



**EMPLOYMENT OPPORTUNITIES**  
9/8/2017

Human Resources Department  
Memorial Auditorium Room 1000  
1300 7th Street, Wichita Falls, TX 76301  
**Apply at:**  
[cwftx.simplehire.com](http://cwftx.simplehire.com)

PHONE: (940) 761-7615  
FAX: (940) 761-7613

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. <b>*ONGOING RECRUITMENT*</b> <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. 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.</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. *****ONGOING RECRUITMENT***** <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>						
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 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>						

Laborer - Sanitation - Seasonal	Temporary Full Time	Sanitation	9.484 Hr	General Public	Until Filled	<p>No experience required.</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>						
Maintenance Mechanic - Pump Plant	Regular Full Time	Water Purification	12.693 Hr	General Public	Until Filled	<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.</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. 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>						
Senior Pump/Plant Maint Mech	Regular Full Time	Water Purification	14.329 Hr	Departmental	09/10/2017	<p>Over two years up to and including four years Must possess a valid Class C Surface Water Certification from the Texas Commission on Environmental Quality and be able to obtain a Class B Surface Water Certification within two years of hire date. Must be able to work different shifts and be on call. 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.</p>
<p>Currently this recruitment is only open to employees who are currently employed in Water Purification. The purpose of this position is to inspect, maintain and repair equipment and facilities at any or all locations of water treatment plants, to supervise a work site or sites, and train and monitor employees. This is accomplished by inspecting equipment and facilities, completing routine preventive maintenance, generating work orders, responding to customer complaints and inquiries, ordering equipment, parts and supplies, and researching equipment operation. Other duties include cleaning and maintaining grounds, pump stations, water towers, calibrating and repairing all safety equipment, entering work orders, and ordering parts and supplies. 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>						
Transit Operator	Regular Full Time	Public Transportation	11.296 Hr	Departmental	09/10/2017	<p>Under and including one year</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 position is available to currently employed Public Transportation Department employees only.</p>						

General Maintenance Worker	Regular Full Time	Streets	10.656 Hr	General Public	09/11/2017	
<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.</p>						Under and including one year
Recreation Maintenance Worker - Summer	Temporary Full Time	Recreation	10.052 Hr	General Public	09/12/2017	
<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 Must be able to work evenings and weekends.
Licensed Vocational Nurse	Regular Full Time	Nursing	14.329 Hr	General Public	09/15/2017	
<p>The purpose of this position is to provide screening, counseling, intake and support services for clients. This is accomplished in a clinic or outreach setting by screening for services, taking medical histories and related information, assessing needs, providing education services, administering medications or immunizations, drawing labs, investigating information, and maintaining records.. Other duties include participating in health or medical information educational fairs and clinics, participating on committees, preparing for clinics, and referring patients to ancillary providers.This position will enable an applicant go give back to the community. Position work days are Monday through Friday.</p>						Over one year up to and including two years.Licensed Vocational Nurse, CPR Certificate, First Aid. Must meet immunizations requirements after employment begins. Must have the ability to wear and use the N95 respirator to perform essential functions of the Licensed Vocational Nurse position.
Equipment Operator	Regular Full Time	Streets	11.296 Hr	General Public	09/15/2017	
<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. 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>						Under and including one year

Utilities System Worker I	Regular Full Time	Wastewater Treatment	11.296 Hr	General Public	09/15/2017	<p>No experience required</p>
<p>The purpose of this position is to help maintain wastewater treatment plants and lift stations. This is accomplished by repairing sprinkler and water lines, cleaning drying beds and hauling sludge to the landfill, maintaining the grounds using various types of equipment, taking basins off-line by setting up and monitoring pumps, operating and maintaining the vector truck, maintaining buildings by cleaning or painting as necessary, keeping all locations secure by maintaining and repairing all fencing as needed. Other duties include assisting plant operators and maintenance personnel 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>						
Concession Worker I - Softball - Part Time	Temporary Part Time	Recreation	8.372 Hr	General Public	09/19/2017	<p>No experience required Employees of this class must be able to obtain a Wichita County food Handler's Permit and TABC certification.</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>						
Laborer - Streets	Regular Full Time	Streets	9.484 Hr	General Public	09/19/2017	<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>						
Health Clinic Aide	Regular Full Time	Nursing	10.656 Hr	General Public	09/19/2017	<p>No experience required</p>
<p>The purpose of this position is to provide intake and support services to clinic personnel. This is accomplished by completing eligibility and registration forms, answering phone and walk-in inquiries, creating and maintaining charts and files, completing initial assessments and screenings, and ensuring medical and education information is readily available. Other duties include calculating payments, providing support to the nursing staff, assisting with home visits, making appointments, and completing general administrative tasks.</p>						

Laborer - CDBG	Temporary Full Time	Streets	9.484 Hr	General Public	09/19/2017	No experience required
<p>The purpose of this position is to provide training with funds provided through the Community Development Block Grant (CDBG) Concrete Training Crew. The objective of the CDBG Concrete Training Crew is to provide training to unskilled workers providing them with marketable concrete construction/maintenance industry skills. The training program last no more than six months (1000 hours) during this time individuals are hired as temporary full-time City employees. This is accomplished by providing training on how concrete is made i.e. what materials go into the mix and how it's batched for delivery to a job site, how to form, place, and finish concrete, repair existing and construction of new sidewalk handicap ramps throughout the City. Individuals will also receive instruction on the care of forming tools, vehicles, forming materials, the importance of safety in all work and given the opportunity to receive training to apply for a Texas Commercial Driver's License.</p>						
Utilities System Worker I	Regular Full Time	Water Distribution	11.296 Hr	General Public	09/20/2017	Over one year up to and including two years
<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>						
Planner III	Regular Full Time	Community Development - Planning	Salary commensurate with experience	General Public	09/20/2017	Over three years up to and including five years AICP eligible and member of APA.
<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>						
Police Records Clerk-Part Time	Part-Time No Benefits	Police	10.052 Hr	General Public	09/21/2017	No experience required Position requires a minimum of 30 WPM typing speed.
<p>The purpose of this position is to provide support to activities in the department. This is accomplished by answering and screening calls, directing callers and visitors, completing routine clerical tasks, receiving and processing files and information, entering information into databases and processing reports, depositing monies, processing permit applications, and assisting professional staff with documents, projects and records. Other duties may include sorting and disseminating reports, assisting other clerical staff, processing outside agency requests, and completing special projects as assigned. Flexible work schedule is available after training is complete.</p>						

Community Service Aide- Temporary Full Time	Temporary Full Time	WIC	11.973 Hr	General Public	09/21/2017	<p style="text-align: center;"><b>No experience required</b></p>
<p>The purpose of this position is to provide outreach, intake, care and referral services for clients in need of WIC services. This is accomplished by completing eligibility and notification services, outreach activities, testing, identifying risks, disbursing education and maintenance materials, , and completing and updating charts and reports. Other duties include entering data and statistical information, obtaining and recording anthropometric and biochemical measurements, and completing initial screenings.</p>						
Parks Maintenance Worker - Summer	Temporary Full Time	Park Maintenance	10.052 Hr	General Public	09/22/2017	<p style="text-align: center;"><b>No experience required</b></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>						