



EMPLOYMENT OPPORTUNITIES
4/12/2019

Human Resources Department
Memorial Auditorium Room 1000
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Apply at:
cwftx.simplehire.com

Job Title	Position Type	Department	Hourly Rate	Posting	Job Closing Date	Additional Information
Laborer	Regular Full Time	Landfill	9.77 Hr	General Public	Until filled	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience 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.</p>						
P/P Maintenance Mechanic	Regular Full Time	Water Purification	13.08 Hr	General Public	Until filled	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience Under and including one year</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. 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</p>						

P/P Maintenance Mechanic	Regular Full Time	Resource Recovery	13.08 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. Individuals with a strong work ethic and mechanically inclined are encouraged to apply. Please include a letter of skills if you have no work related experience.</p>						
Sanitation Superintendent	Regular Full Time	Sanitation	Salary Commensurate with Experience	General Public	Until filled	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Experience Over three years up to and including five years A Class A Municipal Solid Waste Certification issued by the Texas Commission on Environmental Quality is required within 90 days of hire. Experience in Operation and Maintenance of landfill passive/active gas collection systems is preferred.</p>
<p>The purpose of this position is to direct the activities of the sanitation department, which includes collection, transfer, disposal, composting and recycling. This is accomplished by developing and implementing policies and procedures, preparing and administering the annual budget, tracking all state rules and regulations, complying with all permit regulations, making presentations on programs, and acting in the absence of the public works director. Other duties include representing the city on various boards and commissions.</p>						
Underground Utility Locator	Regular Full Time	Water Distribution	13.08 Hr	General Public	04/19/2019	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience Over one year up to and including two years This position is 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. 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.</p>
<p>The purpose of this position is to perform the correct, safe, and efficient locating of underground utilities including water, wastewater, and storm drain in a timely manner. This is accomplished by taking time to thoroughly research maps, drawings, and/or plans both on paper and through digital media searching for underground utilities in the area, properly marking the location of those utilities, completing all necessary documentation, and photographing each locate using a digital camera. Other duties include: working and scheduling with citizens, contractors, plumbers, developers, and excavators to develop strategies for marking underground utilities. Overtime during the week and weekends may be required to accomplish all work due to hard deadlines</p>						

Sanitation Worker	Regular Full Time	Sanitation	10.36 Hr	General Public	Until filled	<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 ensure that trash and debris are collected and deposited. This is accomplished by operating sanitation trucks and vehicles, changing out containers, working on the landfill transfer area, picking up loose trash and materials, maintaining and grounds and areas, and cleaning dirty containers. Other duties include directing dumping and transfer traffic and completing related tasks as assigned.</p>						
General Maintenance Worker	Regular Full Time	Streets	10.98 Hr	General Public	Until Filled	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience 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.</p>
<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>						
Sr. Admin Clerk - Office of Professional Conduct	Regular Full Time	Police	11.64 Hr	General Public	Until Filled	<p>Must be able to pass a thorough background investigation. A 35 wpm pre-employment typing test is required.</p> <p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience Over one year up to and including two years</p>
<p>The purpose of this position is to provide general support for department activities and services. This is accomplished by answering the phone and taking messages, answering questions and providing assistance and information, processing requests for services, preparing reports and payment requests, gathering and preparing information for staff use, generating orders for services, coordinating related program activities, preparing meeting minutes, and completing related clerical tasks. Additional duties include processing documents, payments and invoices, entering data, maintaining inventories, opening and distributing mail, interacting with customers and vendors, filing, and maintaining department records.</p>						

Kennel Attendant	Regular Full Time	Animal Services	10.36 Hr	General Public	04/14/2019	
<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.</p>						<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience No experience required</p>
Utilities System Worker I	Regular Full Time	Resource Recovery	11.64 Hr	General Public	Until filled	
<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 vacor 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>						<p>No experience required. 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. Employees of this classification must wear a self-contained breathing apparatus, thus facial hair is prohibited. Individuals who do not currently possess a Class A-N CDL will be given until an agreed upon date to obtain it as a condition of employment.</p>
Utilities System Worker I	Regular Full Time	Water Distribution	11.64 Hr	General Public	Until filled	
<p>Requirements 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. 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>						<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience Over one year up to and including two years</p>

Recreation Maintenance worker - Summer	Temporary Full Time	Recreation	10.36 Hr	General Public	Until filled	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience No experience required</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. This position requires ability to work days, evenings, and weekends.</p>						
Sanitation Equip Operator I	Regular Full Time	Sanitation	13.08 Hr	General Public	Until filled	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience Under and including one year Commercial Driver's License must be obtained no later than 60 days from hire as a condition of employment. Individuals who fail to meet this date will be terminated.</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>						
Maintenance Worker - Parks	Regular Full Time	Parks	10.36 Hr	General Public	Until filled	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience No experience required.</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>						

