

# 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](http://www.cityofirving.org)**

**NOVEMBER 19 – NOVEMBER 25, 2009**

## **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.

---

## **TECHNICAL**

**ANIMAL SERVICES OFFICER**  
**DEPARTMENT: ANIMAL SERVICES**

**FULL PAY RANGE \$16.97 - \$23.94 PER HOUR**

Duties include responding to complaints reported by the public – capturing stray or loose animals, removing dead animals and investigating biting incidents; issuing warnings and citations for animal control ordinance violations; caring for captured animals; cleaning animal shelter facilities and vehicles; euthanizing animals; and testifying in court when required. A high school diploma or equivalent and one year experience in animal control or a related field are required. Must have basic computer knowledge and familiarity with Microsoft Office products; and have, or be able to obtain, a valid Class C Texas driver's license. Bilingual (English/Spanish) skills beneficial. Hours will include evenings and weekends; must also be able to respond to after-hours emergency calls.

**CLOSING DATE: DECEMBER 2, 2009**

---

## **MAINTENANCE / TRADES**

**EQUIPMENT OPERATOR**  
**DEPARTMENT: SOLID WASTE SERVICES**

**FULL PAY RANGE \$13.96 - \$19.70 PER HOUR**

Duties include collecting refuse, brush and debris and transporting it to the City landfill. Must be able to read and write at a level necessary for successful job performance and have one year experience driving any vehicle that requires a Class A or B commercial driver's license (CDL) to operate. *Must currently possess a Class A or B CDL.* Normal schedule is 6:30 a.m. to 4:30 p.m. four days per week.

**CLOSING DATE: NOVEMBER 25, 2009**

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 the provision of services.



**IRVING**

# 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](http://www.cityofirving.org)**

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

REVISED SEPTEMBER 24, 2009

**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.

---

---

## 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**

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.

CLOSING DATE: OPEN UNTIL FILLED

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 the provision of services.



**IRVING**