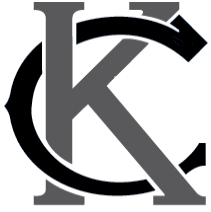


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## HUMAN RESOURCES DEPARTMENT

City of Kansas City, Missouri

12th Floor, City Hall

Kansas City, MO 64106

(816) 513-1903

March 29, 2021

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### RECRUITMENT INFORMATION

#### CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

#### SALARY

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#### Communications Specialist (Job Opening ID #513072)

\$3,130-\$6,463/month

**March 29, 2021**

(Fire Department/Communications Division/6750 Eastwood Trafficway)

Full-time position available. Normal Work Days/Hours: Vary. Receives fire and other emergency alarms over telephone. Obtains address and exact nature of emergency and dispatches appropriate firefighting or ambulance units on the basis of established street index and district assignments or the specific nature of emergency. Receives fire alarm signals from alarm boxes and broadcasts alarms to all fire stations by radio and dispatches, as directed, appropriate firefighting units by designated company numbers. Dispatches ambulance units by telephone according to assigned districts. Records alarms and all movements of firefighting apparatus and ambulance units indicating the date, time, address, location, and type of fire or emergency, the responding fire company or ambulance unit, and respective command officer. Receives complaints of trouble such as water and gas main leaks, street lights out, children locked in bathrooms, and gasoline to be flushed from roadways. Telephones information to proper departments or authorities. Tests daily and inspects fire alarm equipment within the Communications Center. Tests outside lines to ensure they are in working order. Sees that constant current is maintained on circuit. Contacts fire stations by radio to ensure that each receiver is working. Performs routine custodial work as necessary in order to maintain office, kitchen, dispatch, and related facilities in a tidy condition. Performs related duties as assigned. **REQUIRES** high school graduation (or equivalent) and at least 1 year of experience receiving and processing telephone calls and/or dispatching by two-way radio. It is highly desirable that the experience be in a public safety environment. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
<b>Municipal Management Trainee (Job Opening ID #513047)</b> (Human Resources Department/Labor & Employee Relations Division/414 East 12 <sup>th</sup> Street) Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Serves as a note taker for grievances and investigations. Performs meetings with employees, answering emails and phone calls to providing information to employees, supervisors, and managers regarding routine labor & employee relation issues, City policies and practices, and union collective bargaining agreements. Supports the administration of policies overseen by Labor & Employee Relations. Facilitates the weekly New Employee Processing training and developing other Labor & Employee Relations trainings. Assists with revising and communicating policies/procedures. Assists with unions to schedule grievance hearings, attending grievance hearings and learning the grievance procedure. Assists with the organization of HR Board Hearings, notices and scheduling. Performs administrative duties, answering phones, responding to emails, filing, calendar management, drafting documents, and scheduling. <b>REQUIRES</b> an accredited Bachelor's degree.	\$18.24-\$29.44/hour	<b>March 29, 2021</b>
<b>Engineering Technician Lead (Job Opening ID #513110)</b> (Public Works Department/Permits Division/414 East 12 <sup>th</sup> Street) Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Utilizes a computer aided drafting and design system or GIS in the preparation of drawings and other related engineering data. Provides advice to architect/engineers and other technical personnel concerning support capabilities of specific time saving software programs. Prepares sketches, profiles, and cross-sections for excavation, embankment, structures, and other features. Prepares maps and/or layouts identifying and locating utilities, utilities' controls, structures, collection/distribution systems, fire hydrants and places coordinates and property lines. Prepares renderings of preliminary and final plans, details and modifications for new or existing structures and buildings. Develops road alignments, calculates alignment control data, cut-and-fill quantities, adjusts alignments and profiles. Develops street grades, analyzes/evaluates drawings to determine their adequacy for meeting specified design requirements. Integrates drawings and other documents from a variety of architectural/engineering areas to complete project packets. Prepares right-of-way and other land parcel descriptions using metes and bounds terminology. Assists in the preparation of contracts, specifications, land descriptions, and other documents. Coordinates work with other sections and divisions of the department to assure that designs and drawings are accurate	\$18.24-\$29.44/hour	<b>April 12, 2021</b>

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## RECRUITMENT INFORMATION

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#### **Engineering Technician Lead-513110 (cont.)**

and completed on schedule. Designs Street grades, storm sewer size, and layouts of the sewer system; performs other detail design work as instructed by project design engineer. Maintains accurate records of drawings. Studies maps, plans, aerial photographs, and terrain for data to aid in the establishment and location of proposed survey. Conducts a variety of preliminary, location and site surveys; establishes center lines, locations of monuments, curves, angular calculations, alignments, property lines and other reference points and stakes as required. Records/prepares field data, computations, topographical data and site drawings/sketches. Maintains field notes indicating lines, angles, distances, chords, traverses, benchmarks, monuments, layout stakes, and details of size, location and elevations of structures and facilities. Performs journeyman level inspection work to include water, sewer, street, sidewalk and bridge construction. Develops and recommends appropriate methods, procedures, and applications for the effective use of GIS technology. Designs, writes, test, implements, and maintains programs for standard and customized GIS applications. Performs complex analyses, modeling, and simulation scenarios through the use of GIS software and data sets. Performs related duties as required. **REQUIRES** high school graduation and 5 years of related and increasingly responsible experience in engineering drawing, mapping, automated mapping, GIS and equipment, CADD, engineering, land survey, construction inspection and related fields; OR high school graduation and 2 years of experience at the level of Engineering Technician and possession of either the Level II Certification as Associate Engineering Technician (AET) as issued by the National Institute for Certification in Engineering Technologies (NICET), the Land Surveyor in Training as issued by the MO Board of Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects or the Class B Wastewater Collections System Certification from the MO Water Environmental Association; OR an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must pass a pre-employment drug screen as prescribed by the City.

