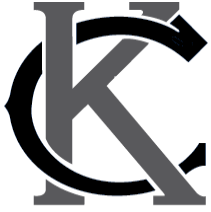


May be required to have a negative COVID-19 test result within 7 days of hire. Having a positive result at any point for any current or potential employee will have no impact on employment status nor employment offer.



HUMAN RESOURCES DEPARTMENT

City of Kansas City, Missouri

12th Floor, City Hall

Kansas City, MO 64106

(816) 513-1903

June 14, 2021

Page 1

RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Maintenance Mechanic (Job Opening ID #513400)	\$16.64-\$26.86/hour	June 14, 2021

(Parks & Recreation Department/South Region Park Maintenance Division/6901 Elmwood)
Full-time position available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m. Installs, repairs and maintains parks facilities including community centers, pools, fountains, cultural centers/museums, nature center, shelters, playgrounds, athletic courts and field structures. Performs a variety of duties including electrical, plumbing, carpentry, HVAC, welding, stone masonry work, electrical work on light ballasts, transformers, as well as the ability to wire single and three phase motors. **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 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 pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

Administrative Assistant (Job Opening ID #513414)	\$15.06-\$24.31/hour	June 21, 2021
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(Health Department/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.** Applies various research techniques and methods and/or volume intensive control procedures in the development and/or operation of administrative systems, programs, policies and practices. Work involves responsibility for performing specific duties as assigned by an administrative superior, which requires access to confidential information. Independence of action and judgment are commensurate with advancement in experience and knowledge gained through a variety of administrative, research and allied activities. Work is evaluated through review of duties performed, results obtained and conferences with superiors. **REQUIRES** high school

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June 14, 2021

Page 2

RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Administrative Assistant-513414 (cont.)

graduation and 3 years of increasingly responsible secretarial and/or clerical experience; OR an equivalent combination of qualifying education and experience.

Administrative Secretary (Job Opening ID #513399)

\$3,794-\$6,769/month

June 21, 2021

(Fire Department/635 Woodland)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Provides high-level administrative support to the Fire Chief. Acts as a point of contact among senior management, employees and other external partners including our citizens. Manages the Fire Chief's schedule by prioritizing meetings. Anticipates documents and other information needed daily. Works closely with the Council's agenda and upcoming ordinances and policy changes to assure the Fire Chief is aware of upcoming changes. Acts as a gatekeeper of the Chief's time while in the office. Receives and screens calls, often referring the calling party to a more appropriate contact within KCFD. Attends high priority meetings, takes notes, and provides feedback to the Chief in their absence. Composes, compiles, edits quality finished memoranda, correspondence, reports, and other documents. Performs work under minimal supervision. **REQUIRES** qualified candidates to have the ability to conduct research, formulate conclusions and report to the Chief on the results and must be an expert in Microsoft Word, Excel, and PowerPoint. **Preference given for an accredited Bachelor's degree or experience supporting high level executives for at least 5 years.**

Analyst

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

June 21, 2021

(Job Opening ID #513382)

(Finance Department/Revenue Division/414 East 12th Street)

Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Plans, organizes and conducts office audits of tax returns, reports, records of business organizations. Examines accounting documents to verify accuracy of computations and to ascertain that transactions and computations are properly supported, are in accordance with pertinent policies/procedures, and are classified and treated according to established reporting requirements. Works on potential audit leads from IRS data match. Prepares working papers, schedules, exhibits and summaries indicating the extent of examination in presenting and supporting the findings and recommendations. Prepares complex financial analyses and conducts legal, accounting and auditing research. Answers inquiries pertaining to accounting and auditing laws, rules, policies and

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June 14, 2021

Page 3

RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

SALARY

APPLICATION DEADLINE

Analyst-513382 (cont.)

