:</b> Recruitment is for applicants who will accept less than 20 hours per week. Willing to train individuals who have excellent customer service skill, an outgoing personality, and possess the ability to work with the public. <b>OPEN UNTIL FILLED</b></p>   |                       |                       |             |                |                  |   |
| School Crossing Guard  | Part-Time No Benefits | Traffic               | 7.969 Hr    | General Public | Until Filled     | <p>Over two years up to and including three years No experience required. Must be able to traverse a 150' walkway at the rate of 4 feet per second and climb curbs and medians to twelve (12) inches in height unassisted. <b>THIS POSTING IS FOR FUTURE OPENINGS FOR THE SCHOOL YEAR OF 2017-2018. THIS IS A TEMPORARY PART-TIME POSITION WITH NO GUARANTEE OF HOURS. APPLICATIONS WILL BE KEPT ACTIVE UNTIL MAY 5, 2018 FOR POSSIBLE EMPLOYMENT IN FUTURE OPENINGS.</b></p>   |
| <p>The purpose of this position it to provide for the safe movement and welfare of school aged pedestrians prior to and at the dismissal of the school day at designated cross walk locations. This is accomplished by being constantly alert to vehicular traffic and the activities and movement of children towards, in, to and across streets, with the objective of assuring the safety of the children, observing gaps in the traffic and leading the pedestrians across the roadway or intersections, communicating traffic and crossing rules and other information to pedestrians, recording and reporting to law enforcement the license numbers of vehicles disregarding traffic signals and laws and the reporting of malfunctioning traffic or warning signs to the appropriate authority. <b>THIS POSTING IS FOR FUTURE OPENINGS FOR THE SCHOOL YEAR OF 2017-2018. THIS IS A TEMPORARY PART-TIME POSITION WITH NO GUARANTEE OF HOURS. APPLICATIONS WILL BE KEPT ACTIVE UNTIL MAY 5, 2018 FOR POSSIBLE EMPLOYMENT IN FUTURE OPENINGS.</b></p> |                       |                       |             |                |                  |   |

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| Recreation Maintenance Worker - Summer   | Temporary Full Time | Recreation           | 10.052 Hr | General Public | Until Filled | <p>No experience required. Must be able to work evenings and weekends.</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>  |                     |                      |           |                |              |   |
| Public Health Sanitarian   | Regular Full Time   | Environmental Health | 16.559 Hr | General Public | Until Filled | <p>Over one year up to and including two years. A combination of the following licenses or certifications: Registered Sanitarian or Sanitarian in-training, Licensed Designated Representative (on-site sewage inspection); Licensed Noncommercial Political pesticide application; National Emergency Mgmt Training (NIMS), Certified Pool Operator (CPO), Certified Food Protection Manager (CFM FDA Standardized Food Inspector to be obtained as a condition of employment. Valid Texas Class C Driver's License required. Must be able to swim as individuals will be exposed to water levels in excess of one inch.</p>   |
| <p>The purpose of the position is to inspect, investigate and enforce all local, state and federal rules and regulations with regard to the safety and sanitation of the public and the spread of communicable disease. This is accomplished by conducting routine inspections, collecting and testing samples, observing conditions, interviewing owners or complainants, characterizing the nuisance, condition, or issue, enforcing standards, working with local and state officials, and educating the public. Other duties include completing related inspection activities, advising management on issues, and addressing citizen inquiries. Applicants must attach a copy of their college transcripts or Sanitarian Certification to be considered for this position. Must meet Sanitarian-in-training requirements at date of hire (30 hours of basic sciences). This position requires the ability to inspect on-site sewage facilities (septic tanks) in addition to food establishment, swimming pools, lodging establishments, grease traps and other areas of public concern. This will require attending out of town training and passing a state mandated exam to become licensed to inspect on-site sewage facilities. In addition, this position requires being able to dig a hole in the dirt with a shovel, up to 2 feet deep, to locate a septic tank. Must be able to become a Registered Sanitarian within two (2) years of date of hire. Must possess a valid Texas Class C Driver's License at date of hire. Must be able to swim as individuals will be exposed to water levels in excess of one inch. This position requires overnight travel for training and certifications in various programs. Certifications/licenses include but are not limited to: Pesticide Applicator, Designated Representative for On-site Sewage Facilities, FDA Standardized Food Inspector.</p> |                     |                      |           |                |              |   |
| Pub Safety Dispatch Trainee I  | Regular Full Time   | Police               | 11.973 Hr | General Public | Until Filled | <p>Under and including one year. REQUIRED TESTING WILL TAKE PLACE ON SEPTEMBER 9, 2017, 8:00 A.M., AT 710 FLOOD STREET, WICHITA FALLS, TEXAS. A COMPLETED PERSONAL HISTORY STATEMENT, TO INCLUDE NOTARIZED SIGNATURE, MUST BE TURNED IN AT THE TIME OF TESTING ON SEPTEMBER 9, 2017. A pre-employment typing speed of 30 WPM is required. Applicant should practice typing utilizing symbols and numbers. CritiCall skill testing minimum passing score is 80. CritiCall skill testing is required and entails the following: Data Entry (audio), Call Summarization, Cross Referencing, Memory Recall, Prioritization, Map Reading, Sentence Clarity, and Decision Making. This position is a progressive training position with pay range commensurate with progressive training and ability to obtain required certifications. The City of Wichita Falls will provide the necessary training to attain TCIC/NCIC Certification and Basic Telecommunicator/TCOLE Certification. Upon successful completion of all required training and obtaining the required certifications named above, an incumbent will qualify for Pay Range 916 with a starting pay rate of \$14.329 per hour. Incumbent is required to obtain a TCOLE (Texas Commission on Law Enforcement) Telecommunicator Operator License within one year of hire date.</p> |