#### **Park Ranger**

\$16.35-\$17.31/hour\*

**May 24, 2021**

#### **(Job Opening ID #512932)**

\$16.35-\$25.96/hour\*\*

(Parks & Recreation Department/Park Ranger Division/4600 East 63<sup>rd</sup> Street)

Limited-term contract position available. Normal Work Days/Hours: Work days vary/**Day shift:** 8:00 a.m.-5:00 p.m.; **Evening shift:** 3:00 p.m.-1:00 a.m. Assists the Director of Parks & Recreation in the security, control, management and protection of all KCMO parks, park property, boulevards, roadways within the parks, community centers and all wildlife and natural/cultural resources of the

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## RECRUITMENT INFORMATION

### CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

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#### **Park Ranger-512932 (cont.)**

park. Assures the convenience and safety of all persons using the KCMO parks as permitted by city ordinance. Educates the public regarding park rules and regulations, proper use of park facilities and park natural resources. Issues General Ordinance Summonses (GOS) and Uniform Traffic Tickets (UTT) when required. Prepares incident reports and other reports as required to document and notate incidents, damage, theft, etc. Directs traffic when needed as conditions may require. Performs reasonable steps to obtain needed medical, rescue or other emergency assistance in the event of emergencies involving illness or injury, or danger to life. Removes motor vehicles or trailers parked in violation of any city ordinance relating to the parking of a motor vehicle or a trailer or require the driver or other person in charge of the vehicle to do so. Removes persons who are in violation of any law, or the rules and regulations of the director of parks and recreation, or in any other way endangering the safety or property of others. Provides support to other divisions and law enforcement agencies as required. **REQUIRES** high school graduation. Must be at least 21 years of age. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must pass a pre-employment drug screen as prescribed by the City. Must be eligible to obtain a class A private officer's commission as issued by the KCMO Police Department. **Must meet one of the following 3 requirements:** (1) Graduated in good standing and be in possession of a certificate of completion from an accredited civilian police academy whose curriculum consisted of at least 470 hours of law enforcement training to include handgun training at the federal, state or local level; (2) Graduated in good standing and be in possession of a certificate of completion from a military police training/MP advanced individual training or other military MOS that involves law enforcement, criminal investigation or security patrol on military installations that included handgun training; (3) At least 7 years of experience as a private security officer, including 3 as an armed security officer in good standing. **Preference given for a background in park police and/or park security patrol, have parks and recreation experience, have an accredited degree in a parks and recreation related field and can exhibit a strong general knowledge of the natural environment.**

*\*Salary with health insurance/\*\*Salary without health insurance*

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## RECRUITMENT INFORMATION

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
<b>Recreation Leader (Job Opening ID #513071)</b>	\$14.05-\$16.51/hour	<b>May 31, 2021</b>

(Parks & Recreation Department/Hillcrest Community Center/10401 Hillcrest Road)  
(Parks & Recreation Department/Marlborough Community Center/8204 Paseo Boulevard)  
(Parks & Recreation Department/Tony Aguirre Community Center/2050 West Pennway Street)  
(Parks & Recreation Department/KC North Community Center/3930 N. Antioch Road)  
(Parks & Recreation Department/Westport-Roanoke Community Center/3601 Roanoke Road)  
(Parks & Recreation Department/Southeast Community Center/4201 East 63<sup>rd</sup> Street)  
Several seasonal positions available. Normal Work Days/Hours: Varies, including evenings and weekends. Assists in planning, promoting and leading individuals and groups in a variety of Youth and Active Aging programming. These activities include special events, camps, sports, and arts & crafts. Assists in the offsite Youth After School Program, other day-to-day activities at assigned locations with other programs. Performs other duties as assigned. **REQUIRES** high school graduation; OR at least 16 years of age. May be required to possess a valid state-issued driver's license in accordance with City of KCMO policies. Must pass a pre-employment drug screen as prescribed by the City.

<b>Chief Equity Officer (CEO) (Assistant to the City Manager) (Job Opening ID #512954)</b>	\$5,719-\$10,262/month	<b>Open until filled</b>
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(Office of the City Manager/414 East 12<sup>th</sup> Street)  
Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work evenings, weekends and holidays. **The rights and well-being of Kansas City citizens and employees are a priority of the City Council and with the creation of the Chief Equity Officer (CEO) role, we seek to marshal the necessary leaders and resources to advance social equity and reduce and ultimately eliminate disparities experienced by Kansas City's most marginalized populations. Because the people of Kansas City have an interest in a system of government, rules, policies, practices and programs that are equitable and fairly administered, the CEO will oversee the review of internal and external practices and programs to ensure diversity, equity and inclusion that ensures fair administration for City employees and citizens.** Supports city agencies and departments in normalizing concepts of and social equity. Organizes staff to work together for transformational change. Operationalizes new practices, policies, and programs to drive greater equity. Ensures equitable policy-making, service

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## RECRUITMENT INFORMATION

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#### **Chief Equity Officer-512954 (cont.)**

delivery, and distribution of resources that account for the different histories, challenges and needs of the people we serve in Kansas City. Leads efforts to nurture and facilitate the development of citywide, multi-sectoral programming and policy to effect change in the city's approach to diversity, equity and outreach strategies. Reports to the City Manager and leads efforts to create new policies that proactively implement programs and strategies to promote equity and equality within Kansas City's internal structure and throughout the city, including regular collaboration with internal departments and the leadership of a task force established by the City Manager to ensure that the city is using innovative approaches to address race and equity both internally and citywide. Creates new policies to advance equity and equality and develop methods to advance equity in budgeting, contracting, community engagement and high priority service delivery. Develops communication and feedback mechanisms to equip city representatives to identify and address equity issues, processes, policies and legislation. Operationalizes an equity lens into city wide policy, programs, and budget decisions to advance and supports equitable service delivery to the community including:

- Providing leadership, guidance, and support to internal and external partners in the delivery of equity policy and programs;
- Developing and recommending performance indicators and progress benchmarks to ensure accountability and to achieve fair and equitable delivery of city services from city departments;
- Creation of a citywide equity action plan based on data driven analysis that encompasses equity tools and provides a blueprint of systems and structures for each department; and
- In partnership with the city leaders and other key stakeholders, conducts an environmental scan of service delivery in the city to identify disparities and gaps in service and programs.

Works collaboratively with all stakeholders to develop the Equity framework which includes:

- Assessment and data tools that help departments identify disparities in services and programs;
- Analytic tools that help identify disparities in resource allocation;
- Recruiting and developing equity champions within departments; and
- Conducting regular reviews of City practices and programs to ensure equity for employees and all citizens.

Leads a task force established by the City Manager with oversight from the City Council to review City practices and programs to ensure that they are equitable on their face and fairly administered.

