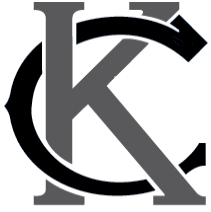


May be required to have a negative COVID-19 test result within 7 days of hire. Having a positive result at any point for any current or potential employee will have no impact on employment status nor employment offer.



HUMAN RESOURCES DEPARTMENT

City of Kansas City, Missouri

12th Floor, City Hall

Kansas City, MO 64106

(816) 513-1903

September 13, 2021

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Event Setup Supervisor (Event Coordinator) (Job Opening ID #513744) (Convention & Entertainment Facilities Dept./Event Coordination Division/301 West 13 th Street) Two full-time positions available. Normal Work Days/Hours: Wednesday-Saturday, 6:00 a.m.-4:30 p.m. and Wednesday-Saturday, 2:00 p.m.-12:30 a.m. Coordinates, monitors and participates in all activities with show managers, promoters, and meeting planners to execute contracted events. Coordinates the work of custodial and set up crews in assigned area. Conducts tours for prospective customers and final inspections once show concludes at the Convention Center Facilities. REQUIRES an accredited Bachelor's degree and 1 year of experience supervising event operations, event coordination or arena/convention management; OR an equivalent combination of qualifying education and experience. May be required to possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to pass a pre-employment drug screen as prescribed by the City. Preference given for an accredited Bachelor's degree in business administration, liberal arts, recreation, public administration or one of the social sciences and 1 year related experience in arena management, convention center management or tradeshow management with a minimum of 1 year supervisory experience.	\$19.34-\$33.88/hour	September 13, 2021
Houseless Manager (Job Opening ID #513780) (Housing & Community Development Dept./Homeless Initiatives Div./4400 MLK Boulevard) Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Responsible for driving meaningful system level change by engagement and informing stakeholders, working with all CoC that serve Kansas City. Works with KCMO and cities across the metro region, legal aid, United Way, other partners as identified. Implements a community wide, collaborative strategy, educational experiences for all agencies with a matrix and outcomes that will increase access and target assistance to the most vulnerable households with housing and	\$4,230-\$7,534/month	September 13, 2021

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Houseless Manager-513780 (cont.)

supportive services needs for houseless individuals and those at-risk of having no home. Charged with removing barriers, developing comprehensive prevention strategy, developing collaborations, providing housing and services to those experiencing homelessness and having lived experience individuals guide the solutions. Creates strategies to reduce homelessness and generational poverty. Responsible for creating a website that is user friendly and provides the needed resources to residents. Must be well versed in the HUD Continuum of Care and the Emergency Solutions Grant programs and the Homeless Management Information Systems. Should be able to work well independently and with team members. Administers database software that provides data sets/analysis. Plans, develops, manages program's effectiveness. Prepares/maintains policies/procedures. Uses interpersonal skills for interaction with co-workers, houseless families/individuals, public service agencies, the general public. Skilled in sufficient exchanges in a high stress or critical situations with families. Must be knowledgeable in trauma informed approaches, recognize the dignity of our unhoused families/individuals and work from the critical knowledge that health and housing are deeply intertwined. Provides continuum of care partners on housing surges and prioritization in the Kansas City area. Develops reports to summarize and identify trends in key performance measures. Partners with agencies to align funding resources. **REQUIRES** an accredited Bachelor's degree in public or business administration or a related and 5 (OR an accredited Master's degree in one of the aforementioned fields and 3) years of related progressively responsible, professional experience in housing and community development, neighborhood preservation or neighborhood services, including 2 years at the level of the City's NHS Program Specialist.

IT Senior Analyst

\$4,350-\$6,886/month

September 13, 2021

(Job Opening ID #513694)

(City Planning & Development Department/Administration Division/414 East 12th Street)
Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Facilitates, directs and/or undertakes the deployment of business and technology software applications (primarily EnerGov and associated programs). Documents present procedures and operating methods. Gathers data for analysis of problem areas, analyzes documents, files and reports related to workflow designs systems improvements. Anticipates hardware and software needs and make recommendations related to the acquisition of computer hardware (in conjunction with the City's PC Lifecycle Program) for the department. Installs and sets up programs by design

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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IT Senior Analyst-513694 (cont.)

of information systems including understanding database terminology to design and create online reporting and queries. Recommends process or procedure changes. Participates in process and quality improvement. Provides technical expertise to department staff for their technical development. Assists staff in troubleshooting system software/hardware issues as they arise. **REQUIRES** an accredited Bachelor's degree and 3 years of technology experience; OR an equivalent combination of qualifying education and technology experience. **Preference give for experience using EnerGov, ESRI, and Crystal Reports.**

Recreation Leader

\$14.05-\$16.51/hour

September 13, 2021

(Job Opening ID #513516)

(Parks & Recreation Department/Hillcrest Community Center/10401 Hillcrest Road)

(Parks & Recreation Department/Marlborough Community Center/8204 Paseo Boulevard)

(Parks & Recreation Department/Tony Aguirre Community Center/2050 West Pennway Street)

(Parks & Recreation Department/KC North Community Center/3930 North Antioch Road)

(Parks & Recreation Department/Westport-Roanoke Community Center/3601 Roanoke Road)

(Parks & Recreation Department/Garrison Community Center/1124 East 5th Street)

(Parks & Recreation Dept./Gregg Klice Community Center/1600 John "Buck" O'Neil Way)

Several seasonal and part-time positions available. Normal Work Days/Hours: Varies, including evenings and weekends. Assists in planning, promoting and leading individuals and groups in a variety of Youth and Active Aging programming. These activities include special events, camps, sports, and arts & crafts. Assists in the offsite Youth After School Program, other day-to-day activities at assigned locations with other programs. Current operations include assisting with virtual learning sites, with strict COVID-19 precautions adhered to at all times. Performs other duties as assigned. **REQUIRES** high school graduation; OR at least 16 years of age. May be required to possess a valid state-issued driver's license in accordance with City of KCMO policies. Must pass a pre-employment drug screen as prescribed by the City.

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Accountant II (Job Opening ID #513818) (Parks & Recreation Dept./Financial & Procurement Services Division/4600 East 63 rd Street) Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Reviews and maintains monthly journals, approval of payment vouchers and reconciliation of accounts. Receives, verifies, deposits revenues, manages and tracks all deposits for the department. Prepares records and tracks receivables on a daily, monthly and quarterly basis, and reconciles all receivable accounts. Responsible for analysis and reporting of revenue collected and financial reporting. Prepares and manages the Special Gift Fund Report by managing, maintaining, tracking and reporting the activities of the fund on a monthly, quarterly and annual basis. Maintains the monthly Capital Project Report, processing of IATVs and managing special projects. REQUIRES an accredited Bachelor's degree in accounting, business administration, or a related subject area and 2 years of experience in entry-level, professional accounting work; OR an equivalent combination of qualifying education and experience.	\$19.34-\$33.88/hour	September 17, 2021
Correctional Officer (Job Opening ID #513853) (Municipal Court Department/Correctional Services Division/Location Varies) Full-time position available. Normal Work Days/Hours: Varies. Provides for the custody, care and safety of prisoners in the custody of the City of Kansas City. Maintains security of the facility, enforcing rules and regulations, ensuring the safety and welfare of prisoners, maintaining discipline and supervising prisoners in daily work crew operations. Operates motor equipment to transport the prisoners as required between the Court and contracted detention centers, medical services and operating specialized equipment as needed. Assignments are reviewed by higher supervisors, they are expected to exercise considerable independent judgment in the performance of their duties. Maintains work area in a safe and organized manner. Works various posts and patrol assignments. Supervises residents in cells and on work crews. Patrols assigned areas to keep out unauthorized persons. Interacts with residents as a role model and may provide guidance in regard to residents' behavior and decision making. Prepares various reports such as incident reports. Performs related duties as assigned. REQUIRES high school graduation. Must possess of 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 be eligible to obtain a special police commission as issued by the KCMO Police Department.	\$15.29-\$23.16/hour	September 20, 2021

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Correctional Officer-513853 (cont.)

