EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS
City of Minneapolis Human Resources Department
250 South 4th Street, Room #100
Minneapolis, MN 55415
(612) 673-2282
http://www.minneapolismn.gov/jobs

Employment Opportunities as of Monday, July 20, 2015

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2015-00185	Automotive Mechanic-C	Full-time	$26.61 - $26.61 hourly	06/29/15	07/20/15

Department:
PW - FLEET SERVICES

Position Description:
The Public Works' Fleet Division has an Automotive Mechanic position (two non-exempt vacancies) available. The position will perform mechanical repairs/preventive maintenance on City fleet of vehicles involving work with complex electrical systems, hydraulic systems, fuel systems, anti-lock brake systems, etc.

Please note: The 6 month probationary rate of pay is $25.50 per hour.

Eligible list will expire one (1) month after being established.

Job Duties and Responsibilities:

- Troubleshoot, install and/or repair hydraulic systems, transmissions, gas/diesel engines, electrical systems, clutches, differentials, ignitions and alternators for cars, trucks, fire apparatus, packers, plows and heavy equipment.
- Fabricate parts and accessories for equipment using gas and electric welding equipment.
- Install and/or repair electrical wiring in equipment.
- Overhaul diesel and gas engines.
- Diagnose, adjust, repair, and replace electric, hydraulic, and air brakes.
- Perform preventive maintenance on vehicles/equipment as scheduled, and to Original Equipment Manufacturer (OEM) standards.
- Complete repairs necessary for daily vehicle inspection reports and annual inspections for the State of Minnesota.
- Make recommendations on repair or replacement of equipment.
- Repair breakdowns of equipment in the field to ensure minimum down time.
- Order parts and supplies as necessary.
- Record and document all repairs using computers and logbooks.
- Check new equipment to ensure compliance with specifications.
- Mount and remove snow and ice control equipment.
- Drive snow plow trucks and/or equipment as needed.
- Perform annual certified DOT inspections.
- Maintain records of repairs made, orders, and time worked, using the M5 fleet management software system.
- Perform other duties as assigned.

Note: You will be required to provide your own hand tools.

The current vacancy is located at Fleet Services and includes evening shifts.

Required Qualifications:
Minimum Qualifications: Successful completion of an eighteen (18) to twenty-four (24) month college/vocational course, at an accredited school in vehicle maintenance/repair or equivalent.

NOTE: Applicants must attach a copy of your transcripts with their application materials.

Experience: Three (3) years of motor vehicle/equipment repair experience, which has included one (1) year with medium or heavy-duty vehicles and diesel engines.

Equivalency: An equivalent combination of related education/experience may be considered.

Licenses/Certifications:

- Must possess a Class A or Class B, commercial driver's license within six (6) months of employment as a condition of employment, and continue to maintain a Valid Class A or B Commercial Driver's License with air brake and tanker endorsements, as a condition of employment.
- Able to receive DOT Inspection and Forklift Certificates, within one (1) year of employment.

A wage adjustment is added for shift differential and ASE Certification (where applicable).

Background Check: The City has determined that a criminal background check, and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

Drug & Alcohol Testing: All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so; and, the City will withdraw the conditional job offer resulting in the job applicant no longer being considered for the position.

Selection Process: Any one or any combination of an evaluation of education/experience/Screening Questionnaire responses, writing sample, an oral exam, work simulation, etc. may be utilized (100%). Minimum passing score 70.00. The right is reserved to limit the number included in any process. Interview may also include work simulation exercises, candidate assessments, etc.

Working Conditions: Exposure to hazardous chemicals, temperature changes, loud noises, carcinogens, gas and diesel fumes, etc. May require working shifts 3:00 pm to 11:30 pm; 11:00 pm to 7:30 am.

