



**EMPLOYMENT OPPORTUNITIES**  
10/20/2017

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> THIS RECRUITMENT IS FOR APPLICANTS WHO POSSESS AN ACTIVE TCOLE (TEXAS COMMISSION ON LAW ENFORCEMENT) TELECOMMUNICATOR OPERATOR LICENSE. 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***** THIS RECRUITMENT IS FOR APPLICANTS WHO POSSESS AN ACTIVE TCOLE (TEXAS COMMISSION ON LAW ENFORCEMENT) TELECOMMUNICATOR OPERATOR LICENSE.</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. NOTE TO APPLICANTS: 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. OPEN UNTIL FILLED</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. 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.</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. 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.</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>						

Custodian - Regional Airport	Regular Full Time		9.484 Hr	General Public	10/22/2017	
<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>						No experience required
Custodian - Tng Ctr & Firing Range	Regular Full Time		9.484 hr	General Public	10/22/2017	
<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>						No experience required
Equipment Operator	Regular Full Time	Streets	11.296 Hr	General Public	10/27/2017	
<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
General Maintenance Worker	Regular Full Time	Streets	10.656 Hr	General Public	10/27/2017	
<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 Knowledge of concrete and asphalt work preferred. Ability to operate a dump truck, motor roller, and farm type tractor with attachments preferred.

Painter/Custodian	Regular Part Time	Building Maintenance	10.052 Hr	General Public	10/30/2017	No experience required.
<p>The purpose of this position is to paint municipal facilities inside and some outside. This is accomplished by using a brush, roller, and at times an air sprayer, and removal of rubber baseboards. If conditions exist that would prevent any painting, the employee will do custodial services. 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>						
Public Health Epidemiologist	Regular Full Time	Epidemiology	23.279 Hr	General Public	11/01/2017	<p>Over two years up to and including three years.</p> <p>Must possess a valid Driver's License at date of hire. Prefer a Master's of Public Health (MPH) degree or at least two years working experience as an Epidemiologist. Degree can be in public health, epidemiology, biostatistics, or science and one year of employment in epidemiology, infectious diseases or public health. Ability to work evenings, weekends and extended hours. Travel within the city as well as to training conferences is expected.</p>
<p>The purpose of this position is to monitor the health of the community and investigate public health events. This occurs by conducting epidemiological surveillance, disease investigation and consultation, to include interviews of patients with illness. This position is responsible for the implementation and analysis of epidemiological investigations and studies; this activity will include data collection, analysis, and reporting for routine as well as outbreaks or unusual expression of disease. Routine investigations of etiologic diseases, such as HIV, sexually transmitted diseases may include interviews with patients/clients, contact with medical providers, and the collection and transportation of biological specimens. Collaborates with internal and external agencies to develop and enhance partnerships to expand the surveillance and epidemiological capacity. Maintains an accurate database of key response partners and works with area providers to ensure reporting of communicable disease, to include implementation of electronic health record reporting component. This position works with Public Health Preparedness Program staff for mitigation, planning, response and recovery activities to include infectious disease and bioterrorism and works closely with staff within the nursing division to implement and evaluate disease surveillance, control, and intervention activities. Other duties include attendance of various meetings, training and planning sessions.</p>						
Librarian I - Adult Services	Regular Full Time	Library	15.067 Hr	General Public	11/01/2017	<p>No experience required MLS Preferred</p>
<p>The purpose and responsibility of this position: to provide general information services, answering basic as well as in-depth reference queries using a variety of primary and secondary sources, while working at various service desks; to provide Interlibrary Loan service, including procuring and processing requested items from other libraries for WPFL users, and preparing locally held materials for distribution to other libraries; to develop, promote, and implement adult programming; to assist in collection development and management. A thorough working knowledge of library policies and procedures is required. At least one weekly evening shift and some weekend work will be required. Experience in working with computers is highly desirable, as are excellent communication and organizational skills.</p>						