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

Emergency Management Coordinator (Administrative Officer) (Job Opening ID #513786)	\$4,065-\$6,769/month	September 20, 2021
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(Office of the City Manager/Office of Emergency Management/635 Woodland)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; one week, every 5 weeks, the person is on a 24 hour call for 7 days as the EOC Duty Officer. Identifies solutions and assists with the procurement, operation, and evaluation of the necessary communication and information management systems required in a modern Emergency Operations Center. Participates in all Emergency Management activities conducted by the Office of Emergency Management which include but are not limited to: educational, volunteer, and outreach training programs regarding disaster preparedness; participation in Homeland Security Exercise Evaluation Program (HSEEP) exercises; preparation of emergency plans; and assistance with Fiber Optic Cable management. Develops, maintains and tests both the physical EOC and the systems that allow the EOC to support all City and external disciplines. These systems include:

- Facility generator/UPS
- Audio/Visual information distribution systems
- WebEOC administration
- City wide Genetec Security Camera System administration/support
- City wide Tornado Siren Warning System administration/expansion
- Backup communications satellite trailer & HAM radio trailer
- EOC public safety radios and supporting dispatch consoles

Coordinates regional inter-operational issues and information sharing technology. Provides outreach and training to City personnel, regional partners and non-governmental agencies interested in Emergency Preparedness. Ensures the integration of EOC systems with that of City Departments and other agencies external to City government. Participates in the rotational duty officer program. The duty officer monitors local conditions, activates the EOC as necessary, and coordinates the EOC's role in response operations. The duty officer assignment is a 24 hour "on-call" assignment rotated on a weekly basis rotated amongst the staff in the Office of Emergency Management. Conducts other Emergency Management activities as assigned by the Emergency

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

SALARY

APPLICATION DEADLINE

Emergency Management Coordinator-513786 (cont.)

Manager. **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 experience in Emergency Management principles and applications; operational knowledge of Salamander Live Inventory Management System; experience in preparation of Emergency Management Performance Grant (EMPG) Submittals to the State Emergency Management Agency (SEMA); and minimum completion of FEMA ICS Courses 100, 200, 300, 400, IS-700, and IS- 800.**

Taxpayer Specialist

\$14.35-\$29.69/hour

September 20, 2021

(Job Opening ID #513819)

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

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Reviews and researches taxpayer information to determine valid tax liability and Kansas City, Missouri tax obligations. Assists with incoming and outgoing telephone calls with respect to Kansas City, MO tax obligations and related issues as needed. Assists with City ordinances, regulations, policies, and procedures to taxpayers, accountants, attorneys, business owners and the public. Assists the public in person and by telephone by handling complex taxpayer issues, complaints, and other related questions as required. Assists citizens by educating the public on the City's taxes and the role of the Revenue Division in the collection of taxes and fees collected by the Revenue Division. Maintains a working knowledge of laws, regulations, policies, procedures and guidelines applicable to the collection of taxes. Updates, maintains and closes tax accounts and taxpayer cases in accordance with established division procedures. Researches delinquent tax obligations in order to locate taxpayers and to determine taxes owed. Supports divisional and departmental strategic plans. Signs and adheres to City/IRS confidentiality agreements. Performs other duties as assigned. **REQUIRES** high school graduation and 3 years of public or private sector experience in customer service work; OR an equivalent combination of qualifying education and experience. May be required to be bonded.

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Customer Service Representative (Job Opening ID #513840) (Municipal Court Department/Finance Division/511 East 11 th Street) Full-time position available. Normal Work Days/Hours: Monday-Friday, varies. Greets and directs the public to appropriate resources within the department. Responds to information requests, processing payments and receiving complaints. Processes citizens' court payments, cash and bonding company bonds, citizens' bond and ticket refund requests and updates citizens' information. Processes daily mailed in payments. Receives citizens' motions by filing stamp and attaching to cases. Handles Bond Recognizance forms, letter of Compliances and other duties as assigned. Performs modern office practices/procedures. Operates modern office equipment and performs standard clerical techniques as applied to maintenance of a municipal accounting system involving many transactions. Investigates techniques, methods, procedures and performs professional written/verbal communication etiquette and techniques. REQUIRES high school graduation and 1 year of public or private sector experience in customer service work; OR an equivalent combination of qualifying education and experience.	\$14.82-\$23.16/hour	September 27, 2021
Digital Communications Coordinator (Senior Administrative Assistant) (Job Opening ID #513834) (Office of the City Manager/City Wide Communications Division/2400 Troost) Full-time position available. Remote and field work possible. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; with some weekends or evenings. Works as part of a communications team on digital content creation, social media engagement, audience acquisition, and web analytics management. Develops impactful social media content, including the messaging, graphics, videos, photos, etc. to engage and inform our residents about Health Department programs and services. Engages with the public on social media, providing customer service and answering questions. Uses the City's social media channels to effectively interact with online audiences and grow the national presence of Kansas City. Works closely with program staff across the Health Department to develop effective social media and digital content and strategies and to support its communications plans. Helps update policies to manage the organization's use of social media. Works on both the creative and analytical side of digital content management, demonstrating expertise with social media tactics and understanding of social media analytics. Optimizes social media content by "listening" and evaluating. Shows proficiency in enterprise social media	\$19.34-\$33.88/hour	September 27, 2021

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

SALARY

APPLICATION DEADLINE

Digital Communications Coordinator (Senior Administrative Assistant)-513834 (cont.)

management tools, such as Hootsuite. Utilizes working knowledge of: buttons and badges, image sharing, content syndication, RSS feeds, Podcasts, online video sharing, widgets, eCards, Twitter, blogs, Facebook, and other social networking sites. Possesses knowledge of social media analytics, design/productivity software such as Photoshop, Illustrator, Excel, PowerPoint, Word. New media applications (audio & video editing/graphics production) a plus. **REQUIRES** an accredited Bachelor's degree with major course work in public or business administration, liberal arts or a related field and at least 3 years of professional experience in governmental administration or in private sector administration of a progressive nature at the level of the City's Administrative Assistant; OR an equivalent combination of qualifying experience and education. **Preference given for an accredited degree in journalism, communications or a related field, and at least 2 years of professional experience in social media communications, news media, and/or public relations. Candidates selected for interviews will be required to submit examples of previous digital communications and social media work showing production skills, writing style, creativity, engagement, voice and analytics.**

Environmental Officer

\$21.88-\$35.31/hour

September 27, 2021

(Job Opening ID #513804)

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

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Maintains chemical handling, waste disposal, regulatory compliance, natural resource protection, other environmental concerns which arise in the course of the City's business. Conducts asbestos inspections of buildings, coordinating/managing abatement activities. Conducts lead paint inspections, coordinating/assisting with hazardous materials management activities at City facilities. Performs environmental site assessments. Advises internal clients on environmental issues. Performs duties in the office and in the field. Work assignments afford limited opportunity for independent judgment in planning work, coordinating project teams, making technical decisions. **REQUIRES** an accredited Bachelor's degree in an environmentally related field, such as environmental science and related physical and life sciences, environmental engineering and related engineering specializations, environmental law and related legal specializations or environmental studies and related management and public administration specializations; 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 pass a pre-employment drug screen as prescribed by the City.

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Re-Entry Case Manager (Senior Administrative Assistant) (Job Opening ID #513841) (Municipal Court/Specialty Court Division/511 East 11 th Street) Full-time limited-term position available until September 30, 2022. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Serves as the Case Manager for the Municipal Court's Second Chance Re-entry program. Ensures participants' engagement in community referral services and monitoring probation compliance. Provides support, wrap around case management and referral services to outside agencies. Attends weekly Re-entry team meetings and court appearances and provides follow-up information to program participants. Formulates case management plans for program participants. Serves as point of contact to participants, community agencies and contract service providers. Performs difficult and complex clerical duties associated with court records. Maintains files and records of a highly confidential nature. Interprets criminal history and driving records. Gathers and collects pertinent data to be used in administrative and budgetary analysis per contract and grant requirements. Administers and observes breathalyzer and urinalysis testing for participants. Assists in other probation duties as assigned. REQUIRES an accredited Bachelor's degree in public administration, business administration, liberal arts or a related field and at least 3 years of professional experience in governmental administration or in private sector administration of a progressive nature at the level of the City's Administrative Assistant; OR an equivalent combination of qualifying experience and education. Must pass a CJIS background check. Preference given to those with knowledge of community resources for substance use and mental health disorders and court processes.	\$19.34-\$33.88/hour	September 27, 2021
IT Specialist (Job Opening ID #513849) (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. Designs, codes, unit tests and debugs new processes or modifications including pages, components, workflow, online and batch processes, reports and queries for PeopleSoft enterprise Financial & Supply Chain (FSCM) and Human Capital Management (HCM) systems. Develops and maintains integration between PeopleSoft systems and external applications. Analyzes and resolves system problems, detect and identify software deficiencies and work with the vendor to provide solutions. Assists with system maintenance, upgrades, transfers knowledge to customers and peers and	\$4,400-\$7,534/month	October 4, 2021

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IT Specialist-513849 (cont.)