Union Representation: This position is represented by a collective bargaining agreement between the City of Minneapolis and the Construction Equipment Operators and Mechanics Unit, IUOE Local #49. For more information on the terms and conditions of this agreement, please visit:
www.minneapolismn.gov/hr/laboragreements/labor-agreements_iuoe-49_index

Knowledge, Skills and Abilities:

- Experience with vehicle engine repair, which includes diesel, heavy-duty vehicles and/or construction equipment.
- Experience performing metal cutting and welding utilizing oxy/acetylene torches and electric welding equipment.
- Experience in trouble shooting and diagnosing mechanical problems.
- Experience in using Scan tools to diagnose vehicle problems; i.e. Engines, Transmission, Brakes, etc.
- Working knowledge of personal computers, such as to use the internet to research vehicle information.
- Working knowledge of mechanical tools, methods and techniques applicable to the repair and maintenance of automotive, small engine and heavy equipment (garbage and dump trucks, loaders, etc.)
- Verbal and written communication skills using the English language.
- Knowledge of the occupational hazards of the work and necessary safety precautions.
- Physical ability to lift heavy objects.
- Knowledge of the construction and operation of gas and diesel powered equipment

2015-00229	Case Investigator	Full-time	$50,356.00 - $69,218.00 annually	07/07/15	07/20/15

Department:
ATTORNEY

Position Description:
There is currently one (1) exempt vacancy to be filled in the Criminal Division of the City Attorney's Office.

PRIMARY RESPONSIBILITIES:
Investigate Criminal cases to facilitate prosecution of such cases. Confer with law enforcement officials, defendants, witnesses, and others. Prepare reports and other documents.

The eligible list created for this exam will expire 3 months after being established.

Job Duties and Responsibilities:

JOB DUTIES:
(not including additional duties as assigned)

- Investigate cases by interviewing witnesses/victims.
- Question complainants and witnesses, taking clear and concise verbatim statements.
- Have statements/interviews transcribed or typed and consult with attorneys regarding elements of the offense and merit of prosecution.
- Prepare diagrams and take photographs of crime scenes, accident scenes, injuries, etc.
- Obtain ambulance run sheets, medical and telephone records, Drivers License records, and criminal history records.
- Locate victims/witnesses.
- Perform property ownership and utility payment responsibility investigations in order to determine person to be held responsible for actions transpiring at a given location.
- Obtain information and reports from police officers where initial report requires supplementation.
- Obtain reports and records from other police departments and government agencies to aid in prosecution.
- Subpoena records from medical institutions, private physicians, utility companies, etc. for the purpose of locating individuals and businesses for assistance in prosecution.
- Track evidence to ensure evidence is maintained in proper order.
- Compile background information and records on suspects, victims and witnesses.
- Locate, collect and interpret relevant police reports, dispatchers' reports, records from ECC and other relevant evidence.
- Write complete, clear and concise reports summarizing the findings of investigations.
- Maintain administrative, investigative and statistical files and records.
- Testify in court or before panels as necessary.
- Sign and file criminal complaints.
- Pick up drug/alcohol from MPD Property & Evidence Room for testing.
- Serve subpoenas.
- Deliver and file documents with appellate courts.

Required Qualifications:

MINIMUM REQUIREMENTS:

Experience:
Two (2) years investigative experience including actual interviewing.
Education:
Two (2) years of post secondary education in Criminal Justice, Sociology, Psychology or a closely related field.
Equivalency:
An equivalent combination of related education / experience may be considered.
NOTE: If attempting to meet minimum requirements in this manner, be certain to list how you meet the equivalency in your cover letter.
Licenses:
Valid Driver's License (by date of hire). Continued employment is contingent upon maintaining this license as valid.

SELECTION PROCESS:
The examination/selection process for this position may consist of a Rating of Training & Experience and/or an Oral exam (100%). It is to your advantage to be as complete and thorough on your application materials, supplemental application (if applicable) and support documentation/materials, as is possible. Minimum passing score 70.00. The Human Resources Department reserves the right to limit the number of persons invited to test or to be invited to successive testing events.

DRUG / ALCOHOL TESTING:
All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer, resulting in the job applicant no longer being considered for the position.

