

EMPLOYMENT OPPORTUNITIES

APPLICATIONS ACCEPTED
MONDAY - FRIDAY 8 AM - 5 PM

CIVIC CENTER COMPLEX
825 WEST IRVING BLVD
IRVING, TEXAS

24-HOUR JOBLINE (972) 721- 3773 ext. 346
WEBSITE ADDRESS www.cityofirving.org

MAY 17 – MAY 23, 2012

QUALIFICATIONS:

Qualifications given in the job description in this flyer represent only the minimum qualifications necessary to perform the essential functions of the job. In addition to these qualifications, the minimum age requirement for regular full-time and part-time employment is 18, with the exception of Aquatic Center Lifeguard (PT); for seasonal employment, the minimum age is 16. Preference for interviews by the department are given to the most qualified applicants who may possess more specific education and/or experience than is given in a particular job description. Duties shown in the job description represent a summary of the essential duties and responsibilities. An applicant wishing to apply for a different position while still under consideration for another must complete a new application.

MAINTENANCE / TRADES

AUTOMOTIVE TECHNICIAN
DEPARTMENT: FLEET MAINTENANCE

FULL PAY RANGE \$16.16 - \$22.80 PER HOUR

Duties include performing skilled, journeyman level electrical and mechanical tasks involved in the maintenance and repair of City vehicles and equipment – troubleshooting mechanical and electrical defects; and repairing gasoline and diesel engines, brake systems (air, hydraulic and mechanical), electrical systems, motors and hydraulic systems. Duties also include completing and documenting State safety and emission inspections. Duties will require lifting up to 100 pounds frequently. A high school diploma or equivalent, plus some college or specialized training in a related field required; vocational automotive, diesel, or heavy equipment training and/or ASE certification preferred. Must have two years experience in automotive service and repair, *including experience with diesel and heavy-duty vehicles*. Will need to provide own tools, preferably possessing necessary tools at time of hire; and have, or be able to obtain, applicable Texas driver's license, State Safety and Emission Inspector license and refrigerant certification. May be required to perform field service work; may be required to work day or evening shift; and may be scheduled for periodic after-hours on-call duty including nights, weekends and holidays.

CLOSING DATE: MAY 23, 2012

PART-TIME

RECREATION ACTIVITIES LEADER (PART-TIME)
DEPARTMENT: PARKS AND RECREATION

FULL PAY RANGE \$12.06 - \$17.01 PER HOUR

Duties include coordinating and implementing recreation classes and programs for children; answering telephones and greeting customers; and keeping the facility clean. A high school diploma or equivalent and six months customer service experience are required; recreation experience or training is preferred. Prior experience working with children beneficial. Must possess a valid Class C Texas driver's license and be at least 18 to be hired. Schedule may vary and include late afternoon, evening and/or weekend hours. Applicants should submit hours of availability with application / résumé.

CLOSING DATE: MAY 23, 2012

City of Irving | 825 W. Irving Blvd. | Irving, Texas 75060
Equal Opportunity Employer

The City of Irving does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services.



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THE FOLLOWING POSITIONS WILL REMAIN OPEN UNTIL FILLED
———— AN UPDATE WILL BE PREPARED ONLY WHEN ONE OF THESE POSITIONS CHANGES ————

REVISED MAY 10, 2012

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PART-TIME

SCHOOL CROSSING GUARD (PART-TIME)
DEPARTMENT: POLICE

\$8.99 PER HOUR

Duties include holding signs or displaying hand/arm signals and blowing a whistle to control traffic; and escorting school children and other pedestrians safely across various streets and intersections. Duties will require working outdoors under a variety of weather conditions. Must have formal or informal education or training which insures the ability to communicate in English at a level necessary for successful job performance. No experience is required, but must have basic knowledge of traffic laws and safety procedures. Schedule and hours coincide with the Irving Independent School District schedule – will be scheduled to work during the months school is in session and hours will occasionally vary to accommodate early dismissal days.

CLOSING DATE: OPEN UNTIL FILLED

INTERN – PRODUCTION (PART-TIME)
DEPARTMENT: CORPORATE COMMUNICATIONS/ICTN

\$8.57 PER HOUR

Amended to specify duties 1/5/12

Duties will include working closely with ICTN staff to provide support for video productions by operating video cameras and audio equipment, assisting in the set up and break down of studio and field productions and completing other related tasks as assigned. Must be currently enrolled in an accredited college or university with major course work in radio, television, film or communications field and be at least 18 to be hired. No previous experience required. Must have, or be able to obtain, an appropriate driver's license.

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SEASONAL

VECTOR CONTROL TECHNICIAN
DEPARTMENT: PARKS AND RECREATION

\$14.66 PER HOUR

Duties include applying pesticides and other chemicals necessary to control disease-bearing mosquitoes, setting up and monitoring traps for live mosquitoes, maintaining chemical inventory, and keeping related records. A high school diploma or equivalent and six months related experience are required. Must possess a valid Texas driver's license and be at least 18 to be hired. Schedule will vary and hours will include a combination of days, evenings, nights and weekends. Assignment will continue at least through the month of September.

CLOSING DATE: OPEN UNTIL FILLED

PARKS AND RECREATION DEPARTMENT

POOL SUPERVISOR
\$11.95 PER HOUR

LIFEGUARD II
\$9.85 PER HOUR

LIFEGUARD I
\$8.50 PER HOUR

SUMMER RECREATION LEADER
\$8.50 PER HOUR

AQUATIC PARK CASHIER
\$7.25 PER HOUR

PLEASE NOTE

- » *Aquatic, petting farm and maintenance positions work outdoors; recreation leaders frequently work outdoors.*
- » *Parks and Recreation seasonal employment typically begins around mid-May and may run through Labor Day.*
- » *Seasonal employees in the Parks Department normally work 40 or more hours per week.*