



HUMAN RESOURCES DEPARTMENT

City of Kansas City, Missouri

12th Floor, City Hall

Kansas City, MO 64106

(816) 513-1903

August 31, 2020

Page 1

RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
NHS Program Specialist (Job Opening ID #512606) (Neighborhoods & Housing Services Department/Housing Division/4400 Blue Parkway) Full-time position available. Normal Work Days/Hours: Monday-Friday, 7:30 a.m.-4:30 p.m. Supervises assigned personnel and contract services for programs in the division. Requires experience and knowledge of HUD regulations in housing, minor home repair, economic development, public services, and public facility Improvement activities. Responsible for the oversight of CDBG and other housing contracts, as assigned. Evaluation of operations and activities; providing recommendations for program improvement of procedures and operations. Prepares documentation for contracts and has the knowledge to ensure contracts are following the proper federal, state, and city regulations. Performs research and analysis on programs around neighborhood preservation, minor home repair programs, and neighborhood services. Reviews funding proposals for the housing and community development divisions and other special projection funding areas. Work may involve meeting the public, explaining city rules and federal regulations/policies, and handling complaints. Prepares presentations, analysis of data, the formation of policy manuals, schedules, problem-solving, and written reports to senior staff. REQUIRES an accredited Bachelor's degree in public or business administration or a related field and 3 (OR an accredited Master's degree in one of the listed fields and 1) year of related professional experience in housing and community development, neighborhood preservation or neighborhood services; OR an equivalent combination of qualifying education and experience.	\$19.34-\$33.88/hour	August 31, 2020
Paralegal (Job Opening ID #512640) (Law Department/Collections Division/414 East 12 th Street) Two full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Prepares weekly tax dockets and the associated entries (judgments/dismissals/etc.) for multiple counties. Responds to taxpayer inquiries via in person request, phone calls and emails in order to resolve cases/provide customer service. Uses a specialized software system to view taxpayer data. Types other legal documents based on attorney request. Archives closed legal files. Files legal files. Creates new legal files. Tracks IRS created data. Provides payoff amounts and/or sets up payment	\$21.88-\$35.31/hour	September 14, 2020

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Paralegal-512640 (cont.)

plans for taxpayers. This is not an exhaustive list of duties as may be asked to help with other tasks. **REQUIRES** an accredited Associate's degree or certificate in paralegal studies (sometimes also called legal assistant or other similar terms); **OR** an accredited Bachelor's degree; **OR** high school graduation and 3 years of experience working in a law office performing administrative work.

Analyst	\$3,957-\$6,769/month	September 18, 2020
(Job Opening ID #512634)		

(Fire Department/Fire Prevention Administration Division/635 Woodland Avenue)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Provides expert guidance to optimize systems, procedures, and processes. Evaluates operational and program effectiveness and develops solutions to make improvements and/or address performance issues. Utilizes strong project management, analytical thinking, and problem-solving skills. Supports and advises the Fire Chief in planning, managing, and evaluating programs, operations, and processes. Conducts research, analyzes complex data sets and systems, identifies trends and prepares reports and recommendations. Drafts policies and procedures and assists with budgeting processes. Tracks and evaluates operational and program performance and identifies and makes recommendations to resolve issues. Critically evaluates Emergency Medical Service billing, federal reimbursement programs, inventory control, and root cause analysis of motor vehicle and employee accidents. Coordinates the Insurance Service Organization rating renewal, Fire Sales Tax 15-year plan, deployment analysis and strategic plan among other projects. **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.

Park Ranger	\$16.35-\$17.31/hour*	November 23, 2020
(Job Opening ID #512556)	\$16.35-\$25.96/hour**	

(Parks & Recreation Department/Park Ranger Division/4600 East 63rd 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 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

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Park Ranger-512556 (cont.)

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*

Community Health Worker (Job Opening ID #512603)	\$12.50-\$18.00/hour	Open until filled
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(Health Department/Aim 4 Peace Division/2400 Troost)

Three limited-term contract positions with benefits available. Normal Work Days/Hours: Varies; non-traditional hours including evenings and weekends. **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.** Aim4Peace is a comprehensive public health strategy designed to reduce violence by supporting people active in their community and connecting residents to social service resources. Responsible for interrupting violence and

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Community Health Worker-512603 (cont.)

engaging high-risk individuals between the ages of 16-40, who may have a history of criminal activity and/or gang involvement, to promote the peaceful resolution of interpersonal conflicts. Must be committed to the Aim4Peace mission and public health approach to preventing violence in the target areas. Must have street savvy and strong credibility to work in urban settings to establish and maintain relationships within the targeted areas. Helps to prevent shootings and weapons-related violence. Obtains and maintains a caseload of 15 clients within 3 months of hire. Frequently works with confidential data that is needed to carry out responsibilities. Completes all other duties as assigned and relates to violence prevention activities. Demonstrates a commitment and flexibility to the continuous quality improvement of programmatic goals and objectives. **REQUIRES** high school graduation or state-issued GED/HiSET. Bi-lingual ability a plus, but not required.