BACKGROUND CHECK:

The City has determined that a thorough Police Department background check/investigation and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign informed consent forms allowing the City to obtain their criminal history, etc. and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

WORKING CONDITIONS:

- Incumbent will be reimbursed for parking (with proper documentation) and mileage (based on current Federal guidelines).
- Incumbent must produce proof that they have contacted their auto insurance carrier and notified them that they will be using their personal vehicle for business purposes. The City does **not** provide that coverage.
- Incumbent may be required to work varied hours to complete assigned cases/tasks; sometimes making phone calls, etc., from home on weekends, in the evening, etc.
- Office and field work
- Incumbent must provide/use their own reliable vehicle while carrying out the duties of this position

This position is represented by AFSCME

Knowledge, Skills and Abilities:

OTHER SPECIFICATIONS:

- Knowledge of rules of evidence, rules of criminal procedure and of state and local laws helpful.
- Knowledge of court procedures, police procedures and records systems.
- Demonstrated ability to do question- and answer-type interviews to elicit information from people, cross-check and analyze information and reach conclusions.
- Interpersonal skills to work with people from diverse cultures and socio-economic backgrounds.
- Working knowledge of computers.

2015-00242	Contract Administrator	Full-time	$66,431.00 - $85,205.00 annually	07/14/15	07/23/15

Department:

INFORMATION TECHNOLOGY

Position Description:

Responsible for the development of contracts and Request for Proposals, coordinating the management and administration of contracts and establishing procedures for review and monitoring of contracts.

The eligible list will expire 3 months after being established.

Job Duties and Responsibilities:

• Negotiate terms for service and software contracts to obtain favorable terms for the Information Technology (IT) Department.
• Collaborate with contract administration team For developing contracts, monitoring contract performance and assessing risk and service levels to ensure supplier compliance.
• Involvement in the development and implementation of policies and procedures used in the City processes.
• Assist in Financial issues with vendors for Information Technology.
• Create and develop requests for council action. Create documentation needed for other committee meetings.
• Resolve contract terms and payment disputes and confer with customers, suppliers, and IT staff concerning contract compliance.
• Maintain contract computer database with contract administration team.
• Determine the priorities, goals, and objectives of work functions, as assigned.

Required Qualifications:

Required Education

Bachelor's Degree in Management, Finance, Business Administration, Public Administration, Information Systems or equivalent.

Required Experience

Four years of contract management experience that have included a minimum of two years in a supervisory capacity

Equivalency

An equivalent combination of education and experience closely related to the duties of the position MAY be considered.

Background Check
The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

Working Conditions
Office setting.

Selection Process
Eligibility to be considered for the position will be determined by a rating of training and experience or oral examination (100%). Since the examination selection process may consist of a rating of training and experience, it is to your advantage to be as complete and thorough on your application form, supplemental application and other supporting documentation/materials as is possible. Minimum passing score is 70. The City of Minneapolis Human Resource office reserves the right to limit the number in any phase of the selection process.

This position is not represented by a collective bargaining union.

Knowledge, Skills and Abilities:
• Considerable knowledge of contract principles and legal terminology.
• Knowledge of basic management principles.
• Knowledge of computer database design and principles and general spreadsheet skills.
• Working knowledge of computer operations, software and applications.
• Good negotiating skills and the ability to maintain a consistent negotiating position in the face of opposition.
• Excellent oral and written communication skills.
• Good presentation and interpersonal relationship skills.

2015-00139	Electronic Technician - Parking Systems	Full-time	$29.47 - $34.32 hourly	07/14/15	07/28/15

Department:
PW - Traffic and Parking Services

Position Description:
To perform specialized work in the installation, removal, maintenance and repair of radio communication and other electronic equipment and accessories. Gather and process field data.

Eligible list will expire (3) three months after hire.

Job Duties and Responsibilities:

- Maintain and repair on and off street parking equipment.
- Work 311 Parking Meter Issue queue and resolve or dispatch issue to meter shop foreman.
- Conduct parking meter and Parking Access and Revue Systems (PARCS) related field checks.
- Assist in monitoring PARCS and parking meter back-end system for alarms, communication status and other issues.
- Assist in ordering meter sticker signage and programming request.
- Assist with installation of PARCS, meters, and meter related signage.
- Document and TAG equipment ID's as well as track the location where each one is installed using the computer database.
- Troubleshoot and repair parking meter pay stations, PARCS equipment, printers, displays and keyboards, computers and other related equipment.
- Perform installations of all communications equipment used in on or off street parking equipment.
- Install wiring, set up, program and repair cellular units and take calls regarding operational issues by users.
- Write service ticket report as to nature of repair, problem found, parts used, and time spent on repair and transfer ticket, time and job code to time card to be submitted for cost and billing finalization.
- Collect data from the field and organize data for analysis for multiple on street parking initiatives.
- Research other meter related issues as assigned.