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### **Chief Equity Officer-512954 (cont.)**

The task force shall include a diverse representation of City employees, including members of management, Local 500 of the Association of Federal, State, County and Municipal Employees (AFSCME), Local 42 and 3808 of the International Association of Fire Fighters, representatives from recognized Employee Resource Groups and community leaders. Collects, analyzes and presents data measuring equity program efforts and progress for monthly reporting by the City Manager to the City Council. Utilizes relevant data resources to track and analyze diversity, equity and outreach strategies within the City. Meets with various citizen groups regarding problems of discrimination, equal employment opportunities within the City's government and with the provision of housing and health services by the City to ensure equity and fair administration in the provision of those opportunities and services. Performs related duties as required. **REQUIRES** an accredited Bachelor's degree in business administration or related field and 3 years of experience in the Office of the City Manager or equivalent qualifying experience. **Preference given for an accredited Juris Doctor degree or an accredited Master's degree in public administration, multicultural, equity or diversity studies or related field and at least 7 years of experience in diversity and equity work and experience overseeing diversity efforts in a mid-large size organization; 5-7 years of experience working with or in a public or governmental organization serving large complex urban environments, 5-7 years of experience and a working understanding of the effective methods of organizational and institutional change, and 5-7 years of experience in operationalizing diversity, equity and inclusion policies and programs in an organization or department, including but not limited to budget management, supervision, strategic planning, policy and program creation and implementation; and organizational and fiscal management skills noted for transparency and clarity.**

**Code Enforcement Manager  
(Job Opening ID #512750)**

\$3,957-\$6,769/month

**Open until filled**

(Health Department/Childhood Lead Poisoning Prevention-Healthy Homes Division/2400 Troost) Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. **As a condition of employment with the City of KCMO Health Department, all new employees will be required to submit or provide documentation of receiving an influenza (Flu) Vaccination.** This is a complex administrative, field, supervisory, grant-funded position managing the Lead Safe KC Program. Manages all aspects of up to two grants. Focuses on projects removing

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### **Code Enforcement Manager-512750 (cont.)**

lead paint and other health hazards in single and multifamily residences. Applies assessment and construction skills and approves work specifications and scopes. Bids and awards work. Communicates with construction and non-construction contractors and property owners. Educates the public regarding the principles of lead poisoning and lead hazard removal. Provides detailed reports, and collects, analyzes and reports data. Works on a multidisciplinary team and supervises two Housing Rehab Specialists and a Senior Administrative Assistant. Writes and submits competitive applications for lead hazard control grants on a regular basis. **REQUIRES** an accredited Bachelor's degree and 4 years of progressively responsible, applicable experience, including 1 year at the level of the City's Code Enforcement Supervisor; OR an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must possess or be eligible to obtain required police commission from the KCMO Police Department. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **For this position, must possess within one month of hire date and maintain MO Lead Risk Assessor and MO Lead Abatement Supervisor Licenses and Healthy Homes Practitioner Certification by the National Environmental Health Association.**

### **Construction Code Inspector (Job Opening ID #512891)**

\$18.83-\$29.44/hour

**Open until filled**

(City Planning & Development Department/Inspections Division/414 East 12<sup>th</sup> Street)

Two full-time positions available. Normal Work Days/Hours: Monday-Friday, 7:30 a.m.-4:00 p.m. Conducts field inspections during various stages of construction or demolition to ensure code compliance. Evaluates and analyzes a wide variety of structural, mechanical, electrical, sprinkler and plumbing installations for code compliance. Inspects and monitors the application and the proper use of construction related materials. Reviews and analyzes architectural/engineering plans and specifications, shop drawings, research reports, special inspection reports and other technical data to determine whether an installation is code-compliant or for the issuance of permits. Applies engineering principles and practices in the technical examination and analysis of wood structures, simple steel and masonry structures. Prepares clear, concise, and consistent reports noting specific code violations and items inspected in order to clearly communicate intent to interested parties. Reviews and interprets building codes per modern construction methods and engineering practices. Performs electrical and structural load calculations, plumbing calculations and analyses of soil

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## RECRUITMENT INFORMATION

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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### **Construction Code Inspector-512891 (cont.)**

conditions. Completes work documentation and data entry into database. Must consistently negotiate construction sites at all stages of construction, uneven terrain, including excavations and ditches. Performs related duties as required. **REQUIRES** an accredited Bachelor's degree in engineering, architecture, fire science, construction technology or construction management; OR high school graduation and 4 years of acceptable codes inspection or construction trade experience; OR an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. Must possess certificates B1, E1, M1 and P1 as awarded by the International Code Council (ICC) within 24 months following date hired. In addition, must meet these certification requirements for those required above: (1) Obtain 1 of the required certifications within first 6 months of hire; (2) Obtain 2nd required certification within 12 months of hire; (3) Obtain 3rd required certification within 18 months of hire; and (4) Obtain 4th required certification within 24 months of hire. For those with exams passed prior to April 2018, the following certificates administered by the National Certification Program for Construction Code Inspectors (NCPCCI) may be substituted for the corresponding ICC certificate as shown: NCPCCI Building Inspector One- and Two-Family Dwellings-1A or ICC Residential Building Inspector-B1; NCPCCI Electrical Inspector One- and Two-Family Dwellings-2A or ICC Residential Electrical Inspector-E1; NCPCCI Mechanical Inspector One- and Two-Family Dwellings-4A or ICC Residential Mechanical Inspector-M1; NCPCCI Plumbing Inspector One- and Two-Family Dwellings-5A or ICC Residential Plumbing Inspector-P1.