completes technical documentation while working in a team environment. **REQUIRES** an accredited Bachelor's degree and 4 years of technology experience; OR an equivalent combination of qualifying education and technology experience. **Preference given for at least 3 years of experience with Peoplesoft technical experience including: Application Engine, Peoplecode, Application Packages, SQL, Component Interfaces, SQR, BI Publisher, nVision, Query, Integration Broker and Fluid design and Peoplesoft modules: Asset Management, Payables, Receivables, Billing, Cash Management, Customer Contracts, Grant Management, General Ledger, Purchasing, eProcurement, Project Costing, Human Resources, Benefits Administration, Training, Payroll for North America, Time & Labor, Pension Administration, Talent Acquisition Management/Candidate Gateway and Experience with Lifecycle Tools and Elasticsearch.**

Fire-Medic

\$26.37-\$41.31/hour*

December 6, 2021

(Job Opening ID #513454)

*depending on shift

(Fire Department/Location Varies)

Full-time position available. Normal Work Days/Hours: Varies. Come join the largest and busiest Fire/EMS service in the metro. Responsible for all patient care (Advanced as well as Basic Life Support) in accordance with all applicable Federal, State, and local laws, statutes, and protocols. Completes all applicable patient care reports and provides direction to other crew members as needed. Serves as a First Responder in the areas of Fire Protection, Rescue Services and Hazardous Materials Response, as well as Aircraft Firefighting and Emergencies. Responds to calls of fire and other medical and non-medical emergencies. Functions as a Firefighter and completes all assigned duties related to that assignment. Also functions as a Paramedic and provides care and/or transport as prescribed by the procedures prescribed by the Emergency Medical Services Director. The Fire Department will provide all training to attain fire related certifications and continuing education required to keep all necessary licensures. Performs general custodial duties to maintain fire stations, equipment, and apparatuses. **REQUIRES** high school diploma or possession of a state-issued GED/HiSET. Must be 18 years of age by December 6, 2021. Must not have turned 30 years of age prior to December 6, 2021. Must possess a valid driver's license at time of application and appointment. Must possess a valid Missouri State Paramedic License or National Registered Paramedic (EMT-P) license, obtain and maintain City privileges at the Paramedic level, and obtain and maintain ambulance credentialing. Must successfully meet all requirements of the KCFD

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

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APPLICATION DEADLINE

Fire-Medic-513454 (cont.)

Academy and be able to obtain Missouri State FF I & II within the first year of employment. Must pass a pre-employment drug screen and post offer physical. ***Non-residents, if appointed, must establish residency within the city limits of KCMO within 9 months.*** Information must be clearly specified in application materials. If applying online, be sure to enter driver's license information. **Making a copy of driver's license and Paramedic license and attaching it to your application materials is advised. Preference given to those who possess Firefighter I & II certifications.**

Administrative Officer

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

Open until filled

(Job Opening ID #513616)

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

Two full-time limited-term positions available until June 1, 2023. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work additional hours to attend community related meeting/events. **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.** Oversees the fiscal and contractual aspects of a federal grant designed to build the public health infrastructure within KCMO communities that have been hardest hit by the COVID-19 pandemic. Provides guidance and assistance for grant sub-recipients regarding deliverables and reporting requirements. Maintains supplies, facilitates contract payments, and assists with arrangements for program events. Assists the Project Director and performs independent decision-making, prioritizing activities, meeting goals/objectives in a timely fashion, and managing a significant amount of project details. **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.

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Assistant City Attorney (Job Opening ID #513631) (Law Department/Collections Division/414 East 12 th Street) (Law Department/Corporate Division/414 East 12 th Street) (Law Department/Litigation Division/414 East 12 th Street) (Law Department/Municipal Court Prosecution Division/511 East 11 th Street) Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Collections: Performs affirmative tax litigation primarily in Jackson County to recover amounts due for the Kansas City earnings tax. Drafts motions, discoveries, pleadings, and attends court multiple times a week resulting in trial. Assists taxpayer citizens over the phone and in person. Answers questions in an attempt to resolve the cases. Maintains 1,000's of cases a year. Corporate: Provides transactional legal services to all City departments, boards and commissions to facilitate the efficient delivery of City services to residents of Kansas City. Provides legal opinions to the City Council as well as to all City departments, boards and commissions. Reviews, drafts and approves contracts and related documents. Drafts all City ordinances and resolutions to be considered by the City Council. Advises City Departments regarding compliance with federal and state laws and regulations, as well as City ordinance provisions and regulations. Represents the City in hearings before boards and outside agencies on all City matters. Serves as second chair in complex corporate litigation as the subject matter expert. Litigation: Defends the City as a litigator in torts matters involving motor vehicle, property damage and premises liability lawsuits for which the liability risk is generally high. Protects the City's interests in these cases and defends the City in employment discrimination lawsuits and other complex litigation for which the liability risk is generally high. Municipal Court Prosecution: Serves as a courtroom prosecutor responsible for representing the City of KCMO in prosecuting the daily docket in one of nine courtrooms. Reviews charge codes and charge language. Processes non-domestic violence warrant applications and reviews police report. Makes contact with witnesses, prepares cases for trial, and prepares negotiated pleas for defense counsel. Represents the City on probation violations and assesses cases/defendants for entry into specialized dockets and staffs the Saturday arraignment docket on a bi-monthly basis. REQUIRES graduation from an accredited school of law. Must be admitted to the Missouri Bar Association within six months of appointment.	\$4,945-\$8,833/month	Open until filled

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Associate Director of Transportation (Utility Manager) (Job Opening ID #513830) (Public Works Department/Transit Operations Division/414 East 12 th Street) Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Manages the direction of the Transportation group in the department. The Transportation group includes the following programs: Streetcar, Parking, Traffic Engineering, Bike/Ped, Transit Coordination, Transportation Planning as well as several program initiatives like Vision Zero and Complete Streets. Oversees the implementation of the KCMO Transportation Plan. Creates and maintains cross-department and cross-sector relationships and ensures project coordination with these and other diverse stakeholders. Ensures that Program Managers have the necessary resources to successfully meet their goals and objectives. Recruits, hires, develops, and retains outstanding staff. Conducts performance evaluation for Program Managers. Tracks program evaluation, data collection and outcomes reporting. Provides overall leadership and guidance to the Transportation group. Implements policies and initiatives for the City. REQUIRES a minimum of 12 years of relevant transportation industry experience. Preference given for Licensed Professional Engineers, Licensed Planners or an accredited Master's degree in public administration.	\$4,945-\$10,581/month	Open until filled
Capacity Trainers (Job Opening ID #513614) (Heath Department/Community & Family Health Education Division/2400 Troost) Two limited-term contract positions available until June 2023. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to flex hours to attend community related meetings/events. 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. Dynamic and flexible individual to build public health capacity them (e.g., employers, schools), to respond, mitigate, recover from COVID-19 and other disaster within Hispanic and low socio-economic status communities, as well as the sectors that engage situations that impact their communities. Provides direct and grassroots-level services that build infrastructure and support for community-based vaccination events, assisting in finding resources to support healthy economic recovery. Interacts with the contracted sub-recipients and provides navigation services to increase vaccination rates within the community. Collaborates with supervisor to raise the concerns, challenges and success of the community as a whole to build	\$15.00-\$20.00/hour	Open until filled

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Capacity Trainers-513614 (cont.)

capacity and address public health threats. Assists with collecting and recording data for required grant reporting. Maintains well-organized records and documentation. **REQUIRES** high school graduation. **Preference for candidates who are bilingual in Spanish and English.**

Chief Equity Officer Job Opening ID #513531)	\$6,368-\$12,363/month	Open until filled
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(Office of the City Manager/414 East 12th Street)

Full-time position available. Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work evenings, weekends, holidays. **The rights and well-being of Kansas City citizens and employees are a priority of the City Council and with the creation of the Chief Equity Officer (CEO) role, we seek to marshal the necessary leaders and resources to advance social equity and reduce and ultimately eliminate disparities experienced by Kansas City's most marginalized populations. Because the people of Kansas City have an interest in a system of government, rules, policies, practices and programs that are equitable and fairly administered, the CEO will oversee the review of internal and external practices and programs to ensure diversity, equity and inclusion that ensures fair administration for City employees and citizens.** Supports city agencies and departments in normalizing concepts of racial and social equity. Organizes staff to work together for transformational change. Operationalizes new practices, policies, and programs to drive greater equity. Ensures equitable policy-making, service delivery, and distribution of resources that account for the different histories, challenges and needs of the people we serve in Kansas City. Leads efforts to nurture and facilitate the development of citywide, multi-sectoral programming and policy to effect change in the city's approach to diversity, equity and outreach strategies. Reports to the City Manager and leads efforts to create new policies that proactively implement programs and strategies to promote equity and equality within Kansas City's internal structure and throughout the city, including regular collaboration with internal departments and the leadership of a task force established by the City Manager to ensure that the city is using innovative approaches to address race and equity both internally and citywide. Creates new policies to advance equity and equality and develop methods to advance equity in budgeting, contracting, community engagement and high priority service delivery. Develops communication and feedback mechanisms to equip city representatives to identify and address equity issues, processes, policies and legislation. Operationalizes an equity lens into city wide policy, programs, and budget decisions to advance and supports equitable