Required Qualifications:

MINIMUM QUALIFICATIONS: Graduation from an accredited institution with a degree/ diploma in Mobile Communications Electronics, Electronic Technology, Industrial Electronics or a highly related field or equivalent

MINIMUM EXPERIENCE: One year of verifiable work experience in the repair of mobile communications, electronic or parking equipment and accessories desirable.

LICENSES/CERTIFICATIONS: N/A

BACKGROUND CHECK: The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent will not be considered further for the position.

DRUG AND ALCOHOL TESTING: All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so; and, the City will withdraw the conditional job offer resulting in the job applicant no longer being considered for the position.

SELECTION PROCESS: The examination/selection process for this position may consist of a rating of training and experience and/or an oral exam (100%). Since the examination process may consist of a rating of training and experience, it is to your advantage to be as complete and thorough on your application form as is possible. Minimum passing score is 70.00

WORKING CONDITIONS: Exposure to high voltage and heights (indoor and outdoor work).

UNION REPRESENTATION: This position is represented by a collective bargaining agreement between the City of Minneapolis and the International Brotherhood of Electrical Workers Local #292. For more information on the terms and conditions of this agreement, please visit:
www.minneapolismn.gov/hr/laboragreements/labor-agreements_electrical-technicians-292_index

Knowledge, Skills and Abilities:

- Considerable knowledge of electronic equipment principles, repair procedures and testing equipment.
- Considerable knowledge of troubleshooting procedures and specialized highly technical test and service equipment along with a good awareness of safety concerns.
- Knowledge and understanding of solid state electronics theory, repair and maintenance techniques.
- Knowledge of the hazards and safety precautions of the trade.
- Ability to maintain awareness of state of the art technology through continued involvement in educational and professional opportunities.
- Ability to read schematics and blueprints.
- Knowledge of database spreadsheets.
- Physical ability to lift and carry equipment heavy equipment, work at heights and in cramped spaces.
- Proficient with Microsoft Excel and Access

2015-00251	Forensic Scientist II - C (Field Operations)	Full-time	$33.14 - $39.17 hourly	07/20/15	07/31/15

Department:
Police Department

Position Description:
A Forensic Scientist II in the Field Operations section of the Minneapolis Police Department Crime Lab conducts the documentation and processing of crime scenes at all levels; the examination of friction ridge impression evidence; prepares documentation and written reports; and testifies as an expert witness as required. The Field Operations Section is staffed 24 hours per day, 7 days per week, including holidays.

This exam is being offered to establish a list to fill vacancies as they may occur.

Federal law requires employees hired after November 6, 1986 to present documentation that establishes identity and employment authorization. The City of Minneapolis and MPD encourage all applicants to apply.

Job Duties and Responsibilities:
(Including but not limited to the following)

- Process crime scenes so legal requirements are met, evidence is located, documented and secured.
- Handle, search, and evaluate the significance of physical evidence and ensure that the necessary examinations are conducted on evidence and that all findings are correctly documented.
- Properly receive, record, maintain, and handle the disposition of evidence submitted to the laboratory so that accurate, complete chain of custody and case information is documented.
- Conduct examinations and/or processing of evidence (friction ridge impressions), which require a high level of skill in laboratory techniques and the ability to obtain accurate and reproducible results.
- Maintain records and prepare reports on the results of these analyses so the integrity of all analyses is maintained.
- Provide court testimony as an expert witness.
- Read current scientific literature and research in the discipline so the most current methods can be reviewed, and issues identified in the profession can be promptly addressed.
- Work cooperatively and professionally, and communicate highly technical information to others, including people in the criminal justice community, law enforcement personnel, attorneys, medical examiners and other forensic scientists.
- Assist in the training and development of other forensic scientists in the Crime Lab as directed.
- Assist with the section and laboratory quality assurance programs so quality assurance requirements are met and laboratory accreditation is maintained.
- Complete specialized training and competency tests in the examination of evidence submitted to the section.
- Perform technical and administrative reviews of casework and examinations performed in the section.

Required Qualifications:
EDUCATION:
Bachelor's Degree in a Physical Science, Criminal Justice or equivalent.