| P/P Maintenance Mechanic   | Regular Full Time   | Wastewater Treatment | 12.693 Hr | General Public | Until Filled | <p>Under and including one year. Class C Wastewater Certification from Texas Commission on Environmental Quality or the ability to obtain within 2 years. This position has a job requirement which requires an individual to climb water towers in excess of 190 feet. 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. 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. Employees of this class must wear a self-contained breathing apparatus, thus facial hair is prohibited.</p>  |
| <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>  |                     |                      |           |                |              |   |

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| Assistant City Manager   | Regular Full Time   | City Manager       | Salary commensurate with experience | General Public | 07/29/2017 |   |
| <p>Reporting to the City Manager, the purpose of this position is to assist in the planning, directing, organizing, and evaluating of programs and operations of city government. This position will assist the City Manager's office in budget preparation and review, monitoring and reporting on the City's strategic goals and objectives, and developing and monitoring performance measures. This position will lead and manage all activities for the Parks and Recreation department, including oversight of the Library and Martin Luther King Center. In addition the position will oversee the management contract of Champions Golf Course and Castaway Cove Water Park. Other duties include overseeing special projects and completing related administrative tasks as assigned.</p>   |                     |                    |                                     |                |            | Over seven years up to and including ten years of management and/or supervisor experience.  |
| Parks Maintenance Worker - Summer  | Temporary Full Time | Park Maintenance   | 10.052 Hr                           | General Public | 08/03/2017 |   |
| <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>  |                     |                    |                                     |                |            | No experience required.   |
| Utilities System Worker I  | Regular Full Time   | Water Distribution | 11.296 Hr                           | General Public | 08/04/2017 |   |
| <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>   |                     |                    |                                     |                |            | Over one year up to and including two years. 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. Commercial Driver's License must be obtained within 60 days of hire.  |
| P/P Maintenance Mechanic   | Regular Full Time   | Water Purification | 12.693 Hr                           | General Public | 08/08/2017 |   |
| <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. This position is expected to regularly work in or around bodies of water greater in depth than 4', which may pose hazard, especially in the absence of swimming ability.</p> |                     |                    |                                     |                |            | Under and including one year. Must be able to obtain a Class C Surface Water Certification from the Texas Commission on Environmental Quality within eighteen months of hire date. This position has a job requirement which requires an individual to climb water towers in excess of 190 feet. 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. 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. |

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| Community Service Officer   | Regular Full Time | Police                    | 11.296 Hr | General Public | 08/08/2017 | <p>Over one year up to and including two years. Must be able to pass a thorough Police Department background investigation. Pre-employment typing test is required. Typing Test minimum score is (35) words per minute. This position requires availability to work any shift required. Shift times – 1st Shift 7am to 3pm, 2nd Shift 3pm to 11pm, and 3rd Shift 11pm to 7am. Police Department schedule assignments are done by seniority.</p> |
| <p>The purpose of this position is to provide clerical and customer service support on a broad knowledge of police subjects. This is accomplished by extensive training on the Texas penal code, city ordinances and police department policies and working with the public and police officers in taking police reports. This will require frequent contacts with the public via telephone or walk-in as relative to criminal offenses not requiring the physical presence of a police officer. A full range of clerical and typing duties to include a significant amount of data entry and information retrieval is necessary. Individuals will exercise natural and independent judgment in application of standard practices and procedures. Performs related work as required. This position requires availability to work any shift required. (Shift times – 1st Shift 7am to 3pm, 2nd Shift 3pm to 11pm, and 3rd Shift 11pm to 7am). Police Department schedule assignments are done by seniority</p> |                   |                           |           |                |            |   |
| Kennel Attendant  | Regular Full Time | Animal Services           | 10.052 Hr | General Public | 08/08/2017 | <p>No experience required.</p>  |
| <p>The purpose of this position is to provide care for animals that enter the shelter. This is accomplished by maintaining, feeding and watering animals, providing basic medical aid, cleaning animal cages and shelter grounds. This position requires heavy labor cleaning animal waste from kennels several times a day and assisting with euthanasia of healthy animals.</p>   |                   |                           |           |                |            |   |
| Community Service Aide  | Regular Full Time | TB Prevention and Control | 11.973 Hr | General Public | 08/08/2017 | <p>No experience required. Position requires a valid Driver's License.</p>  |
| <p>The purpose of this position is to provide outreach, intake, care and referral services for clients in need of public health assistance. This is accomplished by completing eligibility and notification services, outreach and home visit activities, testing, identifying risks, disbursing education and maintenance materials, providing medications, and completing and updating charts and reports. Other duties include entering data and statistical information, picking up lab results, and completing initial screenings.</p>   |                   |                           |           |                |            |   |