### **Director of Conventions & Entertainment Facilities Department (Job Opening ID #512953)**

\$7,567-\$14,422/month

**Open until filled**

(Conventions & Entertainment Facilities Department/Administration Division/301 West 13<sup>th</sup> Street)  
Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work evenings, weekends and holidays. Oversees the Administrative Plans, organizes and directs the administration of all programs related to the operation and maintenance of all departmental facilities. Reports to the City Manager on major policy and financial issues and to the appropriate Assistant City Manager on other matters. Directs, coordinates and reviews the activities of staff; issues rules and regulations pertaining to departmental operations; resolves

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## RECRUITMENT INFORMATION

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### **Director of Conventions & Entertainment Facilities Department-512953 (cont.)**

personnel and other problems. Accomplishes necessary research, analysis, forecasting and planning to provide Kansas City with a comprehensive public events, cultural, exhibition and performing arts program. Counsels and consults with professional management personnel in the Kansas City Convention and Visitors Bureau, Chamber of Commerce, Mid-America Regional Council, Downtown Incorporated, and the restaurant and hospitality industries to discuss mutual problems, concerns and other matters which would affect business meetings and convention needs. The ideal candidate should have knowledge of preparing budgets, Administrative Services, Sales, Marketing and Event Operations. Designs and implements extensive advertising and marketing programs to generate the greatest possible number of event days. Reviews and approves contracts and fees as required. Seeks legal guidance as needed. Reviews plans, programs and major events with the City Manager that may alter current policies and relationships with other departments and agencies and services to the public. Appears before City Council on matters related to the department. Prepares operational and special reports which may be required by the Mayor, City Council or City Manager. Reviews the proposed budget with the budget officer and appropriate Assistant City Manager prior to submission to the City Manager. Performs related duties as required. **REQUIRES** an accredited Bachelor's degree in a related area and 5 years of managerial experience in the general and fiscal management of a moderate-sized convention center and related arena facilities. **Preference given for at least 4 years of executive level leadership in the venue management field and professional registration as CVE (Certified Venue Executive) or CVP (Certified Venue Professional).**

<b>Equipment Operator (Job Opening ID #512400)</b>	\$14.82-\$23.16/hour	<b>Open until filled</b>
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(Neighborhoods & Housing Services Department/Solid Waste Division/5300 Municipal)

(Public Works Department/Street Maintenance Division/2400 NE Russell Road)

(Public Works Department/Operations Division/5300 Municipal)

(Public Works Department/Operations Division/5310 Municipal)

Several full-time positions available. **NHSD:** Normal Work Days/Hours: Monday-Friday, 6:30 a.m.-3:00 p.m. (some weekends). Drives refuse trucks on established route in picking up trash, recycling, bulky, yard waste, illegal dumping and/or nuisance. Operates packing and dumping controls. Keeps time records and sees that assigned collection truck is serviced and maintained properly. May perform or assist in the collection of various types of waste. Operates and labors on

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### **Equipment Operator-512400 (cont.)**

recycling trucks, mowers, tractors, weed eaters, other equipment used for mowing. Operates trucks associated with snow plow operations. Must be physically fit and capable of lifting at least 40 lbs. and work in adverse conditions/locations. **PW:** Normal Work Days/Hours: Monday-Friday, 7:30 a.m.-4:00 p.m. Operates trucks on road maintenance and street repair work, hauling cold patch, hot asphalt, gravel, rocks, abrasives. Transports personnel and materials to designated work sites. Drives a truck engaged in street-cleaning activities. Participates in snow plowing and snow removal operations. Drives a truck with a flat-bed trailer for hauling construction equipment and drives construction equipment on and off lo-boy units. Operates a large construction tractor or crawler-type bulldozer in pulling a sheep's foot compacting street and road sub-grades. Operates medium grade tractors in the mowing of grass, parks and vacant lots. Utilizes chain saws in the cutting of tree branches and limbs. Operates spray equipment in conjunction with pesticide operations. Uses a heavy power driven roller in patching and ironing asphalt street surfaces. Operates a front-end loader up to 2-1/2 cubic yard in loading sweeper piles, broken pipe, dirt, rocks and debris; leads helper who assists in loading operations. Operates a backhoe/excavator in trenching, filling or other minor excavation. Carefully plans and executes work to avoid damage to underground pipes and cables. Makes field repairs to equipment, and as necessary, assists machinists/mechanics on major repairs. Services assigned equipment with fuel, oil, water, grease. **REQUIRES** 6 months of experience in the operation of trucks and other specialized automotive equipment. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to possess a valid MO Class A, B or C CDL prior to the end of probationary period. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **For NHSD, preference given for a valid MO Class B CDL.**

### **Fleet Maintenance Technician (Job Opening ID #512599)**

\$20.62-\$26.86/hour

**Open until filled**

(General Services Department/Fleet Services Division/5300 Municipal Avenue)

(General Services Department/Fleet Services Division/1901 Brooklyn Avenue)

Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 3:30 p.m.-12:00 a.m. OR 7:00 a.m.-3:30 p.m. OR 5:00 p.m.-3:30 a.m. Performs semi-skilled and skilled tasks in the maintenance and repair of automobiles, light and heavy trucks, tractors, and specialized equipment. Assists in the repair of heavy and earth-moving equipment. **REQUIRES** 3 months of semi-skilled experience in automotive repairs; OR an equivalent combination of qualifying education and

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#### **Fleet Maintenance Technician-(512599)**

experience which may include the successful completion of an automotive repair trade school or the successful completion of a vocational technical program in automotive maintenance or completion of the Automotive Service Excellence (ASE) certification as a master automotive/truck technician. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must possess a valid MO Class A, B or C CDL as determined by the department prior to the end of the probationary period. For this position, must possess a MO Class A CDL prior to the end of the probationary period. Must possess a valid MO Inspector Mechanic permit prior to the end of the probationary period. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

#### **IT Manager**

\$5,719-\$10,262/month

**Open until filled**

#### **(Job Opening ID #512928)**

(General Services Department/Information Technology Division/1101 Locust)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Assists in planning, directing, and coordinating subordinate sections of the department as well as coordinating activities with other departments involved in computer operations and architecture projects. Provides accurate evaluation of management and systems analysis problems and for the adequacy and soundness of recommendations. Supervises and participates in the management of large, complex or enterprise-wide projects. Researches and recommends new technology, process improvements, cost reductions, and strategies to determine potential benefits for the organization as deemed appropriate. Provides executive level reporting to the CIO and other Executive Officials. Creates resource plans and utilizes effectively and efficiently to meet or exceed organization goals. Researches and recommends the upgrading of existing software applications or hardware systems as needed for desired performance and operations. Investigates replacing current systems with new systems, analyzes the adaptability of current operations and makes recommendations for replacement. Supervises and participates in the development, coordination, and approval of current and long-range plans of program accomplishments, special studies, and projects. Supervises and participates in the preparation of work plans and recommends projects and studies for inclusion in the system. Recommends the introduction of new programming and coding technologies as appropriate. **REQUIRES** an accredited Bachelor's degree and 8 years of technology experience; OR an equivalent combination of qualifying education and technology experience. **Preference given for at least 2 years of Information Technology Security experience.**