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Chief Equity Officer-513531 (cont.)

service delivery to the community including:

- Providing leadership, guidance, and support to internal and external partners in the delivery of equity policy and programs; Developing and recommending performance indicators and progress benchmarks to ensure accountability and to achieve fair and equitable delivery of city services from city departments;
- Creation of a citywide equity action plan based on data driven analysis that encompasses equity tools and provides a blueprint of systems and structures for each department; and
- In partnership with the city leaders and other key stakeholders, conducts an environmental scan of service delivery in the city to identify disparities and gaps in service and programs.
- Works collaboratively with all stakeholders to develop the Equity framework which includes:
 - Assessment and data tools that help departments identify disparities in services and programs;
 - Analytic tools that help identify disparities in resource allocation;
 - Recruiting and developing equity champions within departments; and
 - Conducting regular reviews of City practices and programs to ensure equity for employees and all citizens.

Leads a task force established by the City Manager with oversight from the City Council to review City practices and programs to ensure that they are equitable on their face and fairly administered. The task force shall include a diverse representation of City employees, including members of management, Local 500 of the Association of Federal, State, County and Municipal Employees (AFSCME), Local 42 and 3808 of the International Association of Fire Fighters, representatives from recognized Employee Resource Groups and community leaders. Collects, analyzes and presents data measuring equity program efforts and progress for monthly reporting by the City Manager to the City Council. Utilizes relevant data resources to track and analyze diversity, equity and outreach strategies within the City. Meets with various citizen groups regarding problems of discrimination, equal employment opportunities within the City's government and with the provision of housing and health services by the City to ensure equity and fair administration in the provision of those opportunities and services. Performs related duties as required. **REQUIRES** an accredited Bachelor's degree in public administration, multicultural, equity or diversity studies or related field and at least 3 years of experience in diversity and equity work and experience overseeing diversity efforts in a mid-large size organization. **Preference given for an accredited**

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Chief Equity Officer-513531 (cont.)

Juris Doctor degree or an accredited Master's degree in public administration, multicultural, equity or diversity studies or related field and at least 7 years of experience in diversity and equity work and experience overseeing diversity efforts in a mid-large size organization; 5-7 years of experience working with or in a public or governmental organization serving large complex urban environments, 5-7 years of experience and a working understanding of the effective methods of organizational and institutional change, and 5-7 years of experience in operationalizing diversity, equity and inclusion policies and programs in an organization or department, including but not limited to budget management, supervision, strategic planning, policy and program creation and implementation; and organizational and fiscal management skills noted for transparency and clarity.

Chief Mobility Officer (Bike/Ped) (Graduate Engineer (Job Opening ID #513829)	\$3,957-\$6,769/month	Open until filled
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(Public Works Department/Transportation Planning 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 direction of the Transportation group in the Public Works Department. The Transportation group includes the following programs: Streetcar, Parking, Traffic Engineering, Bike/Ped, Transit Coordination and Transportation Planning as well as several program initiatives like Vision Zero and Complete Streets. Designs on and off-street bicycle improvements. Participates in the development of plans and studies related to multimodal transportation including bicycle and pedestrian studies, transit studies, traffic analysis, minor design review and systems analysis. Manages and evaluates mobility improvement projects and expansions and reviews designs of multimodal projects. Researches, plans, develops, and coordinates needs concerning bicycle and pedestrian issues. Tracks implementation of Complete Streets and Protected Bike Lane Initiative programs. Coordinates, attends, and leads public and neighborhood meetings about mobility projects. Conducts community engagement and outreach with mobility projects. Coordinates educational programs. Participates in developing program management plans and strategic plans, including budgeting and financial management. Identifies, monitors, and manages regional, state, and federal grant opportunities. Develops grant proposals to advance multimodal transportation initiatives. Serves as part of various intra- and inter- departmental project planning teams. Chairs the Mobility Committee. Attends Bicycle Pedestrian Advisory Council (BPAC)

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Chief Mobility Officer (Bike/Ped) (Graduate Engineer)-513829 (cont.)

meetings. Conducts and coordinates research assignments and field studies. Supports pedestrian and bicycle counts and related data collection. Supports the City's Vision Zero initiative through research, community outreach, design, and implementation, as established through Council action. Manages the Country Club Right of Way. Completes grant writing activities related to mobility, bicycle, pedestrian, and Vision Zero activities to secure funding opportunities for the City. Oversees and guides innovative transportation policy such as the Shared Use (Dockless) Transportation program. **REQUIRES** an ABET accredited Bachelor's degree in any professionally recognized architectural/engineering discipline as required by the hiring authority. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **Preference given for experience in design, project management, contract negotiations, project planning, scheduling, and budgeting.**

Community Health Educator (Public Health Specialist II) (Job Opening ID #513615)

\$21.46-\$33.88/hour

Open until filled

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

Full-time limited-term position available until June 1, 2023. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work additional hours to attend community-related meetings/events. **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.** Works to build the capacity within Hispanic and low socio-economic status communities, as well as the sectors that engage them (e.g. employers, schools), to respond, mitigate, recover from COVID-19 and other disaster situations that impact their communities. Supervises a small team of Capacity Trainers who provide direct and grassroots-level services that build infrastructure and support for community-based vaccination events, assisting in finding resources to support healthy economic recovery. Interacts with the contracted sub-recipients and provides navigation services to increase vaccination rates within the community. Collaborates with supervisor to raise the concerns, challenges, success of the community as a whole to build capacity and address public health threats. Assists with collecting/recording data for required grant reporting. Maintains well-organized records/documentation. **REQUIRES** an accredited Bachelor's degree and 2 years of health related work experience, including 1 years at a level comparable to the City's Public Health Specialist; OR an accredited Master's degree and 1

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Community Health Educator (Public Health Specialist II)-513615 (cont.)

year of health related work experience at a level comparable to the City's Public Health Specialist; OR an accredited Master's degree in public health; 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 for individuals who are bilingual in Spanish and English.**

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 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

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Construction Code Inspector-513441 (cont.)

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.

Council Aide \$2,865-\$4,886/month **Open until filled**

(Assistant to Elected Official)

(Job Opening ID #513483)

(City Council/Fifth District/414 East 12th Street)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:30 a.m.-5:30 p.m., evening/weekends vary depending on needs. Provides general assistance to an elected official. Supervision is received and work is performed under general direction of an elected official, with considerable latitude for independent judgment. Meets/corresponds with various governmental agencies, citizens, professionals, businesses and other groups to conduct research, answer questions, discuss problems and secure their involvement in completing various projects. Receives/prepares official replies to inquiries, suggestions, complaints received by mail, e-mail, telephone, personal visits from general public, civic/governmental agencies, other organizations. When requested, attends numerous meetings and prepares progress reports concerning assigned activities. Briefs the elected official on matters of significance to ensure that appropriate action is taken. Coordinates complex programs or projects of interest to the elected official. Must be responsive to all external communications and perform community outreach. Must have strong written/verbal communication skills. Must be able to plan, organize and execute complex events, including, but not limited to, city wide events. Performs related duties as required. **REQUIRES** an accredited Bachelor's degree. **Public relations and/or journalism skills are strongly preferred.**

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Development Data Specialist (Senior Planning Technician) (Job Opening ID #513652) (City Planning & Development Dept./Development Management Division/414 East 12 th Street) Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Provides routine technical support for the division, including mapping of, collecting, maintaining data about development projects throughout the city using GIS and other software programs. Maintains public-facing maps and websites, including the City's development tracker and their integration with other websites and software programs. Performs spatial and data analysis of development projects. Prepares reports resulting from the analysis to the division manager. Creates/maintains a library of graphics and other visual imagery used to convey the division's procedures/policies to the public. REQUIRES high school graduation and 5 years of responsible experience in the various phases and techniques of planning illustration, including cartography and map work; OR an equivalent combination of qualifying experience and education. Preference given for experience utilizing Geographic Information Systems software including ArcGIS, graphic imagery software such as Adobe products and graphic design software.	\$16.64-\$26.86/hour	Open until filled