procedures and advises the business organization of results of audits and recommendations for ensuring conformity to local tax laws. Performs related duties as needed. **REQUIRES** an accredited Master's degree in public or business administration, urban or regional planning, economics, accounting, finance or a related field, OR an accredited Bachelor's degree in public or business administration, urban or regional planning, economics, accounting, finance or a related field and 1 year of professional experience in public or business administration, corporate or municipal finance, budget, research, accounting or a related field. **Preference given for an accredited Bachelor's or Master's degree in accounting or business administration. Must submit to FBI fingerprinting.**

Landscape Architect

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

June 21, 2021

(Job Opening ID #513351)

(Parks & Recreation Dept./Engineering, Planning & Design Services Div./4600 East 63rd Street)
Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m., may include evening meetings. Manages multiple projects related to park master plan development and urban planning using current GIS demographic and census information. Develops analysis form data, asset and project management software implementation, and/or maintenance repairs and improvements for community centers, parks, aquatic facilities, trails, golf courses, athletic fields, and parks jurisdictional streets. Evaluates internal resources for the execution of projects, ensuring that all projects are delivered on-time, within scope and within budget. Develops project scope and estimates. Manages changes to the project scope, project schedule and project costs. Reports and escalates issues to management as needed. Creates and maintains comprehensive project documentation. Uses and continually develops leadership skills. Performs other related duties as assigned. **REQUIRES** an accredited Bachelor's degree in landscape architecture, horticulture, park management, or related area and 3 years of responsible experience in the practice of landscape architecture, horticulture or related area. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

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June 14, 2021

Page 4

RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Public Health Specialist (Job Opening ID #513438) (Health Department/Environmental Services 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. Conducts routine, follow- up, emergency response, complaint, temporary event inspections on approximately 3,000 food establishments, mobile units and push carts, 600 pools, 100 lodging establishments, 419 childcare facilities. Administers the City's noise/smoking ordinance. Assists in educating the public on public health laws/regulations including teaching pool operator and food handler training classes. Reviews plan submittals for new/existing facilities to ensure each establishment is in compliance with local health regulations/codes. Performs other assigned duties. REQUIRES an accredited Bachelor's degree; OR an equivalent combination of qualifying education and experience. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.	\$18.24-\$29.44/hour	June 21, 2021
Senior Administrative Assistant (Job Opening ID #513430) (Public Works Department/Operations Division/5300 Municipal Avenue) Full-time position available. Normal Work Days/Hours: Monday-Friday, 7:30 a.m.-4:00 p.m. May be required to work 12-hour shifts during snow/ice operations. Assists the Street & Traffic Operations Division Head in administrative details of the division. Performs payroll duties. Enters requisitions/invoices. Assists in the development, installation, execution of policies/procedures, including training programs. Receives difficult complaints, offers information to interested persons/groups and prepares correspondence. Performs a variety of tasks involving liaison with other departments, agencies, groups, especially for snow removal operations. Represents the department in meetings/conferences involving city officials, public/private groups. Works with Cartegraph and MyCivic. Confers with persons in person/by telephone requesting service or making complaints to the department. Disposes of cases handled in accordance with established departmental policies/regulations. Maintains numerous records such as safety, training, DriveCam or GPS (GoFleet) records. Makes reports as required. Performs related duties as required. REQUIRES an accredited Bachelor's degree in public or business administration, liberal arts or a related field and at least 3 years of progressively professional experience in governmental	\$19.34-\$33.88/hour	June 23, 2021

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Senior Administrative Assistant-513430 (cont.)

administration or in private sector administration at the level of the City's Administrative Assistant; OR an equivalent combination of qualifying education and experience.

Customer Service Specialist (Job Opening ID #513439)

\$15.06-\$24.31/hour

June 28, 2021

(Office of the City Manager/3-1-1 Action Center/414 East 12th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, various shifts between 7:00 a.m.-7:00 p.m. Performs a variety of customer service duties in support of the 3-1-1 Action Center. Receives and evaluates calls from internal/external customers for all City departments requesting information or services. Identifies the type of service being requested by listening, asking questions, evaluating information, and determining the City services available to successfully handle the request. Follows department-specific procedures to create service requests in the City's CRM system. Creates and researches customer information. Records all inquiries and provides updates on requests. Researches various City and public resources to provide customers with accurate, up-to date, complete answers/information. Exercises a high level of discretion and independent decision making. Educates the public on the role of the department in resolving service requests and promotes good will and positive citizen relations. Performs other duties as assigned.