EXPERIENCE:
Two or more years and must have knowledge in at least one of the following areas including but not limited to:

- The ability to evaluate and process crime scenes and review the scene and evidence with meticulous attention to detail.
- The interpretation of bloodstain patterns.
- The evaluation of physical evidence associated with shooting scenes (shooting incident reconstruction).
- The ability to interpret the significance of patterns and have knowledge of statistics to evaluate the significance of comparative examinations (includes fingerprints and footwear examination).

LICENSES/CERTIFICATIONS:

- Valid Driver's License
- Certified by the International Association for Identification (IAI) as a Crime Scene Investigator or higher level.
- Continued employment is contingent upon successfully completing the Minneapolis Police Department's Crime Lab Competency Exam within one year of hire.

DESIREABLE:

- Certified by the International Association for Identification (IAI) as a latent print examiner.

OTHER SPECIFICATIONS:

- Considerable knowledge of scientific inquiry methods and laboratory techniques as they apply to the forensic science discipline.
- Strong verbal and written communication skills – including good report writing skills.
- Strong knowledge of computer operations in scientific inquiry.

SELECTION:
Eligibility to be considered for the position will be determined by a rating of training and experience. The City of Minneapolis reserves the right to select and limit the number of candidates in the exam process based on a review of application materials. It is to the applicant's advantage to be as thorough in the online application as possible.

BACKGROUND CHECK:
An extensive Police Department Background Investigation will be conducted. Candidates not passing the background investigation will not be considered further for the position. The criminal background investigation will include a review of your driving record and the status of your driver's license.

DRUG & ALCOHOL TESTING:
All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer resulting in the job applicant no longer being considered for the position.

ELIGIBLE LIST WILL EXPIRE THREE MONTHS FROM THE DATE OF CERTIFICATION.

2015-00187	GIS Specialist II - C	Full-time	$27.66 - $38.06 hourly	07/16/15	08/13/15

Department:
PW - WATER TREATMENT & DISTR.

Position Description:
Support the Water Division in the utilization of the City's Geographic Information Systems (GIS) and serve as the departmental liaison as it relates to the management of the Water geodatabase.

Eligible list will expire three (3) months after being established

Job Duties and Responsibilities:

- Perform Quality Assurance and Quality Control of the Water Geometric Network using ArcGIS extensions and geo-processing tools.
- Support enterprise data management, including the institutionalization of data stewardship.
- Perform editing of the Water Geometric Network in ArcSDE using water documents of record and engineering drawings.
- Perform data transfer between the Water geodatabase and other programs as well as field collection devices.
- Manage schema changes of the Water Geometric Network.
- Maintain database synchronization between the Water geodatabase, the Hydraulic Model-InfoWater and the Asset Management-Maximo databases.
- Provide GIS Web Application Support-Creation of Feature Services in ArcGIS Online based on business requirements, including testing, and development of documentation and training.
- Manage moderately complex GIS Projects, to including project plans, schedules and supporting staff.
- Configure existing custom GIS applications based on business requirements.
- Research, develop and implement new ArcGIS tools to improve data accuracy and business work flows.
- Maintain documentation of customized ArcGIS applications.
- Assist in creating and defining departmental business processes and business requirements.
- Establish and maintain interagency relationships to promote sharing of common business processes, business solutions and data.
- Support the production and distribution of maps and other GIS products.
- Train GIS Editors in ArcGIS and other related technology.

Required Qualifications:
Minimum Qualifications: Bachelor's Degree in Landscape Architecture, Computer Science, Cartography, Geography, a closely related field or the equivalent

Minimum Experience: Four (4) years of progressively responsible experience in applying GIS technology to support decision making and formulation of public policy, which includes experience applying GIS to business solutions.

Background Check: The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

Drug and Alcohol Testing: All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so; and, the City will withdraw the conditional job offer resulting in the job applicant no longer being considered for the position.

Selection Process: The examination/selection process for this position may consist of a rating of training and experience and/or a written examination or an oral exam (100%). Since the examination selection process may consist of a rating of training and experience, it is to your advantage to be as complete and thorough on your application form, supplemental application and other support documentation/materials as is possible. Minimum passing score 70.00. At each step of the selection process, the department reserves the right to limit the number of applicants to be tested.