| Laborer - Streets   | Regular Full Time | Streets                   | 9.484 Hr  | General Public | 08/08/2017 | <p>No experience required. Commercial Driver's License must be obtained no later than 60 days from hire.</p>  |
| <p>The purpose of this position is to perform a variety of construction and/or maintenance work which contributes to the overall operation of streets, alleys, storm water detention facilities, rights of way, utility easements, water/wastewater treatment facilities and parking areas. Other duties include assisting other departments 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>  |                   |                           |           |                |            |   |

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| Public Health Educator<br>CDEP/CDP   | Regular Full Time | Community Diabetes                  | 17.573 Hr                                 | General Public | 08/08/2017 | <p>Under and including one year. Must possess a valid Driver's License at date of hire.</p> |
| <p>The purpose of this position is to implement the Community Diabetes Education Program (CDEP and Chronic Disease Prevention. This is accomplished through the development, implementation and evaluation of community based interventions including environmental and system changes. These activities focus on improving the health of the community using four domains of the Center for Disease Control and Prevention National Center for Chronic Disease Prevention and Health Promotion's framework: epidemiology and surveillance, environmental approaches, health system interventions, and strategies to improve community-clinical linkages. This will also be accomplished by implementing and expanding a multi-partner approach to support Texans with hypertension by; achieving control of their blood pressure, via increased reporting and monitoring of National Quality Form Measure 18 (Hypertension control), improved identification of undiagnosed Texans with high blood pressure, through better diagnosis, treatment and follow-up of Texans with high blood pressure.</p> <p>This position works with other members of the CDEP staff and is primarily responsible for the domains involving environmental approaches and health system interventions. This is accomplished by providing Diabetes Self-Management Education (DSME), Diabetes Self-Management Support (DSMS), when applicable, and diabetes prevention for the community. The priority populations for these activities are those with increased risk for developing diabetes, to include individuals diagnosed with pre-diabetes or diabetes. DSME and DSMS involve planning and conducting outpatient public health nutrition services and programs. This position works with the Public Health Nutritionist III to support training design and implementation. Activities will include development and utilization of curriculum reflecting current evidence and practice guidelines, with criteria for evaluating outcomes, which will serve as the framework for the provision of diabetes self-management education (DSME). The Health Educator can contribute to DSME and provide DSMS with appropriate training in diabetes and with supervision and support.</p> <p>This position works with other members of the Chronic Disease Prevention and Health Department staff and is responsible for increase engagement of community health workers to promote linkages between health systems and community resources for adults with hypertension. This position is responsible for implementing of systems to facilitate be-directional referral between community resources and health systems, including lifestyle change programs.</p> <p>Other duties include serving as a resource to internal and external stakeholders, participating in various coalitions and committees related to program activities and attending of various meetings, training and planning sessions. The Health Educator may be required to work in other areas of the Health Department.</p> |                   |                                     |   |                |            |   |
| Planner III  | Regular Full Time | Community Development -<br>Planning | Salary<br>commensurate with<br>experience | General Public | 08/27/2017 | <p>Over three years up to and including five years. AICP eligible and member of APA.</p>    |
| <p>The purpose of this position is to provide a wide range of short and long-term planning services to promote the orderly development, redevelopment and use of land within the community while being responsible for the detailed oversight of the City's zoning and subdivision ordinances. This is accomplished by researching and recommending policies and providing data and reports relating to land use planning, zoning, demographics/socio economic data, economic development (i.e. tax increment financing, etc.), and other high level research and policy development as may be required. This is a professional position requiring independent thinking, effective facilitation and communication skills (oral and written), initiative and the ability to be discrete in addition to maintaining effective working relationships with internal and external customers, applicants, business and neighborhood groups, City officials and the general public. Other duties include but are not limited to: assisting with the Planning Division's annual budget for review by the Planning Administrator, oversight and review of current planning, zoning and development duties, including but not limited to site plans, requests for conformity with the zoning and subdivision ordinance, research and analysis of the thoroughfare plan, primary liaison to the Planning and Zoning Commission, preparation and presentation of various ordinance amendments for adoption by City Council, assignment of minor tasks to the Planner II and Planning Technician, and other related planning duties as directed by the Planning Administrator. Periodically attend meetings, training conferences out of town. Accomplish special studies as directed by City Manager &amp; Community Development Director. Knowledge of urban planning principles, ArcGIS, and pertinent Federal and State laws are an asset.</p>  |                   |                                     |   |                |            |   |