REQUIRES High school graduation or GED and three (3) years of public or private sector experience in customer service work at the level of Customer Service Representative or higher; OR An equivalent combination of education and/or experience at the level of Customer Service Representative or higher. **Preference given for multi-lingual/Spanish speaking candidates.**

Customer Service Supervisor (Job Opening ID #513435)

\$18.24-\$29.44/hour

June 28, 2021

(Finance Department/Treasury Division/414 East 12th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Manages the cashiering function in the Cash Management section. Supervises customer service staff responsible for taking payments from customer and serves as the back-up. Assists cashiers with transactions and guidance related to the Cashiering system, as needed. Assists cashiers with escalated customer service issues. Maintains the Cashiering computer system in the form of adding new revenue categories, new users, and password maintenance. Serves as the vault custodian for City Treasurer's change fund in the amount of \$15,000, including maintaining currency in proper

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Customer Service Supervisor-513435 (cont.)

denominations and balancing the vault daily. Prepares daily deposit to City’s main operating bank account including locked bags from other departments. Coordinates delivery of the daily deposit via armored car service including preparation of the transmittal form. Prepare daily deposit reports. Assists with researching discrepancies found on Consolidation Report. Audits cashier change funds daily and assists cashiers in researching and correcting discrepancies. Coordinates work of cashiers including scheduled time off. Works closely with other sections within Treasury to coordinate back-up cashiering function including scheduled time off. Maintains Cash Handling Training program for use by all cash handling functions in City. Tracks cashier performance and creates reports for management. Interviews, hires, and trains cashiers (Customer Service Representatives). Maintains Internal Operating Procedures related to Cashiering. Completes special projects as assigned by the Cash Manager. Prepares and distributes Accounts payable checks. Performs other duties as assigned. **REQUIRES** an accredited Bachelor’s degree in business or public administration or a related area and 2 years of responsible customer service experience; OR an equivalent combination of qualifying education and customer service experience at the level of the City's Customer Service Representative or higher. **Preference given for supervisory experience and cash handling experience in a banking or cashiering environment.**

Out of School Time Coordinator (Senior Recreation Director) (Job Opening ID #513425)	\$21.88-\$35.31/hour	June 28, 2021
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(Parks & Recreation Department/Out of School Programming Division/4600 East 63rd Street)
Full-time position available. Normal Work Days/Hours: Monday-Friday, 9:00 a.m.-6:00 p.m. Serves as the point person for community centers on a daily basis during after school and/or camp programs. Makes regular visits to all community center after school programs and/or camp programs. Oversees the planning, development, and implementation of fun, age-appropriate after-school/camp programs by our community center program staff. Works closely with the community center programs staff to plan for sub-contractors, after school and camp special events, and trips. Markets the after school/camp programs (i.e: tabling at events, outreach activities, and requesting flyers). Assists after school/camp program staff in ensuring the completion of all enrollment documents in a thorough and timely fashion. Selects, schedules, and coordinates field trips for the after school/camp programs for all community centers. Ensures that staff and students/campers know and follow program safety and procedures. Maintains clear and positive written and verbal

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Out of School Time Coordinator (Senior Recreation Director)-513425 (cont.)

communication with all staff as well as with student and/or camper parents or legal guardians. Serves as a programming resource to staff Attends required trainings and meetings and coordinates the summer food service program (SFSP). **REQUIRES** an accredited Bachelor's degree in recreation, physical education, public administration or other area of specialization and 1 year of professional experience of a progressively responsible nature in organized recreation activities at the level of the City's Recreation Director; OR an equivalent combination of qualifying education and experience. Must pass a pre-employment drug screen as prescribed by the City.