Development Project Coordinator (Lead Planner) (Job Opening ID #513607) (City Planning & Development Dept./Development Management 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. Acts as project manager on large, controversial, complex development projects. Leads a team of subject matter experts in evaluating projects for consistency with the city's expectations and best planning practices. Facilitates public participation, prepares technical reports, and presents the project to appointed and elected boards/commissions. Provides prompt, courteous customer service to the public, developers, elected officials, appointed officials, large array of professionals related to development and land use. Interprets/applies City policy and regulation, including the zoning and development code. Performs additional special projects as assigned. REQUIRES an accredited Master's degree in planning and 2 years of professional experience in city, regional, or urban planning work; OR an accredited Bachelor's degree in one of the social sciences, engineering, city planning, landscape architecture or architecture and 4 years of professional experience in city, regional, or urban planning work including 2 years at the level of the City's Planner.	\$4,230-\$7,534/month	Open until filled
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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Development Specialist I (Job Opening ID #513452) (City Planning & Dev. Dept./Long Range Planning & Preservation Div./414 East 12 th Street) Full-time position available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Focuses on data development and maintenance, GIS analysis, map production, and report generation. Must be knowledgeable in current technology (such as Microsoft products, ArcGIS Desktop, ArcGIS Online, Adobe Suite) to provide data summaries, professional graphics, and trend analysis/forecasts by applying appropriate tools within a short timeframe and deadline. REQUIRES an accredited Bachelor's degree in economics, sociology, multi-disciplinary social science or urban affairs, city planning, public or business administration, engineering, architecture, energy conservation or related field and 3 (OR an accredited Master's degree in one of the aforementioned fields and 1) year of progressively responsible, related professional experience in the applicable specialty; OR an equivalent combination of qualifying education and experience.	\$19.34-\$33.88/hour	Open until filled
Director of Conventions & Entertainment Facilities (Job Opening ID #512953) (Conventions & Entertainment Facilities Department/Administration Division/301 West 13 th 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, 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	\$7,567-\$14,422/month	Open until filled

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Director of Conventions & Entertainment Facilities-512953 (cont.)

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).**

Director of Health (Job Opening ID #513468)	\$7,567-\$22,435/month	Open until filled
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(Health Department/Administration Division/2400 Troost)

Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; however, responsibility may require additional hours and days. This is a professional, highly complex position and is responsible for the planning and overall management of the Health Department. This is a highly visible position, reporting directly to the City Manager and responsible for consulting/advising the City Manager, Mayor, City Council, other jurisdictions, community organizations and other involved persons on matters concerning public health. The Director is responsible for the administration of the city's program for protecting and preserving public health. Acts in coordination with other departments and agencies in special programs related to public health. The Director must be a professional who has demonstrated both experience and skills developing strategic plans and related funding mechanisms. Makes significant decisions and exercises resourcefulness in meeting and solving problems. Must possess the following:

- Demonstrated career commitment to addressing health disparities and racial equity;
- Leadership experience in addressing racism as a public health crisis, specifically driving antiracist public health strategies and policymaking;
- Leadership experience in analyzing and developing health policies, particularly policies that address the social determinants of health;
- Demonstrated leadership in developing and advancing intersectional Community Health Improvement Plans (CHIPs) that address the social determinants of health;

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Director of Health-513468 (cont.)

- Experience with and a commitment to shared decision making and power sharing among governmental, appointed, and community stakeholders, particularly individuals with lived experience; and
- A member of or connection to the Kansas City MO community, particularly communities most impacted by historic and contemporary civic and governmental disinvestment, exploitation, and gentrification is preferred.

REQUIRES an accredited Bachelor's degree from a recognized school of public health and 10 years of special training and progressive public health programming experience, including 3 years of executive level supervisory and managerial experience overseeing a public health program comparable in size and complexity to Kansas City. **Preference for an MD or DO in public health from a recognized school of health; leadership experience within a public health department accredited by the Public Health Accreditation Board of Directors (PHAB).**

Director of Housing & Comm. Dev. \$7,567-\$14,422/month Open until filled
(Job Opening ID #513469)-UPDATED

(Housing & Comm. Development Department/Administration Division/4400 MLK Boulevard)
Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; however, responsibility may require additional hours and days. Seeking an innovative, dynamic, creative, and experienced housing executive to lead the City's Housing & Community Development Department. Performs work related to planning, organizing and administering all elements of the City's comprehensive housing program, remains informed of sources of best practices and funding sources and directs efforts to compete for funds; remains apprised of housing needs of all elements of the community; serves as the advocate of affordable housing programs in the community and in local government; and integrates affordable housing programs into the City's urban planning process. Ideal candidate should be flexible, organized and able to implement innovative and transformative housing solutions in collaboration with the City Manager and City Council. The Housing Director is appointed by and reports to the City Manager and has full executive responsibility for the provision of housing services throughout the City, while directing department staff, ensuring they are sufficiently trained, well organized, and highly motivated. Responsible for all supportive housing programs and manages funding support for creation and stabilization of housing, including: overseeing the CBDG/HOME Housing and Urban Development (HUD) Action Plan process; coordinating with MO Housing Development Commission (MHDC) programming and resources;

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Director of Housing & Comm. Dev.-513469 (cont.)-UPDATED

engaging the private sector (philanthropic, financial intermediaries, financial institutions) for resources; and working with philanthropic, public/private partnerships, City, State and Federal stakeholders. Must also be able to collaborate with a variety of organizations and individuals to promote all aspects of housing, spanning from tenant advocacy, housing providers, developers and landlords, homeless advocates, and domestic violence agencies that offer housing for their clients. Must be able to communicate effectively with a wide variety of community and civic interests in the public, private, philanthropic and non-profit sectors and must develop and maintain effective working relationships with all constituencies. The Director ensures housing needs are considered in the City's urban planning process and that programs support the strategic plan. **REQUIRES** an accredited Bachelor's degree and 8 years of experience in varied public programs, including 4 years of progressively responsible, administrative and supervisory experience in housing programs and/or a business setting. Must also have a demonstrated ability to establish and maintain effective working relationships with the business community, other City departments, elected and appointed officials, as well as various community groups.

Director of Neigh. & Community Serv. \$7,567-\$14,422/month **Open until filled**
(Job Opening ID #513462)

(Neighborhoods & Community Serv. Department/Administration Division/414 East 12th Street)
Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; however, responsibility may require additional hours and days. This is a professional, highly complex position and is responsible for the planning and overall management of the Neighborhoods & Community Services Department (NCSD). NCSD works directly with citizens to protect their quality of life and the livability of our neighborhoods. With a variety of programs both city-wide and in targeted areas, NCSD protects and sustains residential buildings, monitors nuisance businesses and responds to many types of concerns directly impacting where we all live, work and play. Work also involves the application of sound management practices in the formation, modification, improvement and implementation of departmental operational policies and regulations. Executes programs fully with almost complete independence and is responsible for the use of considerable initiative and independent judgment within the framework of established policies. There are a wide variety of services delivered through NCSD including: nuisance and property code enforcement and abatement; engagement with community and neighborhood stakeholders to re-purpose vacant and abandoned structures, including demolishing dangerous buildings that pose a public health and safety threat; ensuring that regulated businesses and industries are operating in the best interests of

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Director of Neigh. & Community Serv.-513462 (cont.)

the public; operating the City's tow lot and coordinating with KCPD to ensure that abandoned and inoperable vehicles are towed, if needed; and serving as neighborhood liaison to address neighborhood issues. Must also have a demonstrated ability to establish and maintain effective working relationships with the business community, other City departments, elected and appointed officials, as well as various community groups. The NCSA Director is appointed by and reports to the City Manager or designee and responsible for presenting reports to the Mayor, City Council, community organizations and other stakeholders. **REQUIRES** an accredited Bachelor's degree and 8 years of experience in varied public programs, including 4 years of progressively responsible, administrative and supervisory experience in public programs and/or a business setting.