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
<b>Maintenance Worker (Job Opening ID #512890)</b> (Neighborhoods & Housing Services Department/Solid Waste Division/5300 Municipal) (Parks & Recreation Department/North Region Park Maintenance Division/1301 NE Chouteau) (Parks & Recreation Department/South Region Park Maintenance Division/6901 Elmwood) (Parks & Recreation Department/Central Region Park Maintenance Division/1520 West 9 <sup>th</sup> St.) (Public Works Department/Operations Division/2400 Northeast Russell Road) (Public Works Department/Street Maintenance Division/2400 NE Russell Road) (Public Works Department/Operations Division/5300 Municipal Avenue) (Public Works Department/Operations Division/4725 Coal Mine Road) Several full-time, part-time and seasonal positions available. <b>NHSD:</b> Normal Work Days/Hours: Monday-Friday, 6:30 a.m.-3:00 p.m. (some weekends). Collects refuse and loads into trucks on established route in trash, recycling, bulky, yard waste illegal dumping and/or nuisance. Operates packing and dumping controls. May operate mowers, tractors, weed eaters and other equipment used for mowing. May operate trucks associated with snow plow operations. Must be physically fit and capable of lifting a minimum of 40 lbs. and work in adverse conditions and locations. route in trash, recycling, bulky, yard waste illegal dumping and/or nuisance. Operates packing and dumping controls. May operate mowers, tractors, weed eaters and other equipment used for mowing. May operate trucks associated with snow plow operations. Must be physically fit and capable of lifting a minimum of 40 lbs. and work in adverse conditions and locations. <b>Parks:</b> Normal Work Days/Hours: work days vary, 7:00 a.m.-3:30 p.m. Performs general maintenance and some equipment operations. Performs grass mowing, groundwork for landscaping, playground repairs, shelter cleaning, walking trail installations and repairs, tree and limb removal, daily trash removal with packer truck, hauling, and snow operations. Performs litter control, landscape maintenance, graffiti removal, operating tractors, riding mowers, skid loaders, flatbed 2-ton trucks, packer trucks, and a variety of power and manual hand tools and performs general maintenance for parks. <b>Public Works-Ops:</b> Normal Work Days/Hours: Monday-Friday 7:30 a.m.-4:00 p.m. Operates chain and hand saws in cutting up tree branches and limbs. Flags traffic, operates weed eater, picks up trash/debris. Participates in the construction/maintenance of streets, bridges and culverts. Prepares street potholes/depressions for asphalt patching. Shovels hot or cold asphalt mix into potholes/depressions. Rakes asphalt. Rolls and tamps asphalt. Occasionally operates light to moderately heavy automotive and related equipment as necessary. Participates in snow removal	\$14.82-\$23.16/hour	<b>Open until filled</b>

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### Maintenance Worker-512890 (cont.)

activities. Performs related duties as required. **Public Works:** Normal Work Days/Hours: Monday-Friday 7:30 a.m.-4:00 p.m. Operates chain and hand saws in cutting up tree branches and limbs. Operates weed eater, picks up trash/debris and flags traffic. Performs construction and maintenance of streets, bridges, culverts. Prepares street potholes/depressions for asphalt patching. Shovels hot or cold asphalt mix into potholes/depressions. Rakes asphalt. Rolls and tamps asphalt. Operates light to moderately heavy automotive and related equipment as necessary to carry through assigned installation and repair work. Performs semi-skilled manual activities in the accomplishment of assigned tasks. Performs snow removal and other related duties as required. **REQUIRES** high school graduation; OR 6 months of experience in general labor. May be required to possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to possess a valid MO Class A, B or C CDL prior to the end of the probationary period as determined by the department. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **For Parks-Central Region, preference given for a MO Class A CDL and experience with operating some light and heavy equipment. For Public Works, must possess a valid MO Class A CDL prior to the end of the probationary period.**

### Public Health Nurse

\$24.96-\$39.40/hour

Open until filled

#### (Job Opening ID #512344)

(Health Department/Nurse Family Partnership Division/2400 Troost)

(Health Department/Communicable Disease Prevention Division/2400 Troost)

(Health Department/Public Health Preparedness Division/2400 Troost)

(Health Department/Childhood Lead Prevention Division/2400 Troost)

Several full-time and limited-term merit positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; however, flexibility with work schedule is essential. **As a condition of employment with the City of KCMO Health Department, all new employees will be required to submit or provide documentation of receiving an influenza (Flu) Vaccination.**

**Nurse Family Partnership:** Performs experienced/trained nursing in the Maternal & Child Health area through the award-winning National Best Practice Program, Building Blocks of MO/Nurse-Family Partnership program. Provides home visits to first-time pregnant mothers. Delivers skilled education/guidance, which focuses simultaneously on the mother's personal health, environmental health, life course development, the maternal role, family/friends, and quality of caregiving. Maintains a caseload of 25 clients and visits families at home every 1-2 weeks and must be able to

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## RECRUITMENT INFORMATION

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### **Public Health Nurse-512344 (cont.)**

travel to various counties within the Kansas City area. Learns and adheres to national and state standards prescribed for this evidence-based program. **Tuberculosis Clinic:** Performs nursing care and case management of patients with latent tuberculosis infection and active TB disease. Works in concert with Disease Investigative Specialist to provide appropriate assessment, planning, intervention, evaluation and documentation of case management activities. Possesses the willingness to work in the following areas: Immunization and Sexual Health clinics, as training in these areas may be a requirement. **Immunization Clinic:** Serves clients across the life span. Cross trains to work in Immigration/ Refugee Clinic and Adult Travel Clinic. When not in the clinic, works closely with schools and community partners. Works well with a team and some autonomy. **Sexually Transmitted Disease Clinic:** Performs work directed towards the goals of risk assessment, risk reduction, and optimal sexual health status for individuals, families and communities with the Sexually Transmitted Disease Clinic. Works with Disease Intervention Specialists to facilitate and navigate referrals and provide case management for individuals with high-risk behavior. Represents the department as a designated specialist or spokesperson for area of assignment in a wide range of contacts. Establishes and maintains effective working relationships with individuals in other department programs, state and local agencies and the community. Must be able to work in diverse environments as cross training in all Public Health Clinic areas will occur. **Childhood Lead Prevention:** Performs comprehensive nursing case management including home visits, teaching, assessment and referrals. Provides frequent written and verbal communications with healthcare providers, closely collaborates with lead risk assessors and other City and community resources. Participates in community education events, blood lead screenings at the Health Department, private homes and other facilities. Provides clinical experiences and lectures to graduate and undergraduate nursing students, cross-trains other nurses, collects and reports data and assist in developing educational resources. **REQUIRES** licensure as a registered nurse as determined by the MO State Board of Nursing or a state having reciprocity with MO. Possession of a current license or temporary permit (for transfer from other states). Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **For Nurse Family Partnership, preference for an accredited Bachelor's degree in nursing, background in Maternal & Child Health, or those who are bilingual. For TB & Immunization Clinics, preference for bilingual candidates. For Immunization Clinic, preference also given for 1 year of experience in Med Surg.**