Working Conditions: Office setting with daily exposure to computers.

Union Representation: This position is represented by a collective bargaining agreement between the City of Minneapolis and the Professional Employees (CPE). For more information on the terms and conditions of this agreement please visit:
http://www.minneapolismn.gov/hr/laboragreements/labor-agreements_professional-employees_index

Knowledge, Skills and Abilities:

- Experience using ESRI's GIS software products including ArcGIS Desktop, ArcGIS extensions (Spatial Analyst, Data Interoperability, Data Reviewer), and ArcSDE.
- Experience with the digitizing techniques of geometric networks.
- Experience with data conversion, translation and transfer techniques among multiple systems and field mobile devices.
- Experience with geo-processing, cartographic design, cartographic principles and procedures.
- Experience reading CAD files and engineering drawings.
- Experience directing the delivery of GIS solutions that meet customer expectations.
- Knowledge of the principles and techniques of work planning, scheduling, measurement and reporting.
- Familiarity with surveying practices is desirable.
- Familiarity with Hydraulic model/Asset Management systems and GIS systems integrations is desirable.
- Knowledge of ArcGIS Model Builder is desirable.
- Knowledge of programming languages is desirable.

2015-00235	Office Support Specialist I	Full-time	$16.85 - $21.99 hourly	07/16/15	07/26/15

Department:
INFORMATION TECHNOLOGY

Position Description:
Provide clerical and administrative support in the Information Technology departmental operations.

Eligible list will expire 6 months after being established. The established eligible list may be used to fill similar positions in other City of Minneapolis departments.

Job Duties and Responsibilities:
• Perform a wide range of clerical or technical duties related to departmental operations, personnel, budget, purchasing, scheduling, record keeping, and payroll activities.
• Use Microsoft Office Suite of products to produce word documents, spreadsheets, and populate databases with speed and accuracy.
• Sort, file and retrieve materials.
• Prepare routine financial, statistical and/or numerical statements, descriptive reports, records, and/or forms.
• Process requests for information and send information to other parties and agencies.
• Edit copy, making corrections for incidental errors in grammar, punctuation and spelling.
• Screen phone calls and visitors, answering and responding to general inquiries or routing calls to appropriate personnel, and monitor a reception area.
• Coordinate the distribution of committee actions to various city departments.
• Requisition, verify, distribute and maintain an inventory of office supplies.
• Operate a variety of office equipment.

Required Qualifications:

Required Education:
High School Diploma or equivalent

Required Experience:
Two years of verifiable clerical experience

Equivalency:
An equivalent combination of education and experience closely related to the duties of the position MAY be considered.

Background Check:
The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

Working Conditions:
Office setting

Union Representation: This position is represented by a collective bargaining agreement between the City of Minneapolis and the AFSCME. For more information on the terms and conditions of this agreement please visit: http://www.minneapolismn.gov/hr/laboragreements/labor-agreements_afscme-general_index

Selection Process:
Eligibility to be considered for the position will be determined by a rating of training and experience or oral examination (100%). Since the examination selection process may consist of a rating of training and experience, it is to your advantage to be as complete and thorough on your application form, supplemental application and other supporting documentation/materials as is possible. Minimum passing score is 70. The City of Minneapolis Human Resource office reserves the right to limit the number in any phase of the selection process.

Knowledge, Skills and Abilities:
• Good verbal and non-verbal communication skills.
• Knowledge of office practices, policies and procedures as they relate to the assigned department.
• Proficiency on computers, to include word processing, spreadsheets and database programs.
• Ability to make minor decisions in accordance with laws, regulations and established departmental policies and apply judgment in interpreting and applying procedures.
• Ability to deal with the public tactfully and courteously.

2015-00247	Office Support Specialist II	Full-time	$17.36 - $24.21 hourly	07/20/15	07/31/15

Department:
PW-Solid Waste & Recycling

Position Description:
Provide clerical and administrative support in accordance with standard procedures and general understanding of departments/division functions to assist professional staff in meeting the goals of the department/division.

Eligible list will expire in six (6) months.