Contact Tracer

\$18.00/hour

Open until filled

(Community Health Worker)

(Job Opening ID #512448)

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

Several limited-term contract 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 (Flu) Vaccination.** Assists with investigation, contact tracing, and tracking around positive COVID-19 cases. Most work will involve telephone follow-up directly with cases, contacts to cases, medical providers as well as the general public. Proficiency with computers and clear, detailed written documentation is also necessary. Responsible for direct data entry into various computer systems. Handles confidential information with extreme discretion. Uses excellent interpersonal skills to interact professionally with culturally diverse individuals during a time of crisis and distress. Critical thinking, sound judgement and excellent organizational and communication skills are essential. **REQUIRES** high school graduation; OR an equivalent combination of qualifying education and experience. **Previous public health experience and/or proficiency in English and a second language is a plus.**

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<p>Council Aide (Assistant to Elected Official) (Job Opening ID #512631)</p>	<p>\$2,865-\$4,886/month</p>	<p>Open until filled</p>
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(City Council/Third District/414 East 12th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Will be called upon to work outside these “core” work days/hours. Provides highly responsible, professional and confidential work assisting an elected official in a wide range of administrative and liaison services. Provides sophisticated calendar management for Councilwoman. Prioritizes inquiries and requests while troubleshooting conflicts. Makes judgements and recommendations to ensure smooth day-to-day engagements. Acts as a liaison and provides support to the 3rd District Meetings. Arranges and handles all logistics for meetings and events (i.e., schedules meetings; drafts agendas; develops/compiles/distributes presentation materials; and records meeting minutes). Adheres to compliance with applicable rules and regulations set forth. Completes a broad variety of administrative tasks that facilitate the Councilperson’s ability to effectively lead the 3rd District, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports. Serves as the primary point of contact for internal and external constituencies on all matters pertaining to the councilwoman, including those of a highly confidential or critical nature. Prioritizes and determines appropriate course of action, referral, or response, exercising judgement to reflect Councilwoman’s style and City policy. Works closely with the Councilwoman to keep her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the councilwoman updated. Anticipates Councilwoman’s needs in advance of council meetings, etc. Provides "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the Councilwoman and staff, demonstrating leadership to maintain credibility, trust, and support with the City Council members. Works with the Councilwoman to coordinate outreach activities. Follows up on contacts made by the Councilwoman to cultivate ongoing relationships. Provides event management support as requested. Provides hospitality to all guests and helps to create a welcoming environment. Answers main phone line and responds to inquiries. Processes and distributes daily mail. Invests in building long-lasting relationships both externally and internally. Performs other projects/duties as assigned for the overall benefit of the 3rd District office. Must possess the following competencies:

- Strong ability to execute work with a diversity, equity, and inclusion lens;
- Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials;

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RECRUITMENT INFORMATION

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Council Aide (Assistant to Elected Official)-512631 (cont.)

- Strong problem-solving skills;
- Strong verbal and written communication skills;
- Exceptional organizational skills and impeccable attention to detail;
- High degree of professionalism in dealing with diverse groups of people, including Council members, senior executives, staff, community leaders, and donors;
- Make appropriate, informed decisions regarding priorities and available time;
- Ability to complete a high volume of tasks and projects with little or no guidance;
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround;
- Ability to maintain a high level of integrity and discretion in handling confidential information;
- Excellent judgment is essential; and
- Ability to switch gears at a moment’s notice.

REQUIRES an accredited Bachelor’s degree. **Prefer significant executive support experience, including supporting C-level executives. Nonprofit board experience is highly-preferred.**

Equipment Operator (Job Opening ID #512400)	\$14.35-\$23.16/hour	Open until filled
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(Neighborhoods & Housing Services Department/Solid Waste Division/5300 Municipal)
 Several full-time positions available. 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 and other equipment used for mowing. Operates 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. **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 Missouri 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. **Preference given to those who possess a valid Class B MO Commercial Driver's License.**

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RECRUITMENT INFORMATION

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<p>Fleet Maintenance Technician (Job Opening ID #512599) (General Services Department/Fleet Services Division/5300 Municipal Avenue) Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 3:30 p.m.-12:00 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 end of the probationary period. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.</p>	\$20.62-\$26.86/hour	Open until filled
<p>Hospital Responder (Job Opening ID #512604) (Health Department/Aim4Peace Division/2400 Troost) Limited-term contract position available. Normal Work Days/Hours: Various and weekends. 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. Responds to Hospital Emergency Department related to patients injured by violence. Responds to hospital referrals providing case management services. Communicates with patient family members and other visitors to diffuse further violence and provide wrap around case management and/or services as needed. REQUIRES high school graduation.</p>	\$18.00-\$22.00/hour	Open until filled
<p>Maintenance Worker (Job Opening ID #512342) (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) Several full-time and part-time positions available. Normal Work Days/Hours: Monday-Friday, 6:30 a.m.-3:00 p.m. (some weekends). NHSD: Collects refuse and loads into trucks on established route in trash, recycling, bulky, yard waste illegal dumping and/or nuisance. Operates packing and</p>	\$14.35-\$23.16/hour	Open until filled

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RECRUITMENT INFORMATION

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Maintenance Worker-512342 (cont.)