Director of Parks & Recreation (Job Opening ID 513459)

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

Open until filled

*starting salary dependent on qualifications

(Parks & Recreation Department/Administration Division/4600 East 63rd Street)

Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; however, responsibility may require additional hours and days. KCMO Parks & Recreation (KC Parks) is seeking to hire an adaptive, agile, iterative leader to effectively deliver high-quality parks and recreation services, focus on organizational sustainability and communicate clearly both internally and externally the value of the department. Must be a strong, collaborative leader able to combine tradition, vision, creativity, and innovation to maximize resources and foster partnerships. In addition, should be a proven leader who will understand and serve the needs of a diverse community. KC Parks consist of 221 parks, over 12,000 acres, 158 miles of trails and bikeways, 29 lakes, hundreds of athletic courts/fields, 106 playgrounds, 10 community centers, 48 fountains, 5 public golf courses. The 2021-2022 budget is approximately \$68M and covers approximately 350 full-time employees. The successful candidate will also be experienced in community engagement, performance management, delivery of high-quality planning, projects, programs and maintenance in alignment with the department's mission statement: ***"To improve the quality of life, health and wellness of our community by providing socially equitable, community-driven programming and environmentally sound natural resource management."*** The ideal candidate will have experience in parks and recreation operations and management and have demonstrated proficiency in cultural competency that enables effective working relationships in a cross-cultural environment; be a creative problem solver with a progressive approach; and have successful change management strategies in an environment where conflict, tension and uncertainty may be present; have experience with stakeholder engagement with both private and public entities; be a champion of

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Director of Parks & Recreation-513459 (cont.)

workforce equity and diversity and have experience managing in a collective bargaining environment. Additionally, the candidate should have experience forming and maintaining public-private partnerships and the ability to develop business plans into desired outcomes for the community.

Key responsibilities include:

- Plans, designs, assigns and manages all KC Parks’ programs.
- Establishes department policy, standards, rules and processes.
- Directs and engages in the preparation and execution of the department’s operations and capital budgets across multiple funds. Works in conjunction with the Board President, Board, and the Parks Chief Financial Manager to represent the department’s interest in budget hearings and citywide financial planning.
- Through engagement with the Board, provides strategic direction, leadership and vision for all aspects of the department. Determines goals, benchmarks, performance measurement objectives in accordance with the comprehensive strategic plan, with an emphasis on measurable social and economic benefits to the community and contribute to an improved quality of life.
- Performs related duties as assigned.

REQUIRES a qualifying, accredited Bachelor's degree. **Preference given for 6 years of progressively responsible leadership experience in a Parks & Recreation organization of similar size and demographics; a qualifying, accredited Master’s degree in public or business administration; and certification as Certified Park & Recreation Professional/Executive (CPRP or CPRE).**

Director of Water Services Department \$12,389-\$19,147/month **Open until filled**
(Job Opening ID 513757)

(Water Services Department/Administration Division/4800 East 63rd Street)

Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; however, responsibility requires additional hours and days. As a One Water organization, the Water Services Department is responsible for all operations, engineering, and financial management activities for the City of Kansas City, MO's water, wastewater, and stormwater utilities. The current Director is retiring from the City effective December 1st and the City desires to have a new Director in place in advance to facilitate a smooth transition. Known to its customers as KC Water, it provides water services to

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Director of Water Services Department-513757 (cont.)

the nearly 500,000 Kansas Citians. It also provides drinking water to 33 wholesale water customers outside of Kansas City. It also has 28 interjurisdictional agreements with surrounding communities for wastewater services. Fiscal year 2022 expense budget is \$432 million with a \$260 million Capital Improvement Program. It has 1,090 budgeted FTEs. This is a professional, highly complex position and is responsible for the planning and overall management of this municipal government department. This is a highly visible position, reporting directly to the City Manager and responsible for responding to various inquiries from the Mayor, City Council, other jurisdictions, community organizations, and State and Federal representatives. Uses extensive knowledge of the principles and practices of utility operations as well as business and public administration as applied to the development and management of municipal utilities. The Director must be a professional who has demonstrated both experience and skills with strategic plans, long-term capital improvements programs, and related funding mechanisms. Makes significant decisions and exercises resourcefulness in meeting and solving problems. **REQUIRES** an accredited Bachelor's degree and 10 years of progressive management and public sector experience working with or for public water utilities, a utility company or a public sector entity, including 3-5 years of executive level supervisory and managerial experience overseeing and/or working with a water utility comparable in size and complexity to Kansas City. The City is looking for a generalist General Manager not necessarily a technical expert.

EEO Investigator

Open until filled

(Senior Human Resources Specialist) \$4,945-\$8,833/month

(Human Resources Specialist) \$21.88-\$35.31/hour

(Job Opening ID #513781)

(Human Resources Department/EEOC Administration Division/414 East 12th Street)

Full-time position available. **Will be filled as Senior Human Resources Specialist OR Human Resources Specialist.** Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May require extended or weekend hours. Conducts investigations into internal EEO related complaints and allegations of Harassment/Discrimination/EEO Policy violations in accordance with City policy. Advises complainant (orally and in writing) of the City's EEO complaint process where applicable. Interprets routine to semi-complex City/Department policies, employment laws, CBA provisions, etc. Submits written investigation findings to the Division Manager for review. Assists in developing/facilitating EEO related training for supervisors/employees. Develops data/metric reports. Utilizes excellent communication and interpersonal skills. Effectively facilitates

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EEO Investigator-513781 (cont.)

discussions between individuals/groups with differing opinions and articulates decisions to all parties in a clear, concise manner. **Senior Human Resources Specialist REQUIRES** an accredited Bachelor's degree and 3 years of professional human resource experience in a business or public sector organization, including 2 years of experience at the level of the City's Human Resources Specialist. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. **Human Resources Specialist REQUIRES** an accredited Bachelor's degree and 1 year of professional human resource experience in a business or public sector organization. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. **Preference given for experience conducting EEO and/or internal employment investigations.**

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/Operations Division/5300 Municipal)

(Public Works Department/Operations Division/5310 Municipal)

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

(Public Works Department/Street Maintenance Division/4725 Coal Mine Road)

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 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

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Equipment Operator-513236 (cont.)

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 end of the probationary period. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

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Housing Rehab Specialist	\$19.34-\$31.22/hour	Open until filled
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(Job Opening ID #513756)

(Health Department/Lead Program 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 lead inspection/risk assessments in residential properties to determine lead hazards and develop rehab work specifications to correct lead hazards according to federal and state guidelines. Performs Healthy Homes assessments and compiles reports and work specifications for health and safety hazards. Provides pictures and completed forms to fulfill historical and 106 review requirements. Monitors work for lead abatement and construction rehab projects and conducts clearance lead dust wipes. Utilizes XRF, X-ray florescence equipment and other inspection equipment. Evaluates lead abatement and rehab construction work for completeness and quality. Performs community outreach activities including presentations, health fairs and educational events. Establishes and maintains effective working relationships with employees, partner agencies, the general public and construction contractors. Reports to the Project Manager for the Lead Safe KC Program. Must be approved by HUD Office of Healthy Homes and Lead Hazard Control. Performs related duties/responsibilities as assigned. **REQUIRES** an accredited Bachelor's degree in construction management, construction technology, sociology, engineering, architecture, energy conservation or a related field and 1 year of progressively responsible related experience in the applicable specialty; 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 and maintain either a building analyst certification as awarded by the Building Performance Institute as recognized by Department of Natural Resources within 24 months of hire or a lead occupational license for risk assessor from the State of Missouri Department of Health within 3 months of hire date.

Infrastructure Plan Review Engineer	\$3,957-\$6,769/month	Open until filled
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(Graduate Engineer)

(Job Opening ID #513728)

(City Planning & Development Department/Land Development 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

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Infrastructure Plan Review Engineer (Graduate Engineer)-513728 (cont.)

to assure design stage conformance with City standards and codes with assistance from senior staff members as needed. Coordinates with developers, engineers, contractors, and other City departments to achieve general compliance status for public and private development projects. Utilizes computer software programs to record and track information pertinent to plan review projects for which the individual has responsibility. Responsible for on-time performance and accuracy of own work. **REQUIRES** an ABET accredited Bachelor's degree in any professionally recognized architectural/engineering discipline as required by the hiring authority. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **Preference given for an accredited Bachelor's degree in civil engineering and a minimum of 2 years of experience in the design or review of public infrastructure.**

Infrastructure Plan Review Registered Engineer \$4,531-\$7,534/month **Open until filled**

(Registered Engineer)

(Job Opening ID #513727)

(City Planning & Development Department/Land Development 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 programs to record and track information pertinent to plan review projects for with the individual has responsibility. Responsible for on-time performance and accuracy of own work. Oversees and trains unlicensed reviewers. **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 of experience in the design or review of public infrastructure.**

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.