Registered Engineer

\$4,531-\$7,534/month

June 28, 2021

(Job Opening ID #513440)

(City Planning & Development Department/Plans Review Division/414 East 12th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Performs reviews of public infrastructure, site disturbances, stormwater studies, and building plans to assure design stage conformance with City standards and codes. Coordinates with developers, engineers, contractors, and other City departments to achieve general compliance status for public and private development projects. Utilizes computer software program to record and track information pertinent to plan review projects for which the individual has responsibility. Responsible for on-time performance and accuracy of his/her own work. **REQUIRES** professional engineer registration. Within 6 months of hire date, must be registered as a professional engineer with MO Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects. Must pass a pre-employment drug screen as prescribed by the City. **Preference given for an accredited Bachelor's degree in civil engineering and a minimum of 2 years or experience in the design or review of public infrastructure.**

Small Business Advocate

\$4,065-\$6,769/month

June 28, 2021

(Administrative Officer)

(Job Opening ID #513418)

(Office of the City Manager/BizCare Division/414 East 12th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Meets with members of the general public interested in starting, operating and expanding a business in KCMO. Assists with determining the specific course of action to obtain a KC business license and/or become a vendor with the City of KCMO. Provides guidance and assistance for businesses in understanding and navigating the City's regulatory licensing, permitting and approval processes.

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Small Business Advocate (Administrative Officer)-513418 (cont.)

Monitors technical assistance (interactions), conducts surveys, analyzes trends, and communicates services provided by KC BizCare and makes reports of practical solutions. Prepares and maintains various virtual business resource guides to ensure that content is current and organized for efficient use by the public. Work may involve identifying, proposing and implementing initiatives to remove barriers to entry and systemic issues that impede a business's ability to start and grow. Processes and issues zoning clearance requests for small businesses seeking a KCMO business license. Cross-trains and networks with other city, state and federal departments to understand their charges and processes that impact small businesses. Assists in advising city departments and officials through statistical reports about small business activities, along with performance metrics of office initiatives. Assists with marketing of services and initiatives through event participation, newsletters email and online via website and social media platforms. Networks with various business associations and entrepreneurial support organizations to keep current on services provided and barriers to business development support. Prepares and/or presents informational material of KC BizCare services and initiatives to the public and city officials. Performs related duties as required. **REQUIRES** an accredited Bachelor's degree and 3 years of progressively responsible, professional experience in business or public sector administration, with at least 2 years at the level of the City's Senior Administrative Assistant; OR an equivalent combination of qualifying education and experience, with at least 3 years at the level of the City's Senior Administrative Assistant. **Preference given for multi-lingual/Spanish speaking candidates.**

Construction Code Inspector (Job Opening ID #513441)

\$18.83-\$29.44/hour

Open until filled

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

Full-time position 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

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Construction Code Inspector-513441 (cont.)

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 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.

Deputy Director of Finance (Job Opening ID #513166)	\$6,368-\$12,363/month	Open until filled
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(Finance Department/Administration Division/414 East 12th Street)

Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Oversees the operations of the Finance Department including accounting, revenue collection, treasury, and administration under the leadership of the Director. Assists in the planning, design, direction, and overall management of the Finance Department. Supervises the City Controller, City Treasurer, and Commissioner of

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June 14, 2021

Page 10

RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Deputy Director of Finance-513166 (cont.)

Revenue and works closely with the Budget Officer and the Administrative Division. Performs the management of personnel, labor, budget, recordkeeping, disaster recovery, and environmental issues. Serves as acting Department Head in the absence of the Director. Maintains the day-to-day functionality of the department, freeing the Director to perform the necessary strategic planning and policy development to guide the department. Prepares and administer the department's operating budget. Advises and directs division managers on planning, operations, and performance management. Represents the department in a variety of internal, governmental, and public-facing roles including civic and professional organizations and in interactions with the Mayor and City Council. Develops internal and external communications and directives. Carries out the long-term vision and programs of the department. Collaborates with other departments to meet shared goals and objectives. **REQUIRES** an accredited Bachelor's degree in business, finance, management, accounting or related field and 5 (OR an accredited Master's degree in one of the previously listed fields and 3) years of experience in the capacity of a financial manager, accountant, or analyst. **Preference given to those applicants with professional certifications (CPA, CTP, CPFO, etc.).**