Bus Driver	Part time/No Benefits	Public Transportation	11.64 Hr	General Public	Until Filled	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience Under and including one year. Must be able to obtain a valid Texas Class B, Endorsement P, Commercial Drivers License within 90 days of hire. This is a Part Time position with no benefits. Recruitment is for applicants who will accept less than 20 hours per week.</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</p>						
Sanitation Equip Operator I	Regular Full Time	Transfer Station	13.08 Hr	General Public	03/19/2019	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience Under and including one year</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>						
Recreation Leader/Day Camp -- Summer	Temporary Full Time	Recreation	13.08	General Public	Until filled	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience Under and including one year</p>
<p>The purpose of this position is to organize instruct and lead a variety of recreational activities at a youth day camp. This is accomplished by receiving training from supervisors. Demonstrating and leading Day Camp participants in a variety of recreational activities such as games, sports, arts & crafts, etc. Other duties include monitoring campers for over heating, illness or injury. Insuring activities and facilities are completely safe. Notifying supervisor of equipment or maintenance needs. Confers with supervisor on a daily basis. Individuals previously employed in this position may be given preferential hiring. Individuals previously employed in this position may be given preferential hiring.</p>						
Recreation Leader / Track -- Summer	Part Time/No Benefits	Recreation	13.08 Hr	General Public	Until Filled	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience Under and including one year</p>
<p>The purpose of this position is to organize, instruct, and lead the summer track & field program. This is accomplished by instructing participants in specific track & field skills. Register participants, maintain attendance records, and notify supervisors of supply and equipment needs and hazardous conditions. Explain program offerings to public, participation in staff meetings, and planning for meets, participate in the supervision and management of meets. Other duties include basic first aid, discipline, supervision, and completing related duties as assigned.</p>						

Recreation Super / Track -- Summer	Part Time/No Benefits	Recreation	14.76/Hr	General Public	Until filled	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.</p> <p>Experience Over one year up to and including two years</p>
<p>The purpose of this position is to organize and administer a recreational track and field program for youth. This is accomplished by receiving initial instructions in order to train and supervise participants, track staff, and volunteers in a variety of track and field activities through demonstration training and verbalization. Teaches participants how to exercise & train and how to execute track & field events and meets. Maintains records, reports and is knowledgeable in organizing and running track meets. Notifies parents of participants' progress or any problems. Supervises participants, assistants and volunteers and coordinates meets with other cities. Special Requirements : College degree and coaching experience. Must be knowledgeable in track. CPR and First Aid training helpful.</p>						
Swimming Pool Cashier - Summer	Part Time/No Benefits	Recreation	10.36 Hr	General Public	Until filled	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience No experience required</p>
<p>Certification & Other Requirements Must possess a current food handler's permit. The purpose of this position is to cashier and provide concession work at the public swimming pool.</p>						
Swimming Pool Supervisor - Summer	Part Time/No Benefits	Recreation	17.06 Hr	General Public	Until filled	<p>Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with a two year associate's degree, diploma or equivalent from a college, technical business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Experience Over one year up to and including two years</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. Certification & Other Requirements American Red Cross or YMCA Lifeguard Certification. CPR and 1st Aid.</p>						
Custodian - Auditorium - Nights	Regular Full Time	Building Maintenance	9.77	General Public	Until filled	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience No experience required</p>
<p>The purpose of this position is to provide custodial care and cleaning of 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. Position shift is night only.</p>						

Concession Worker I - Softball	Part Time/No Benefits	Recreation	8.63 Hr	General Public	Until filled	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience No experience required</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. This position requires ability to work days, evenings, and weekends.</p>						
Lifeguard - Summer	Part Time/No Benefits	Recreation	11.64 Hr	General Public	Until Filled	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience No experience required</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. Certification & Other Requirements American Red Cross or YMCA Lifeguard Certification. CPR and 1st Aid.</p>						
Laborer - CDBG	Temporary Full Time	Streets	9.77 Hr	General Public	Until Filled	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience No experience required</p>
<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>						
Custodian - Regional Airport	Regular Full Time	Building Maintenance	9.77 Hr	General Public	Until filled	<p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.</p> <p>Experience No experience required</p>
<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>						

Lead School Crossing Guard	Temporary Part Time	Traffic	9.26 Hr	General Public	Until filled	<p>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.</p> <p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level equivalent to four years of high school or equivalency. Experience Minimum one School Year.</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 position will coordinate scheduling of all school crossing guards, assist in the training of new crossing guards, and monitor all crossing locations for adherence to state and departmental standards. This position will act as a substitute or relief at all school crossing guard locations across the city. THIS POSTING IS FOR FUTURE OPENINGS FOR THE SCHOOL YEAR OF 2019-2020. THIS IS A TEMPORARY PART-TIME POSITION WITH NO GUARANTEE OF HOURS. APPLICATIONS WILL BE KEPT ACTIVE UNTIL MAY 5, 2020 FOR POSSIBLE EMPLOYMENT IN FUTURE OPENINGS.</p>						
School Crossing Guard	Temporary Part Time	Traffic	8.21 Hr	General Public	Until filled	<p>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.</p> <p>Work requires knowledge necessary to understand basic operational, technical, or office processes. Level equivalent to four years of high school or equivalency. Experience No experience required</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 2019-2020. THIS IS A TEMPORARY PART-TIME POSITION WITH NO GUARANTEE OF HOURS. APPLICATIONS WILL BE KEPT ACTIVE UNTIL MAY 5, 2020 FOR POSSIBLE EMPLOYMENT IN FUTURE OPENINGS.</p>						
TCOLE Licensed Public Safety Dispatcher	Regular Full Time	Police Department	14.76 Hr	General Public	Until filled	<p>Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Experience Under and including one year</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.</p> <p>*****ONGOING RECRUITMENT*****</p> <p>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>						