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:** 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. **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. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

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)

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:** Seeking RN experienced and trained in Maternal and Child Health to provide home visits to first-time pregnant mothers through the Building Blocks of Missouri/Nurse-Family Partnership program. Delivers skilled education and guidance which focuses simultaneously on the mother's personal health, environmental health, life course development, the maternal role, family and friends, and quality of caregiving. Home visits begin prior to the 28th week of pregnancy and continue for two years after the child is born. Maintains a caseload of 25 clients and see families at home every 1-2 weeks, and must be able to travel in Jackson, Cass, Clay, Johnson, Lafayette, Platte, and Ray counties in 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

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Public Health Nurse-512344 (cont.)

these areas may be a requirement. **Immunization Clinic:** The Immunization Clinic serves clients across the life span. Cross trains to work in the Immigration/Refugee clinic and the 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. **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 medical-surgical experience.**

Public Health Specialist (Job Opening ID #512477)	\$18.24-\$29.44/hour	Open until filled
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(Health Department/Environmental Services Division/2400 Troost)

Several 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 (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

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Public Health Specialist-512477 (cont.)

physical examination as prescribed by the City. **Preference given for experience in the hospitality industry (i.e. food service, hotel/motel, swimming pools/recreational water, childcare) or prior facility inspection experience.**

Public Health Specialist (Job Opening ID #512452)	\$18.24-\$29.44/hour	Open until filled
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(Health Department/Public Health Preparedness Division/2400 Troost)

Several full-time limited-term positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work varied hours to respond to this public health emergency. **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.** Highly responsible position that involves great initiative and follow-through. Substantial use of computer programs and applications is required to complete various tasks that include researching, conducting and documenting investigations/interviews with individuals who have been diagnosed with various communicable diseases (including COVID-19). Provides educational presentations, and assists in community outreach events. Conduct field visits, medical record searches, and solicit medical information from mandated sources, including interviewing clients in their home as necessary to obtain required information. All information handled is strictly confidential. Uses excellent verbal and written communication skills. Enters data into numerous databases. Must be very familiar with data management. May require wearing a high efficiency respirator mask and other personal protective equipment when delivering services within an area assessed as high risk for exposure to infectious diseases. May require lifting of up to 50 pounds when assisting with community and clinic-based activities. Must be able to climb stairs to access client residences. Performs the mastery of a selection of basic clinical techniques and procedures, not limited to phlebotomy, administering and reading TB skin tests, sputum induction and the operating of an X-ray machine. **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. **Preference given for knowledge of infectious diseases and/or proficiency in English and a second language.**

Public Health Specialist Trainee (Job Opening ID #512136)	\$14.35-\$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**

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Public Health Specialist Trainee-512136 (cont.)

to submit or provide documentation of receiving an influenza (Flu) Vaccination. Conducts sanitation inspections on low risk establishments (i.e., pools, childcare, lodging, food establishments). Receives onsite training to further education on Environmental Public Health and the impact it has 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).**

Public Health Specialist Trainee (Job Opening ID #512449)	\$14.35-\$23.16/hour	Open until filled
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(Health Department/Public Health Preparedness Division/2400 Troost)

Several limited-term merit positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work varied hours to respond to this public health emergency. **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.** Assists with investigation, contact tracing, and tracking around positive COVID-19 cases. Most work will involve telephone follow-up directly with cases, contacts to cases, medical providers as well as the general public. Proficiency with computers and clear, detailed written documentation is necessary. Enters data into various computer systems. Handles confidential information with extreme discretion. Uses excellent interpersonal skills. Possesses the ability to interact professionally with culturally diverse individuals during a time of crisis and distress. Critical thinking, sound judgement, excellent organizational and communication skills are essential. May be required to wear a high efficiency respirator mask and other personal protective equipment when delivering services within an area assessed as high risk for exposure to infectious diseases. **REQUIRES** high school graduation. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **Preference given for public health experience and/or proficiency in a second language.**

Tree Trimmer (Job Opening ID #512355)	\$15.55-\$24.31/hour	Open until filled
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(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,

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Tree Trimmer-512355 (cont.)