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
<b>Risk Manager</b> <b>(Assistant to the Director-Business &amp; Support)</b> <b>(Job Opening ID #512753)</b> (General Services Department/Corporate Safety Division/414 East 12 <sup>th</sup> Street) Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Assists with the development of a City's Risk Management program, policies, procedures, and controls. Provide oversight and management of comprehensive insurance policies, corporate safety and health, loss control and loss prevention, claims adjusting and resolution, budget preparation and expenditure review. Knowledge of the fundamentals of risk management and enterprise risk such as identifying, assessing, measuring, and controlling threats and risks to a department that originate from a variety of sources including properties, causalities, liabilities, injuries, and legislative risks sufficient to address risk exposure in the City of Kansas City. This position reports to the Director of the General Services Department and serves as the central liaison to the City's Risk Management Committee. <b>REQUIRES</b> an accredited Bachelor's degree in engineering, business or public administration or other appropriate disciplines and 8 years of experience in varied public or private sector programs, including 4 years of progressively responsible, administrative and supervisory experience in a business setting. <b>Preference given for an accredited Bachelor's degree in business administration, occupational safety or a related field, experience in Risk Management, managing a self-insured/self-administrated property/casualty/worker's compensation insurance program in a public entity risk management setting or insurance claim management, and 1 or more of the following certifications-Certified Risk Manager (CRM), Associate in Risk Management (ARM), Associate in Claims (AIC), Chartered Property and Casualty Underwriter (CPCU), Licensed Risk Manager, Certified Insurance Administrator.</b>	\$5,719-\$10,262/month	<b>Open until filled</b>
<b>Tree Trimmer</b> <b>(Job Opening ID #512355)</b> (Parks & Recreation Department/Forestry Division/1520 West 9 <sup>th</sup> Street) Two full-time positions available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m. Plants, sprays, prunes, removes trees along public streets and on public grounds. Operates all ranges of equipment to include, but not limited to, aerial lift trucks, hauling trucks, clam trucks, chain saws, various types of pruning saws, chippers, backhoes, log trucks, tree spades, bobcats, forklifts, stump grinders. Inspects, evaluates, reports tree-related problems. First responder to storm events and tree related emergency call out. Ascends trees with a climbing rope/saddle or aerial lift truck.	\$15.55-\$24.31/hour	<b>Open until filled</b>

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#### **Tree Trimmer-512355 (cont.)**

Works in high and hazardous locations. Assists in training less experienced trimmers in all areas of tree related work. Work may involve the responsibility for leading/training other field personnel. Participates in a variety of tasks incidental to the work. Much of the work is hazardous and requires considerable strength and agility. Uses independent judgment when necessary to avoid possible hazards to personnel, private property, the public. **REQUIRES** 6 months of experience in tree trimming work. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to possess a valid MO Class A, B or C CDL prior to the end of the probationary period as determined by the department. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

**THE FOLLOWING POSITIONS ARE FOR THE AVIATION DEPARTMENT. QUESTIONS REGARDING THESE POSITIONS SHOULD BE DIRECTED TO THE AVIATION DEPARTMENT AT 816-243-3010.**

#### **Airport Police Officer**

**(Job Opening ID #512699)**

\$15.66-\$31.11/hour\*

\*without a MO Post A certification

\$18.46-\$31.11/hour\*\*

\*\*with a MO Post A certification

**Open until filled**

(Aviation Department/Airport Police Division/1 International Square/KCI Airport)

Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. during training then placed on a schedule based on manpower needs. Enforces all applicable laws, rules and regulations pertaining to safeguarding property and persons in attendance at the airport. Controls vehicular and pedestrian traffic at airport facilities. Responds to crash, fire and emergency situations and provides first aid. Screens passengers when weapons, explosives or hazardous materials are detected. Works with staff of other agencies, visiting dignitaries, large reception crowds, bomb threats and prevention of theft and vandalism. **REQUIRES** high school graduation. Must be at least 21 years of age. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must pass a pre-employment drug screen, post-offer physical examination and psychological evaluation as prescribed by the City. Must successfully complete a 10-year FAA background check. Must be able to obtain a Class A P.O.S.T. certification within 6 months of employment. Must be eligible to obtain a special police commission as issued by the KCMO Police Department. **Preference given for a Missouri POST A certification.**