Job Duties and Responsibilities:

- Transcribe and type letters, memos, reports, minutes, schedules, specifications, policy statements, ordinances, contracts, requisitions, etc.
- Provide information to the public on policies, programs and procedures in accordance with guidelines.
- Perform detailed research, collect and compile data for administrative and annual reports, agreements, contracts, other documents and a variety of informational materials. Ability to perform basic internet search functions and compile basic information from the internet.
- Interpret rules, regulations and policies to answer inquiries and resolve problems.
- Oversee or participate in a variety of administrative tasks, i.e., process requisitions, accounts payable, etc.
- Recommend, coordinate and implement procedures to facilitate work processes.
- Function as a liaison between professional staff and the general public or other agencies.

Required Qualifications:

MINIMUM QUALIFICATIONS: High School Diploma or equivalent

MINIMUM EXPERIENCE: Two years of experience as an Office Support Specialist I or equivalent administrative/clerical experience.

EQUIVALENCY: An equivalent combination of related education/experience may be considered.

LICENSES/CERTIFICATIONS: N/A

TYPING:
Candidates must be able to type at least 45 wpm (words per minute). We will have our computer lab open for a typing test on **Friday, August 7, 2015 from 1:00 p.m. to 3:30 p.m.** Proof of your typing speed is required to be considered for this position. Applicants are welcome to come to this session to be tested; if you have recently completed a typing test with verifiable results, include it as an attachment when submitting your application. Acceptable results are at the discretion of Human Resources.

BACKGROUND CHECK: The City has determined that a criminal background check and/or qualification check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be considered further for the position.

DRUG & ALCOHOL SCREENING: All job applicants must pass a pre-employment drug and alcohol test once a conditional job offer of employment has been made. Applicants will be required to sign a notification and consent

form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer, resulting in the job applicant no longer being considered for the position.

SELECTION PROCESS: The examination/selection process for this position may consist of a typing test, rating of training and experience and/or an oral examination (100%). Since the examination process may consist of a rating of training and experience, it is to your advantage to be as complete and thorough on your application form, supplemental application (if applicable) and support documentation as is possible. Minimum passing score is 70.00. Human Resources reserved the right to limit the number of people invited to test.

UNION REPRESENTATION: This position is represented by a collective bargaining agreement between the City of Minneapolis and American Federation of State, County and Municipal Employees (AFSCME). For more information on the terms and conditions of this agreement, please visit:
http://www.minneapolismn.gov/hr/laboragreements/labor-agreements_afscme-general_index

Knowledge, Skills and Abilities:

- Knowledge of modern office procedures, methods and equipment, specifically Microsoft Office Suite.
- Knowledge of Peoplesoft data entry and retrieval procedures, spreadsheets, databases, software used in the assigned area.
- Experience working as part of a collaborative team environment.
- Strong oral, verbal, and written communication skills.
- Knowledge of organization, operations, functions, policies and procedures of the assigned department.
- Ability to exercise independent initiative and judgment within established guidelines.
- Good English, spelling, grammar and punctuation skills.
- Strong interpersonal communication skills; ability to establish and maintain effective working relationships.
- Sufficient keyboarding skills to type 45 WPM accurately.

2015-00085	Operating Maintenance Engineer	Full-time	$26.68 - $26.68 hourly	05/15/15	08/14/15

Department:
CONVENTION CENTER

Position Description:

The operating maintenance engineer is responsible for the operation, maintenance and performance of technical work on physical plant facilities, including electro magnetic controls, pneumatic systems, HVAC systems, overhead doors, water coolers, refrigeration, plumbing, life safety and security equipment at the Minneapolis Convention Center. Upholding high standards of customer service, independent judgment, and professionalism are required for this position.

POSITION INFORMATION:
There is currently one (1) full-time vacancy to be filled in the Facilities Operations Department at the Minneapolis Convention Center.
Schedule may include days, evenings, holidays and weekends as needed. Schedule flexibility is required.
Currently, there are three (3) shifts:
1st Shift, 6:30 a.m. – 3:00 p.m.
2nd Shift, 2:30 p.m. – 11:00 p.m.
3rd Shift, 10:30 p.m. – 6:30 a.m.
(The schedule for this specific vacancy will be determined at the time of hire).

This position is subject to a probationary period.

The list of qualified candidates created for this vacancy will expire one (1) year after being established.