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 13th 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 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,

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

SALARY

APPLICATION DEADLINE

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

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).**

Equipment Operator

\$14.82-\$23.16/hour

Open until filled

(Job Opening ID #513236)

(Public Works Department/Solid Waste Division/5300 Municipal)

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

(Public Works Department/Operations Division/5300 Municipal)

(Public Works Department/Operations Division/5310 Municipal)

Several full-time positions available. **Solid Waste:** 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 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. **Street Maintenance/Operations:** 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

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

SALARY

APPLICATION DEADLINE

Equipment Operator-513236 (cont.)

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 Solid Waste, 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 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

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May be required to have a negative COVID-19 test result within 7 days of hire. Having a positive result at any point for any current or potential employee will have no impact on employment status nor employment offer.

June 14, 2021

Page 13

RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Fleet Maintenance Technician-512599 (cont.)

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 #513265)

(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 4 years of Information Technology supervisory experience.**

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May be required to have a negative COVID-19 test result within 7 days of hire. Having a positive result at any point for any current or potential employee will have no impact on employment status nor employment offer.

June 14, 2021

Page 14

RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Maintenance Mechanic (Job Opening ID #513177) (Public Works Department/Operations Division/2400 Northeast Russell Road) (Public Works Department/Operations Division/4725 Coal Mine Road) (Public Works Department/Operations Division/5300 Municipal Avenue) Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 7:30 a.m.-4:30 p.m. Performs full range of duties related to new construction by repairing, patching, replacing and/or painting concrete and asphalt surfaces including concrete culverts and wing walls, streets, sidewalks, medians, curbs, ADA ramps. May perform duties related to construction or repair of stone, brick or block walls. Inspects, maintains and repairs piping and plumbing fixtures on brine and calcium chloride tanks and replaces the pumps and motors. Performs minor electrical work on the brine and calcium chloride systems. Performs minor welding/repairs on tank apertures, bridge/culvert appurtenances and various City maintained structures including fencing. Operates snow removal equipment. Performs minor equipment repairs. Maintains proper fluids levels and replaces minor parts such as snow blades as needed. May lead and participate in the work of an assigned crew. Determines needs and requisitions tools, materials, and equipment for necessary repair and maintenance work. Performs related duties as assigned. 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 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 pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.	\$16.64-\$26.86/hour	Open until filled

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May be required to have a negative COVID-19 test result within 7 days of hire. Having a positive result at any point for any current or potential employee will have no impact on employment status nor employment offer.

June 14, 2021

Page 15

RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Maintenance Worker (Job Opening ID #513237)	\$14.82-\$23.16/hour	Open until filled
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(Public Works 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 9th Street)
(Public Works Department/Operations Division/2400 Northeast Russell Road)
(Public Works Department/Operations Division/5300 Municipal Avenue)
(Public Works Department/Operations Division/4725 Coal Mine Road)
(Public Works Department/Street Maintenance Division/2400 Northeast Russell Road)

Several full-time, part-time and seasonal positions available. **Public Works-Solid Waste:** 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. **Parks:** 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. **Public Works-Ops:** 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 activities. Performs related duties as required. **Public Works-Street Maintenance:** Normal Work

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May be required to have a negative COVID-19 test result within 7 days of hire. Having a positive result at any point for any current or potential employee will have no impact on employment status nor employment offer.

June 14, 2021

Page 16

RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

SALARY

APPLICATION DEADLINE

Maintenance Worker-513237 (cont.)

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 Class A CDL and experience with operating some light and heavy equipment.**

Planner

\$19.82-\$33.88/hour

Open until filled

(Job Opening ID #513230)

(City Planning & Development Dept./Development Management Division/414 East 12th Street)

Two full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Evaluates and analyzes development proposals and prepares and presents reports on such proposals to appointed and elected boards and commissions. Provides prompt and courteous customer service to the general public, developers, elected officials, appointed officials and large array of professional disciplines related to development and land use. Interprets and applies City policy and regulation, including the zoning and development code. Participates in special projects as assigned. Provides technical support to the division using geographic information systems and similar programs. May serve as division liaison on enterprise software matters. Utilizes excellent written and verbal communication skills. **REQUIRES** an accredited Master's degree in planning; OR an accredited Bachelor's degree and 1 year of professional experience in community, urban or regional planning work.