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
<b>Airport Security Dispatcher (Job Opening ID #512698)</b> (Aviation Department/Airport Police Division/1 International Square/KCI Airport) Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. during training, then placed on shift based on seniority. Receives information concerning operations and security. Dispatches personnel and maintains records as well as police-related and other general airport related communications through the use of various devices (e.g. telephone, radio and computer dispatch devices). Provides customer service and information on the Airport Information Line. Communicates with and/or dispatches police officers and maintenance personnel about necessary equipment for the effective resolution of a variety of situations. Operates various technical systems, including, but not limited to, fire alarm and suppression systems, Video Management System, Access control System, 800 MHz Trunked Radio System and various computer information systems. Work is reviewed through observation, conferences and submitted reports. Maintains dispatch log utilizing a Computer Aided Dispatch (CAD) program, and performs related clerical work to maintain records. Conducts criminal history record inquiries for pre-employment and criminal history checks for persons seeking access to secured airport areas as well as verifies data on warrants/wants for police personnel using REJIS, MULES and NCIC. Reacts quickly and calmly in emergency situations. Transmits messages clearly and accurately via radio and telephone. <b>REQUIRES</b> high school graduation and 1 year of experience in the operation of radio transmitting and receiving equipment. Must be able to obtain security officer license through the private officers commission. Must be able to obtain state certification to operate the REJIS system. Must successfully complete a 10-year FAA background check. Must attain a passing score on the CritiCall Skills Assessment administered by the Airport Police Division. The work simulated performance tests the following: verbal ability, written and oral comprehension, reasoning ability, deductive reasoning and information order, memory ability, perceptual ability, speed and accuracy and time sharing. Candidates who pass the computer based exam will be contacted to participate in an oral interview. Must pass a pre-employment drug screen, post-offer physical examination, and psychological evaluation as prescribed by the City.	\$15.06-\$24.31/hour	<b>Open until filled</b>
<b>Building Maintenance Supervisor (Job Opening ID #512979)</b> (Aviation Department/Facilities-Custodial Division/Terminal C/KCI Airport) One full-time position available. Normal Work Days/Hours: Tuesday-Saturday, 10:00 p.m.-6:00 a.m. Organizes staff to perform general and detailed custodial work in a 24/7 operation. Inspects <i>The City of KCMO offers a great benefit package for full-time, regular status employees to include, but are not limited to medical, dental, vision, holiday pay, paid vacation/sick leave, retirement plan, life insurance, flexible spending accounts, long-term and short-term disability, long-term care, and deferred compensation plan. All positions require successful completion of a pre-employment background check. May be required to have a negative COVID-19 test result within 7 days of the hire date from the most recent test result. Having a positive result at any point for any current or potential employee will have no impact on employment status nor employment offer. Non-residents, if appointed, must establish residency within the city limits of KCMO within 9 months. The City of KCMO is an equal opportunity employer committed to a diverse workforce. EOE.</i>	\$19.50-\$29.44/hour	<b>Open until filled</b>

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### **Building Maintenance Supervisor-512979 (cont.)**

buildings for cleanliness, repairs, and work completion. Routinely checks grounds and surrounding areas for daily upkeep, particularly during snow removal seasons. Works in all types of weather. Utilizes knowledge of floor care for maintaining hard surfaces and carpet areas. Communicates orally and in writing to establish procedures, work schedules, training formats, administrative requirements, and/or disciplinary actions. **REQUIRES** high school graduation, and 5 years of experience in the custodial care and limited general maintenance of buildings, including 2 years at the level of Building Maintenance Worker. May be required to pass a pre-employment drug screen. Must successfully complete a 10-year FAA background check. **Preference given to candidates with a valid state-issued driver's license.**

### **Building Maintenance Worker (Job Opening ID #512268)**

\$14.82-\$23.16/hour

**Open until filled**

(Aviation Department/Facilities-Custodial Division/KCI Airport-Terminal C)

Several full-time positions available. Normal Work Days/Hours: Tuesday-Saturday, 6:00 AM-2:00 PM, then placed on shift depending on division needs. Performs work in all types of weather conditions. Performs work inside and outside. Must be able to lift 50lbs minimum, climb, stand, stoop, bend. Washes windows. Cleans sidewalks. Removes trash. Removes snow. Replenishes restrooms with supplies and cleans regularly throughout the day. Performs minor repairs. **REQUIRES** 6 months of experience in the custodial care and limited general maintenance of buildings. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

### **Bus Operator**

\$14.82-\$23.16/hour

**Open until filled**

### **(Job Opening ID #512037)**

(Aviation Department/Bus Operations Division/400 A Panama City Avenue-KCI Airport)

Several positions available. Normal Work Days/Hours: Rotating Shift Work Varies. Transports passengers between the terminals and parking facilities at the airport observing all operating and safety procedures. Responds to customer inquiries in a concise and courteous fashion. Assists passengers who need assistance in entering and exiting the vehicles. May be required to enter restricted areas to provide transportation between planes and terminals. Fuels assigned vehicle as needed and maintains fuel records. Cleans interiors and exteriors of vehicles in preparation for passenger service. Assists elderly or handicapped passengers to board or disembark from assigned vehicle. Performs safety checks around the bus. **\*\*Please be advised this is not a training**

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## RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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### **Bus Operator-512037 (cont.)**

**position.\*\* REQUIRES** high school graduation and 6 months of experience driving multi-passenger motorized vehicles with a capacity of 15 passengers or more; OR an equivalent combination of qualifying education and/or experience. Must possess a valid Class B CDL. Will be required to obtain passenger endorsement and airbrake qualification within the first 30 days of employment. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **Preference given for passenger endorsement and airbrake experience.**

### **Maintenance Mechanic (CUP) (Job Opening ID #512701)**

\$16.64-\$26.86/hour

**Open until filled**

(Aviation Department/Central Utility Plant/9796 NW 112<sup>th</sup> Terrace, KCI Airport)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m. during training, then placed on shift dependent upon division needs. Operates and maintains stationary engines and mechanical equipment such as steam boilers, air compressors, chillers, electrical distribution gear to provide utilities such as light, heat, cooling, compressed air, or power for buildings and industrial processes. Reads meters and gauges or automatic recording devices at specified intervals to verify operating conditions. Records data such as temperature of equipment, hours of operation, fuel consumed, temperature or pressure, water levels, analysis of gases, voltage load, and fire system operation. Adjusts manual controls or overrides automatic controls to bring equipment into recommended or prescribed operating ranges, switch to backup equipment or systems, or to shut down equipment. Visually inspects equipment at periodic intervals to detect malfunctions or need for repair, adjustment, lubrication. Maintains equipment by tightening fittings, repacking bearings, replacing packing glands, gaskets, valves, recorders, gauges. Cleans/replaces burners or other components using hand/power tools. Oils/lubricates equipment. Performs water tests. Pours chemical additives such as water softener, into treatment tank or lines to prevent scale buildup, to clean boilers/chillers. Records operation/maintenance actions taken during shift in logbook. **REQUIRES** high school graduation and 4 years of experience in a variety of mechanical crafts and trade; OR an equivalent combination of qualifying education and Must possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to possess a valid MO Class A, B, or C CDL prior to end of the probationary period as determined by the department. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

