



City of Rockwall
The New Horizon

****EMPLOYMENT OPPORTUNITIES****

APPLICATIONS ACCEPTED

MONDAY – FRIDAY 8 AM – 5 PM

385 S. GOLIAD

ROCKWALL, TX 75087

Date Posted: March 5, 2010

Phone: 972-771-7700

Fax: 972-771-7766 | Job Line: 972-771-7710

Web address: www.rockwall.com

The **City of Rockwall** is a vibrant, fast growing community. Our organization has approximately 250 full-time employees that serve approximately 35,000 citizens. The City of Rockwall is searching for talented, hard-working and motivated individuals who demonstrate our core values by being ethical, responsible, customer focused and innovative. We want employees who strive to give great customer service to both our external and internal customers.

Application Requirements: Employment Applications **must be completed** and will only be accepted for open positions. Resumes will not be accepted without a **completed** application.

Qualifications: Qualifications listed in the job posting represent only the minimum qualifications necessary to perform the essential functions of the job. All applicants must be eligible to work in the United States.

Job Descriptions: To obtain a complete job description visit www.rockwall.com.

ANIMAL SERVICES DEPARTMENT

ANIMAL SHELTER ATTENDANT

Salary Range: \$26,391.57 – \$35,164.51

High School Diploma or GED required. Experience in general office work and customer service is preferred. Experience with animals is a plus. Love of animals is required. Basic level certification in animal control by the state's Department of Health or ability to obtain within one year of hire. Must be able to obtain certification in euthanasia within 90 days of hire date. Must be available to work a flexible schedule including weekends.

- Performs general receptionist duties, i.e. answer phones; takes messages for Animal Services personnel; dispatches Animal Control Officers, takes lost and found reports and calls owners about lost and found animals.
- Maintains animal services database and files including impoundment, city registrations, reclaiming, adoption, euthanasia, and final disposition.
- Performs and maintains inventory of animals.
- Maintains inventory of supplies on a daily and monthly basis and stocks same as received.
- Assist residents with city registrations (including mail registrations) animal adoptions, check-in owner and resident "give ups and drop offs", and reclaiming of impounded animals.
- Assists in maintaining the Animal Adoption Center: clean kennels, clean cat cages, wash dishes, does laundry, and cleans floors as required.
- Provides general care and feeding of animals including periodic bathing and grooming.
- May be required to assist with animal euthanasia.

Open until March 19, 2010

The City of Rockwall is an EEO/ADA Employer



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RECREATION DEPARTMENT

POOL MANAGER (Seasonal)

Salary Range \$9.50 - \$12.02 Hr

High school diploma or GED required. Previous experience working in an aquatic setting is preferred but not required. Must have 3 months supervision experience or one year as a school teacher and must possess current certification in CPR and First Aid. Requires effective written and verbal communication skills, ability to make sound decisions in a fast-paced environment, ability to deal effectively with the public and possess an outstanding customer service attitude. CPRPR, (CPR for the Professional Rescuer), LGI, LG, WSI and WSIT preferred.

Open until filled



HEAD LIFEGUARD (Seasonal)

Salary Range \$8.75 - \$10.24 Hr

High school diploma or GED required. Previous experience working in an aquatic setting is required. Candidate must possess current lifeguard training certifications from one of the following: American Red Cross, YMCA or Ellis and Associates. Also requires current CPRPR, (CPR for the Professional Rescuer) and First Aid certification.

Open until filled



LIFEGUARD (Seasonal)

Salary Range \$7.85 - \$9.20 Hr

Position requires a working knowledge of aquatic activities, lifeguarding, CPR and first aid, must possess current lifeguard training certifications from one of the following: American Red Cross, YMCA or Ellis and Associates. Must be willing and able to become certified in American Red Cross criteria at the earliest date possible if possessing YMCA or Ellis certifications. Some lifeguarding experience preferred, but not required. Must have effective oral communication skills and be a strong swimmer. Must be at least 16 years of age.

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RECREATION DEPARTMENT



CASHIER (Seasonal)

Salary Range \$7.50 - \$8.88 Hr

Must be able to demonstrate knowledge of proper cash handling procedures. Must be friendly and dependable, possess the ability to work effectively in a fast-paced environment, ability to deal effectively with the public and possess an outstanding customer service attitude. Must be 16 years of age and possess a valid Texas Drivers License.

Open until filled

RECREATION COORDINATOR ASSISTANT

Salary Range: \$7.95 - \$9.31 Hr

(Seasonal)

High school diploma, GED or 2 years full-time equivalent experience as a recreation aide/instructor required. This position will focus on and attend to the daily operations of The Center and its programs including opening and closing duties, customer service in person and on the phone, assist with registrations of all department programs, set up and break down for various activities. Performs and supervises general maintenance and housekeeping duties at the Center. Hours vary.

Open until filled

RECREATION AID (Seasonal)

Salary Range: \$7.50 - \$8.88 Hr

This position serves primarily as support to the Recreation Coordinator Assistant working special events and monitoring programs. Essential functions include monitors RISD facilities during scheduled program, assist in conducting, evaluating, and monitoring various recreational, social and educational programs, assist in the opening and closing of the facility including safety checks and assist with general maintenance and housekeeping duties. Hours can vary to include days, evenings and weekends. Position will work between 20 and 40 hours per week.

Open until filled

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