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 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.

Fleet Maintenance Technician (Job Opening ID #512629)	\$20.62-\$26.86/hour	August 31, 2020
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(Aviation Department/Fleet Maintenance Division/KCI Airport/125 Paris Street)
Two full-time positions available. Normal Work Days/Hours: Monday- Friday, 7:00 AM-3:30 PM. Completes minor adjustments and repairs on motor equipment, such as tune ups and oil changes. Services heavy road equipment with gasoline, diesel fuel, and oil. Makes service calls to change tires on fleet equipment. Keeps garage areas clean and assists other mechanics in repairs. Picks up parts when necessary. Operates snow removal equipment when required. Performs related work as required. **REQUIRES** 3 months of semi-skilled experience in automotive repairs; OR an equivalent combination of 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 the City of KCMO policies. Must possess a valid MO Class A, B or C CDL prior to the end of the probationary period as determined by the department. Must possess a valid MO Inspector Mechanic permit by the end of the probationary period. 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

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Maintenance Repairer (Job Opening ID #512623)	\$14.35-\$23.16/hour	August 31, 2020
<p>(Aviation Department/Field Maintenance Division/154 Tokyo St., KCI Airport)</p> <p>Two positions available. Normal Work Days/Hours: Monday-Friday, 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 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.</p>		
Traffic Control Officer (Job Opening ID #512646)	\$14.35- \$23.16/hour	September 14, 2020
<p>(Aviation Department/Airport Police Division/1 International Square/KCI Airport).</p> <p>Two full-time positions available. Normal Work Days/Hours: Monday- Friday, 8:00 AM- 5:00 PM during training, then put on shift based on manpower needs. Assists in the enforcement of parking and traffic ordinances and in the proper flow of traffic of commercial and passenger traffic at the KCI airport. Patrols terminal curbs and parking lots by foot and vehicle at the KCI airport, inspecting commercial and delivery vehicles. Patrols taxicab and livery vehicle hold areas to ensure compliance with taxi cab ordinances. Writes parking traffic tickets as needed to enforce parking ordinances. Assists in checking in and dispatching taxicabs from taxi holding area. REQUIRES high school graduation. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. Must be eligible to obtain a special police commission as issued by the KCMO Police Department. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug screen, post-offer physical examination, and psychological evaluation as prescribed by the City.</p>		

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Airport Police Officer (Job Opening ID #512044)	\$15.66-\$31.11/hour (without MO Post A certification) \$18.46-\$31.11/hour (with 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 Missouri POST A certification.**

Airport Security Dispatcher (Job Opening ID #512038)	\$15.06-\$24.31/hour	Open until filled
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(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 airport 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

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RECRUITMENT INFORMATION**CLASSIFICATIONS AND
MINIMUM QUALIFICATIONS****SALARY****APPLICATION
DEADLINE****Airport Security Dispatcher-512038 (cont.)**

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)**

\$14.35-\$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
(Job Opening ID #512037)**

\$14.35-\$23.16/hour

Open until filled

(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

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

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 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

\$16.64-\$26.86/hour

Open until filled**(Job Opening ID #512095)**

(Aviation Department/Central Utility Plant/9796 Northwest 112th Terrace, KCI Airport)

Several full-time positions 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/industrial processes. Reads meters/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/pressure, water levels, analysis of gases, voltage load, fire system operation. Adjusts manual controls or overrides automatic controls to bring equipment into recommended/prescribed operating ranges, to switch to backup equipment or systems, to shut down equipment. Visually inspects equipment periodically 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 and to clean boilers and chillers. Records operation and maintenance actions taken during shift in operator's 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 experience. 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 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

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Maintenance Mechanic (Job Opening ID #512096) (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. Maintains and repairs airfield, pavement, structures, systems, infrastructure, and grounds of the airport. Performs a full range of duties related to new construction and general carpentry work. Frames, drywalls, trims, paints, installs fixtures/devices as well as makes minor plumbing repairs. Performs masonry, concrete/asphalt crack sealing, patching, repair, concrete flatwork, repair of stone/block walls. Installs/repairs fences and signs. Performs minor electrical and locksmith repairs. Performs daily inspections, maintenance, repairs, general upkeep of all machinery, equipment and tools used in airport maintenance. Small engine repair/grounds maintenance to include licensed pesticide application, landscaping, mowing. Work involves the operation, maintenance, minor repair of a variety of heavy snow removal equipment, motorized construction, 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 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 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 Mechanic (Job Opening ID #512098) (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 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	\$16.64-\$26.86/hour	Open until filled

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RECRUITMENT INFORMATION

**CLASSIFICATIONS AND
MINIMUM QUALIFICATIONS**

SALARY

**APPLICATION
DEADLINE**

Maintenance Mechanic-512098 (cont.)

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.

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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