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Lead Community Health Educator	\$4,147-\$6,769/month	Open until filled
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(Public Health Specialist III)

(Job Opening ID #513617)

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

Full-time limited-term position available until June 1, 2023. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work additional hours to attend community-related meetings/events. **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.** Leads a team of community health educators to support/build the health literacy and communications expertise of grassroots and professional audiences. Develops and presents information to that build capacity regarding health literacy. Develops clear health information and educational materials that are culturally appropriate. Collaborates with other Health Department programs to provide up-to-date health information and facilitate cooperative partnerships with community groups. Collects, records, provides data for required grant reporting/documentation. Assists Project Director in managing grant budget, deliverables, and all other required documentation. Utilizes significant initiative and independent judgement. Coordinates all assigned administrative work, including operations analysis, budget, personnel matters, operating rules/regulations. Supervises 3 Public Health Specialist IIs. **REQUIRES** an accredited Bachelor's degree and 4 (OR an accredited Master's degree and 2) 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 the level of the City's Public Health Specialist II; OR a doctorate in veterinary science, health education or public health or Doctor of Medicine (MD); OR an equivalent combination of qualifying education and experience, including 2 years of experience at the level of the City's Public Health Specialist II. 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.

Lifeguard

\$13.75-\$14.28/hour

Open until filled

(Job Opening ID #513512)

(Parks & Recreation Department/Gregg Klice Community Center/1600 "Buck" O'Neil Way)

(Parks & Recreation Department/Tony Aguirre Community Center/2050 West Pennway)

Several part-time & seasonal positions available. Normal Work Days/Hours: **Monday-Friday:** 6:00 a.m.-9:00 a.m. and 2:00 p.m.-6:00 pm; **Saturday:** 10:00 a.m.-2:00 p.m.; **Sunday:** 12:00 p.m.-4:00 p.m. Patrols and observes swimming pool areas. Prevents ball playing, tag games, fighting,

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Lifeguard-513512 (cont.)

and other infractions of rules around the pools and maintains order. Rescues swimmers who are tired or having difficulties. Applies artificial respiration or Cardiopulmonary Resuscitation (CPR) and if necessary; administers first aid to cuts and other injuries suffered by swimmers. Teaches or assists in teaching swimming and life saving techniques. Officiates at water contests and exhibitions. Assists in sweeping, mopping, and picking up refuse in assigned pool areas and buildings. Assists in maintaining records of work activities and daily participation and in the preparation of activity reports, as necessary. **REQUIRES** applicants be at least 16 years of age and have a current lifeguard certificate or shallow water lifeguarding certificate as issued by the American Red Cross, Ellis, StarGuard, or the YMCA. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

Maintenance Electrician

\$18.24-\$29.44/hour

Open until filled

(Job Opening ID #513511)

(Parks & Recreation Department/Park Facility Maintenance Div./3515 Northeast 63rd Terrace)
Full-time position available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.- 3:30 p.m.
Maintains Parks & Recreation facilities including Community Centers, pools, fountains, cultural centers/museums, nature center and shelters. Performs electrical work on light ballasts, transformers, wire single and three phase motors, plus a variety of electrical duties. **REQUIRES** high school graduation and 3 years of progressively responsible experience performing routine and moderately complex electrical maintenance and repair work; 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 pass a pre-employment drug screen and post-offer physical examination as prescribed by the City. **Preference given to applicants that possess a Journeyman electrical certification.**

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Maintenance Mechanic (Job Opening ID #513179)	\$16.64-\$26.86/hour	Open until filled
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(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.

Maintenance Repairer (Job Opening ID #513632)	\$14.82-\$23.16/hour	Open until filled
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(Parks & Recreation Department/Facility Maintenance Division/3515 Northeast 33rd Terrace)

Full-time position available. Normal Work Days/Hours: Monday-Friday, 7:00 a.m.-3:30 p.m. Modifies, repairs, and maintains buildings, fixtures, grounds, and other facilities. Installs wall plugs and receptacles, repairs short circuits, and maintains other electrical equipment. Operates basic machine tools in the fabrication, maintenance or repair of metal parts, tools and equipment. Assists in painting and decorating interior and exterior surfaces of municipal buildings, furniture and equipment. Prepares various surfaces for painting by washing, scraping and sanding. Participates in snow removal operations when necessary. Assists in the maintenance, repair, modification and

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Maintenance Repairer-513632 (cont.)

testing of gasoline or diesel powered automotive, grounds maintenance and construction equipment. **REQUIRES** completion of a trade school or a shop training program; OR 6 months of experience in general maintenance and repair work. 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

Maintenance Worker

\$14.82-\$23.16/hour

Open until filled

(Job Opening ID #513237)

(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)

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

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Maintenance Worker-513237 (cont.)

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 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 possess a valid Class A CDL issued by the State of Missouri prior to the end of the employee's probationary period. 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.**

Public Health Nurse

\$24.96-\$39.40/hour

Open until filled

(Job Opening ID #512458)

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

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

Several full-time 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:** 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. **Nurse Family Partnership:** Provides home visits to

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Public Health Nurse-512458 (cont.)

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. Must be able to learn and adhere to national and state standards prescribed for this evidence-based program. **REQUIRES** licensure as a registered nurse as determined by the MO State Board of Nursing or a state having reciprocity with the state of 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 given to bilingual candidates. For Immunization Clinic, preference also given for 1 year of experience in Med Surg. For Nurse Family Partnership, preference given for an accredited Bachelor's degree in nursing, background in Maternal & Child Health, or those who are bilingual.**

Public Health Specialist

\$18.24-\$29.44/hour

Open until filled

(Job Opening ID #513753)

(Health Department/Communicable Disease Prev. & Public Health Prep. Division/2400 Troost)
Several full-time limited-term positions available until December 2022 and one 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. Limited-term:** Performs various tasks that include researching, conducting and documenting investigations/interviews with individuals who have been diagnosed with various communicable diseases (including COVID-19), providing educational presentations, and assisting in community outreach events. Conducts field visits, medical record searches, and solicits medical information from mandated sources, including interviewing clients in their home as necessary to obtain required information. Maintains data in numerous databases. May require the wearing of 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

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Public Health Specialist-513753 (cont.)

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. **Full-time:** Performs routine stat-lab tests such as urinalysis, gram stains, wet preps, RPRs, darkfield and basic microscopy. Sets up and analyzes test procedures. Performs manual procedures requiring judgment. Performs up to moderate complexity tests that are authorized by the laboratory director and requires a degree of skill commensurate with the individual's education, training or experience, and technical abilities. Follows the laboratory's procedures for specimen handling and processing, test analyses, reporting and maintaining records of patient test results. Maintains records that demonstrate that proficiency testing samples are tested in the same manner as patient specimens. Adheres to the laboratory's quality control policies, documents all quality control activities, instrument and procedural calibrations and maintenance performed. Follows the laboratory's established policies and procedures whenever test systems are not within the laboratory's established acceptable levels of performance. Demonstrates ability of identifying problems that may adversely affect test performance. Maintains data in numerous databases. May require the wearing of 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. **For full-time: Preference given for a certification as a Medical Laboratory Technician MLT (ASCP) and/or equivalent.**

Public Health Specialist II (Job Opening ID #513758)

\$21.46-\$33.88/hour

Open until filled

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

Two limited-term positions available until June 1, 2023. 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. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work additional overtime hours to attend community-related meetings/events. Works with members of the Hispanic Community, Low

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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.

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Public Health Specialist II-513758 (cont.)

Socio-Economic Status communities, businesses/associations that support/employ individuals from these communities to build capacity to respond/mitigate/recover from COVID-19 and other natural disaster situations that impact their communities. Interacts with 2 advisory groups to create/develop resources to improve infrastructures in addition to functioning as a liaison to City Planning and City Environmental Health (climate change resilience). Organizes cooperation/planning with the Health Department Public Health Preparedness and Emergency Management programs to ensure the infrastructure needs of the communities are represented, raised, influenced in the various response planning efforts each calendar year. Collects, records, provides data/information for required reporting, presentations, grant documentation. Utilizes initiative and independent judgement. Coordinates all assigned administrative work, including operations analysis, budget, personnel matters, operating rules and regulations. Supervises 2 Capacity-Building Trainer positions. **REQUIRES** an accredited Bachelor's degree and 2 years of health-related work experience, including 1 year at a level comparable to the City's Public Health Specialist; OR an accredited Master's degree and 1 year of health-related work experience at a level comparable to the City's Public Health Specialist; OR an accredited Master's degree in Public Health; OR an equivalent combination of qualifying education and experience. Must pass a preemployment drug screen and post offer physical examination as prescribed by the City. **Preference for individuals bilingual in Spanish and English.**

Public Health Specialist IV (Job Opening ID #513618)

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

Open until filled

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

Full-time limited-term position available until June 1, 2023. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. May be required to work additional hours to attend community related meetings/events. **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.** Oversees and manages the implementation of two federal grants designed to build the public health infrastructure within KCMO communities that have been hardest hit by the COVID-19 pandemic. Promotes widespread increase in COVID-19 vaccination rates, building the capacity of community sectors to extend upon the work of the KCMO Health Department, and enrich the ability of the local public health system to prepare and deliver clearly communicated public health information. Coordinates with other jurisdictions and programs that have received COVID-19 funding to avoid duplication of efforts/assets towards reaching program

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Public Health Specialist IV-513618 (cont.)

goals within the focus communities. Collects, records, and provides data and information for required grant reporting and presentations. Provides support for 2 community-based coalitions and 4-5 large-scale partner agencies. Coordinates all assigned administrative work, including operations analysis, budget, personnel matters, and operating rules and regulations. Maintains well-organized records and documentation. Performs independent decision-making, prioritizing activities, meeting goal and objectives in a timely fashion, and managing a significant amount of project details. Directly supervises 4 positions. **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.