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Public Health Nurse (Job Opening ID #512458) (Health Department/Communicable Disease 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. 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. 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 TB & Immunization Clinics, preference for bilingual candidates. For Immunization Clinic, preference also given for 1 year of experience in Med Surg.	\$24.96-\$39.40/hour	Open until filled
Public Health Nurse Supervisor (Job Opening ID #513395) (Health Department/Nurse Family Partnership 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. Supervises a team of nurses who conduct home visits and provide education as an effort to improve outcomes for first time mothers and their babies. The public health nurse supervisor will be responsible for ensuring that the program maintains fidelity to the national Nurse-Family Partnership model. Duties include program planning, supervising, participating in collaborative public health initiatives across Kansas City, MO, and ongoing professional	\$28.90-\$46.29/hour	Open until filled

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Public Health Nurse Supervisor-513395 (cont.)

development. **REQUIRES** completion of an ADN or diploma program in nursing and 2 years of experience as a registered nurse; OR registration or certification as a nurse practitioner or nurse clinician from a program recognized by the MO State Board of Nursing. Possession of a current license or temporary permit (for transfers from other states) as a registered nurse as issued by the MO Board of Nursing. A current license must be obtained by transfers within 6 months of the date of the permit issuance. Must pass a pre-employment drug screen as prescribed by the City. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. **Preference given for an accredited Bachelor's degree in nursing and public health, maternal/child health experience.**

Public Health Specialist IV (Job Opening ID #513119)

\$4,848-\$7,534/month

Open until filled

(Health Department/HIV Services Division/2400 Troost)

(Health Department/Community & Family Health Division/2400 Troost)

Two full-time positions 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 vaccination.

HIV Services: Provides support and oversight to case management providers. Ensures adherence to program guidelines, policies, and procedures. Provides information and educational opportunities for case managers and provides clinical support through case conferencing. Tracks system progress towards health outcome and ensure quality case management services are provided to Ryan White clients in the region. Facilitates recurring meetings to ensure coordination of care amongst sub-recipients and various stakeholders. Resolves issues and creating parity amongst subrecipient agencies. Represents the region's HIV case management needs and the interests of the Kansas City Health Department at local, state, and federal advisory groups and committees. Performs effective written and verbal communication skills, with the goal of building strong collaboration and resource networks throughout the community. Maintains well organized records and documentation. Performs independent decision making, prioritizing activities, meetings goals and objectives in a timely fashion, and managing a significant amount of project details. **Community & Family Health:** Engages community groups, nonprofits, faith groups, businesses, and other sectors to promote the implementation of violence prevention strategies adopted by the City Council in August 2020. Develops tools and resources that support stakeholders' implementation of

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Public Health Specialist IV-513119 (cont.)

recommended strategies and manages relationships with contractors tasked with implementing prevention strategies that address the risk factors associated with household and community violence. Coordinates outreach efforts with community groups to promote the importance of COVID-19 vaccination. Improves KCHD relationships with partners through the development and maintenance of relevant, up-to-date presentations and materials. Assists with the development of culturally-tailored communications and marketing materials. **REQUIRES** an accredited Bachelor's degree and 6 (OR an accredited Master's degree and 4) years of responsible health related experience in the fields of public health with the federal, state or local government or in the private health sector, including 1 year at a level comparable to the City's Public Health Specialist III; OR a doctorate in veterinary science, health education or public health or Doctor of Medicine (M. D.) and 1 year of experience at a level comparable to the City's Public Health Specialist III; 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. **For Community & Family Health, preference given for 8 years in violence and injury prevention, prevention science, behavioral science, human development or policy development background and supervisory experience. For HIV Services, preference for an accredited Master's degree in social work (MSW) or Master's degree of Science in Nursing, or Licensed Clinical Social Worker, or individuals with experience working in Ryan White Case Management or other social service/public health agencies servicing persons living with HIV, or 5 years in medical case management with at least 2 years in an administrative capacity, or 2 years of experience working closely with individuals with HIV/AIDS and their families, or 3 years of experience in supervising (supervision of three or more staff preferred).**