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## RECRUITMENT INFORMATION

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
<b>Maintenance Mechanic (Job Opening ID #512702)</b> (Aviation Department/Facilities-Structural Division/947 Mexico City Avenue) Full-time position available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m.; Must be available at all times of the day for emergency snow events. Serves as first line responder to fulfill mechanical and HVAC needs of facilities. Provides service, repair, maintenance of terminals/outer buildings. Performs general maintenance tasks such as plumbing, electrical, drywall, painting, carpentry, machinery maintenance. Maintains/operates snow removal equipment, forklifts, man lifts, loaders. Inspects, repairs, maintains facilities systems, i.e. boilers, hot water and steam lines, air compressors, water feed lines, plumbing fixtures. Performs carpentry work, mason & concrete patching/filling. Replaces piping, valves, other worn or damaged parts on boilers. Repairs/maintains machinery and equipment used in daily operations of a multi-storied office complex. Performs remodeling duties such as framing, installing drywall, installing plumbing fixtures/water lines. Performs welding repairs on buildings/equipment. Assists in other maintenance duties as assigned. <b>REQUIRES</b> high school graduation and 4 years of experience in a variety of mechanical crafts and trade; OR an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to obtain a valid MO Class A, B, or C CDL prior to the end of probationary period as determined by the department. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.	\$16.64-\$26.86/hour	<b>Open until filled</b>

<b>Maintenance Mechanic (Job Opening ID #512703)</b> (Aviation Department/Field Maintenance Division/154 Tokyo Street/KCI Airport) Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m.; mandatory work during inclement weather events. Makes concrete and asphalt repairs to streets, sidewalks, parking lots, and airfield aprons, taxiways, and runways. Installs and repairs chain link fencing, barbed wire, mesh, snow fencing, fabricates fence gates and metal security grates. Picks up trash from streets, parking lots, and turf areas. Operates two-way radios to communicate with the FAA tower and coworkers. Operates a variety of motorized equipment from small to large pieces of equipment; highway style paint equipment, riding mowers, rotary tillers, insecticide and pesticide sprayers, agricultural tractors with 20' rotary mower decks as well as	\$16.64-\$26.86/hour	<b>Open until filled</b>
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## RECRUITMENT INFORMATION

<b>CLASSIFICATIONS AND MINIMUM QUALIFICATIONS</b>	<b>SALARY</b>	<b>APPLICATION DEADLINE</b>
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### **Maintenance Mechanic-512703 (cont.)**

bulldozers, motor graders, dump trucks, back hoes, trenchers, front end loaders, paint trucks, and excavators. Operates and maintains snow removal equipment. The person in this position must be available day or night during snow season for emergency snow removal events. The job duties are primarily outdoor duties that are performed in all types of weather, night or day, on either the street or air side of the Airport. **REQUIRES** high school graduation and 4 years of experience in a variety of mechanical crafts; OR an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to obtain a valid MO Class A, B, or C CDL prior to the end of the probationary period as determined by the department. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

### **Maintenance Repairer**

\$14.82-\$23.16/hour

**Open until filled**

### **(Job Opening ID #512816)**

(Aviation Department/Charles B. Wheeler Downtown Airport/900 Richards Road)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m. Mandatory overtime during inclement weather events. Assists with maintenance and repairs to the airfield, pavement, structures, systems, infrastructure, and grounds of the airport. Performs duties related to new construction and general carpentry work. Frames, drywalls, trims, paints, installs fixtures and devices as well as makes minor plumbing repairs. Performs masonry, concrete and asphalt crack sealing, patching and repair, concrete flatwork, and repair of stone or block walls. Installs and repairs fences and signs. Performs minor electrical and locksmith repairs. Performs daily inspections, maintenance, repairs, and general upkeep of all machinery, equipment and tools used in airport maintenance. Small engine repair and grounds maintenance to include licensed pesticide application, landscaping, and mowing. Work involves the operation, maintenance, and minor repair of a variety of heavy snow removal equipment, motorized construction and raised platform equipment, and farm implements such as front end loaders, skid loaders, backhoes, boom lifts, dump trucks, heavy duty airfield plow trucks, and large farm tractors. **REQUIRES** completion of a trade school or a shop training program; OR 6 months experience in general maintenance and repair work. May be required to obtain a valid MO Class A, B, or C CDL prior to the end of the probationary period as determined by the department. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

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## RECRUITMENT INFORMATION

### URGENT!!! CRITICAL RECRUITMENT INFORMATION

- QUESTIONS ABOUT AVIATION POSITIONS? CALL 816-243-3010.
- POSITIONS POSTED FOR THE WATER DEPARTMENT ARE FOR THE WATER DEPARTMENT ONLY. QUESTIONS ABOUT THESE POSITIONS? CALL 816-513-0253. IF THE SAME POSITION TITLE IS POSTED FOR A DIFFERENT DEPARTMENT, SUBMIT A SEPARATE APPLICATION TO BE CONSIDERED BY THE OTHER CITY DEPARTMENT.
- The evaluation of applications is based on the information submitted by the application deadline. Therefore, in order to have your application properly considered, you should include all relevant dates, i.e., attendance at educational institutions, date degree(s) conferred, etc. Further, provide detailed description of relevant work experience/dates, including months/years of employment. Failure to submit a completed application may eliminate you from the selection process. Resumes may be filed to determine eligibility, but an official City application must be completed prior to appointment.
- Employees who have the same position title as the one listed and have successfully completed their 6-month probationary period who wish to be considered for lateral transfer to this position must contact the department to arrange an interview.
- The requirement of "high school graduation" includes the state-issued GED certificate.
- For positions that require an accredited degree, qualifying professional, responsible experience must be obtained AFTER receipt of the accredited degree.
- Unless otherwise stated, the requirement of "an accredited" degree includes only those degrees obtained from colleges or universities listed with the U. S. Department of Education and recognized by the U.S. Secretary of Education.
- If claiming military veterans preference points, you must attach a copy of your DD-214 or other qualifying documents prior to the application deadline.

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Applications submitted in person or by USPS mail must be received by the published *Application Deadline, 5:00 P.M., C.T.*; by FAX or online must be received by *midnight, C.T.*

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#### **POLICY OF NON DISCRIMINATION ON THE BASIS OF DISABILITY**

The City of KCMO does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Any applicant requiring an accommodation should contact the Human Resources Department, Talent Acquisition Division at (816) 513-1903.

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