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 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).**

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Tax Auditor (Analyst) (Job Opening ID #513750) (Finance Department/Revenue Division/414 East 12 th 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 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.	\$3,957-\$6,769/month	Open until filled

Tree Trimmer (Job Opening ID #512355) (Parks & Recreation Department/Forestry Division/1520 West 9 th 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. <i>The City of KCMO offers a great benefit package for full-time, regular status employees to include, but are not limited to medical, dental, vision, holiday pay, paid vacation/sick leave, retirement plan, life insurance, flexible spending accounts, long-term and short-term disability, long-term care, and deferred compensation plan. All positions require successful completion of a pre-employment background check. May be required to have a negative COVID-19 test result within 7 days of the hire date from the most recent test result. Having a positive result at any point for any current or potential employee will have no impact on employment status nor employment offer. Non-residents, if appointed, must establish residency within the city limits of KCMO within 9 months. The City of KCMO is an equal opportunity employer committed to a diverse workforce. EOE.</i>	\$15.55-\$24.31/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.

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RECRUITMENT INFORMATION

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

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.

Deputy Director of Aviation (Job Opening ID #513565)

\$6,368-\$15,858/month

September 13, 2021

(Aviation Department/Commercial Development Division/KCI Airport/601 Brasilia Avenue)
Full-time position available. Normal Work Days/Hours: Monday- Friday, 8:00 AM- 5:00 PM. This is a senior level position focused on executing strategies toward goal accomplishment and customer service objectives involving revenue management activities, concession programs, growth initiatives, airport real estate, leasing and parking revenue. This position oversees business assets, coordinates airport asset development priorities including business objectives, financial forecasts, operational projections, budget and work practices. Interfaces with division heads, law department, other airport customers. Initiates, negotiates, reviews and analyzes contracts and other agreements for conformity to standard lease terms, rental rates, and business terms. Acquires property and manages, establishes and implements policies relating to property acquisition. Illustrates documents including requests for qualifications, requests for proposals, requests for bids, consultant and professional agreements, concession agreements (rental car, food and beverage, news and gift, etc.), real estate agreements, easements, rights-of-way, facility maintenance and general services agreements, special events, real estate appraisals, ordinance request and fact sheets. Leads efforts to promote the Airport as an attractive and profitable commercial center through the development of additional commercial space by maintaining and encouraging a business-friendly climate. Leads, promotes and articulates the Department's commitment to expansion of customer service and improving airline and other tenant relationships. Serves as Risk Manager for liability and property insurance. Manages and oversees all staff members in the
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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Deputy Director of Aviation-513565 (cont.)

Commercial Development, Risk Management and Parking divisions; establishes task ownership and accountability; coaches and counsels staff; responds and encourages ideas and perspectives; resolves situations, conflicts, and delivers successful interventions; completes annual performance evaluations. **REQUIRES** an accredited Bachelor's degree in accounting, aviation management, business or public administration, real estate management, economics, finance or related field and a minimum of 5 years of professional experience in business development, property management, contract management, aviation management or related field. Must successfully complete a 10-year FAA background check. **Preference given for an accredited Master's degree in one of the degree fields listed above.**

**Airport Police Officer
(Job Opening ID #512699)**

\$15.66-\$31.11/hour*

*without a MO Post A certification

\$18.46-\$31.11/hour**

**with a MO Post A certification

Open until filled

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

Several full-time positions available. Normal Work Days/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. during training then placed on a schedule based on 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.**

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Airport Security Dispatcher (Job Opening ID #512698)	\$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 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 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.

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
Building Maintenance Worker (Job Opening ID #512268) (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.	\$14.82-\$23.16/hour	Open until filled
Bus Operator (Job Opening ID #512037) (Aviation Department/Bus Operations Division/400 A Panama City Avenue-KCI Airport) Several positions available. Normal Work Days/Hours: Rotating Shift Work Varies. Transports passengers between the terminals and parking facilities at the airport observing all operating and safety procedures. Responds to customer inquiries in a concise and courteous fashion. Assists passengers who need assistance in entering and exiting the vehicles. May be required to enter restricted areas to provide transportation between planes and terminals. Fuels assigned vehicle as needed and maintains fuel records. Cleans interiors and exteriors of vehicles in preparation for passenger service. Assists elderly or handicapped passengers to board or 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 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.	\$14.82-\$23.16/hour	Open until filled

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Fleet Maintenance Technician (Job Opening ID #513795)	\$20.62-\$26.86/hour	Open until filled
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(Aviation Department/Fleet Maintenance Division/125 Paris Street /KCI Airport).

Several full-time positions available. Normal Work Days/Hours: 7:00 a.m.-3:30 p.m. 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.

Maintenance Electrician (Job Opening ID #513796)	\$18.24-\$29.44/hour	Open until filled
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(Aviation Department/Facilities-Structural Division/947 Mexico City Avenue /KCI Airport).

Several full-time positions available. Normal Work Days/Hours: Monday - Friday, 7:00 a.m. - 3:30 p.m.; Mandatory shift work during inclement weather events. Performs work in all phases of electrical maintenance including installation, troubleshooting, and repair of high voltage circuitry. Repairs and rebuilds a variety of components and lighting fixtures associated with lighting in the KCI terminal buildings. Operates heavy equipment used in the repair of direct buried circuitry. Operates heavy snow removal equipment and will be required to clear snow during emergency snow removal events. **REQUIRES** high school graduation and 3 years of progressively responsible experience performing routine and moderately complex electrical maintenance and repair work; 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

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Maintenance Electrician-513796 (cont.)

department. Must successfully complete a 10-year FAA background check. Must complete a pre-employment drug screen and post-offer physical examination as prescribed by the City.

Maintenance Mechanic (CUP) \$16.64-\$26.86/hour **Open until filled**
(Job Opening ID #512701)

(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, voltag load, and fire system operation. Adjusts manual controls or overrides automatic controls to bring equipment into recommended or prescribed operating ranges, switch to backup equipment or systems, or to shut down equipment. Visually inspects equipment at periodic intervals to detect malfunctions or need for repair, adjustment, lubrication. Maintains equipment by tightening fittings, repacking bearings, replacing packing glands, gaskets, valves, recorders, gauges. Cleans/replaces burners or other components using hand/power tools. Oils/lubricates equipment. Performs water tests. Pours chemical additives such as water softener, into treatment tank or lines to prevent scale buildup, to clean boilers/chillers. Records operation/maintenance actions taken during shift in logbook. **REQUIRES** high school graduation and 4 years of experience in a variety of mechanical crafts and trade; OR an equivalent combination of qualifying education and Must possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to possess a valid MO Class A, B, or C CDL prior to end of the probationary period as determined by the department. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

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

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RECRUITMENT INFORMATION

CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Maintenance Mechanic-512702 (cont.)

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.

Maintenance Mechanic \$16.64-\$26.86/hour **Open until filled**
(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 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

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CLASSIFICATIONS AND MINIMUM QUALIFICATIONS	SALARY	APPLICATION DEADLINE
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Maintenance Mechanic-512703 (cont.)

of mechanical crafts; OR an equivalent combination of qualifying education and experience. Must possess a valid state-issued driver's license in accordance with City of KCMO policies. May be required to obtain a valid MO Class A, B, or C CDL prior to the end of the probationary period as determined by the department. Must successfully complete a 10-year FAA background check. Must pass a pre-employment drug screen and post-offer physical examination as prescribed by the City.

Maintenance Repairer

\$14.82-\$23.16/hour

Open until filled

(Job Opening ID #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** 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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