Public Health Specialist Trainee (Job Opening ID #513385)	\$14.82-\$23.16/hour	Open until filled
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(Health Department/Environmental Services Division/2400 Troost Avenue)

Several full-time positions available. Normal Work Days/Hours: Varies. **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.** Conducts sanitation inspections on low risk establishments (pools, childcare, lodging, food establishments). Receives onsite training to further education on Environmental Public Health and the impact it has

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June 14, 2021

Page 20

RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Public Health Specialist Trainee-513385 (cont.)

on community. **REQUIRES** high school graduation. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **Preference given for experience in the hospitality industry (i.e. hotel/motel, swimming pools/recreational water, or childcare).**

Tree Trimmer

\$15.55-\$24.31/hour

Open until filled

(Job Opening ID #512355)

(Parks & Recreation Department/Forestry Division/1520 West 9th 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. 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 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.

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June 14, 2021

Page 21

RECRUITMENT INFORMATION

**CLASSIFICATIONS AND
MINIMUM QUALIFICATIONS**

SALARY

**APPLICATION
DEADLINE**

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*

Open until filled

*without a MO Post A certification

\$18.46-\$31.11/hour**

**with a MO Post A certification

(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 staffing 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.**

**Airport Security Dispatcher
(Job Opening ID #512698)**

\$15.06-\$24.31/hour

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 shift based on seniority. Receives information concerning operations and security. Dispatches personnel and maintains records as well as police-related 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

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

SALARY

APPLICATION DEADLINE

Airport Security Dispatcher-512698 (cont.)

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. **REQUIRES** 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.

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.

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June 14, 2021

Page 23

RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Bus Operator (Job Opening ID #512037)	\$14.82-\$23.16/hour	Open until filled
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(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 debark from assigned vehicle. Performs safety checks around the bus. ****Please be advised this is not a training 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 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
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(Aviation Department/Central Utility Plant/9796 Northwest 112th 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

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June 14, 2021

Page 24

RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

SALARY

APPLICATION DEADLINE

Maintenance Mechanic (CUP)-512701 (cont.)

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.

Maintenance Mechanic

\$16.64-\$26.86/hour

Open until filled

(Job Opening ID #512702)

(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. **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 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.

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June 14, 2021

Page 25

RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Maintenance Mechanic (Job Opening ID #512703) (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 May 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 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.	\$16.64-\$26.86/hour	Open until filled
Maintenance Repairer (Job Opening ID #513371) (Aviation Department/Field Maintenance Division/154 Tokyo Street/KCI Airport). Two full-time positions available. Normal Work Days/Hours: 7:00 a.m.-3:30 p.m.; on call during inclement weather events. Assists in concrete and asphalt repairs to streets, sidewalks, parking lots and airfield aprons, taxiways and runways. Assists in the repair of chain link fencing, barbed wire, mesh, snow fencing; fabricates fence gates and metal security grates. Assists with mowing and landscaping work on either the street side or the airfield. Picks up trash from streets, parking lots, and turf areas. Operates a variety of motorized equipment from small to large pieces of equipment; tractors, mowers, dump trucks, loaders, etc. Operates and maintains snow equipment. Operates two-way radios to communicate with the FAA control tower and coworkers. REQUIRES	\$14.82-\$23.16/hour	Open until filled

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June 14, 2021

Page 26

RECRUITMENT INFORMATION

**CLASSIFICATIONS AND
MINIMUM QUALIFICATIONS**

SALARY

**APPLICATION
DEADLINE**

Maintenance Repairer-513371 (cont.)

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 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

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.

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.*

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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