Job Duties and Responsibilities:

- Operate and perform preventive maintenance on mechanical equipment.
- Reading blueprints, electrical and related diagrams, to help locate problems.
- Trouble shoot, maintain, and repair electro magnetic controls, pneumatic systems, HVAC systems, overhead doors, grill gates, and water coolers.
- May perform brazing, soldering, gas and/or arc welding cutting, swaging, and flaring; may change, modify or replace pumps, motors, valves, dampers, pipes, condensers, heat exchangers, etc.
- May change, modify, or replace pumps, motors, valves, dampers, pipes, condensers, heat exchangers, and

make proper alignment adjustments.
- Replace belts, and align fan motors to sheaves and shafts.
- Insulate piping and other heat exchange surfaces.
- Clean mechanical spaces, supply air diffusers, deflectors, fan intake, screens, dampers, heat exchangers, and air and water refrigeration condensers.
- Make estimates and keep records of all time and materials and order materials and submit reports; maintain logs of temperatures, pressures and other records for monitoring of equipment status.
- Caulk building interior and exterior as required.
- Grease and oil machinery, service cable winches, and pump and clean sump pump pits.
- Read and complete event program assignments, including operating environmental control systems, filling and emptying tubs and pools of water, and setting and connecting portable sinks.
- Conduct building tours to inspect facility and equipment and make reports of findings.
- Layout and install cabling for sensors and controls
- Work with pressurized steam systems; read electrical and related diagrams to help locate problems.

Required Qualifications:

Experience:
Two (2) years of experience as a maintenance engineer or equivalent with experience working on 100 ton or larger air conditioning systems and, a basic plumbing, heating and building maintenance background.
NOTE: In your application, explain the scope of the duties you performed in each of the required areas of experience.

Education:
High School Diploma or equivalent. A two (2) year technical/vocational school certificate/degree with emphasis on maintenance or building trades and/or systems is preferred. NOTE: Be prepared to produce a copy of your technical/vocational school certificate/degree if invited to an interview.

Equivalency:
An equivalent combination of education and/or related experience may be considered.

License:
Must have and maintain a current Class 2-C or higher MN Boiler Engineer License. You **MUST** submit a copy of your license with your online application. Without it, your application will be deemed incomplete and will not be considered for this position.

Working Conditions:
Indoor and outdoor work with exposure to chemicals, dirt, dust, heat, etc. Lift/bend/stoop/stretch. Lift heavy items weighing up to 70 pounds (pumps, motors, etc.); maneuver items weighing more than 100 pounds. Walk/stand for long periods of time. Work five eight-hour days in a row with two days off. Shift may occur anytime within a seven day, 24 hour period.

Background Check:
The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

Drug & Alcohol Testing and Medical Examination:
All job applicants must pass a pre-employment drug and alcohol test and medical exam once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer, resulting in the job applicant no longer being considered for the position.

SELECTION PROCESS:
Any one or any combination of the folloing selection tools may be utilized (100%): an evaluation of related training, education and experience, screening questions' responses and/or an oral exam, etc. The right is reserved to limit the number included in any selection phase. Interview may also include work simulation exercises, candidate assessments, etc.

This position is represented by the International Union of Operational Engineers, Local Union #70 AFL-ICO.

Knowledge, Skills and Abilities:

• Willing to work set schedule of Days, Evenings or Nights.
• Willing to work Weekends and or Holidays.
• Knowledge of plumbing of non-potable water & compressed air systems & drains.
• Demonstrate exceptional customer relation skills.
• Working knowledge of electrical systems.
• Considerable knowledge of heating and air conditioning systems (with appropriate troubleshooting skills).
• Demonstrable knowledge of computerized - building automation, preventive maintenance, and work order systems.
• Good knowledge of the tools, methods, and equipment used in mechanical operation and maintenance for a large public facility
• Knowledge of and ability to perform welding, soldering, brazing as required.
• Ability to read blue prints and schematics of equipment to assist in operation, maintenance and repair work.
• Ability to troubleshoot problems with building equipment and perform maintenance and upkeep.
• Physically able to perform the duties of the position which include ability to lift heavy items weighing up to 70 pounds and be able to maneuver items weighing more than 100 pounds. Ability to walk or stand for long periods of time.