
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 Wednesday, June 3, 2015

Open Positions

Job #	Job Title	Job Type	Salary	Open Date	Closing Date
2015-00189	Buyer	Full-time	\$64,147.00 - \$76,237.00 annually	05/27/15	06/17/15

Department:

Finance & Property Services

Position Description:

This position will manage products and contracts, identify new sources of supply, handle and place orders for all purchases made by the City of Minneapolis. Ensure that products and services are procured at the lowest possible price, or best value to the City, work with departments to determine who should be awarded bids and ensure that product/service offered meets specifications and terms of contracts are met.

Required Qualifications:

Education: Bachelor's Degree in Business Administration, a highly related field or equivalent.

Experience: Two years of professional public buying experience or five years professional private sector buying experience.

Licenses/Certifications: CPM/CPSM (Certified Purchasing Manager/ Certified Professional in Supply Management) or CPPB (Certified Public Professional Buyer).

2015-00071	Equipment Manager (Amended)	Full-time	\$81,253.00 - \$88,788.00 annually	04/22/15	06/05/15
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Department:

PW - FLEET SERVICES

Position Description:

Provide direction and coordination of activities in order to ensure public safety and accessibility of necessary equipment for all the needs of various Public Works divisions and all departments served. Assign and supervise personnel engaged in the operations and maintenance of equipment, parts and supplies and other division activities. Supervise complex assignments involving troubleshooting, modifications, fabrications and/or designs for equipment.

Required Qualifications:

EDUCATION: Associate's degree or 60 semester credits of college level course work in Automotive Technology, Truck and Heavy Equipment Repair.

MINIMUM EXPERIENCE: Five years of experience supervising employees, and experience performing journeymen level mechanical work in construction equipment or motor vehicle repair, including at least three years working with an equipment management system

LICENSES/CERTIFICATIONS: Valid A or B Commercial Driver's License with no air brake restrictions and

obtain one of the following certifications within one (1) year of hire.

- Certified Automotive Fleet Manager (CAFM) or
- Certified Automotive fleet specialist (CAFS) or
- Certified Equipment Manager (CEM) or
- Certified Public Fleet Professional (CPFP)

2015-00178	Foreman Sewer Construction/Maintenance	Full-time \$31.70 - \$34.03 hourly	05/21/15	06/18/15
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Department:

PW - CAPITAL IMPROVEMENTS

Position Description:

To supervise and coordinate the work of crews of skilled, semi-skilled and unskilled workers engaged in the construction, repair, maintenance, and cleaning of storm drains, sanitary sewers, and tunnels. Plan, schedule and supervise sewer and storm drain preventative maintenance, route cleaning and inspection of sanitary sewer and storm drain systems.

Required Qualifications:

Minimum Qualifications: High School Diploma or equivalent

Experience: Six (6) seasons of experience in construction, maintenance and/or equipment operation or a combination of construction, maintenance and equipment operation in the sewer field.

License/Certifications:

- Currently possess a Class S-C Wastewater Treatment Facility Operator Certificate or have the ability to obtain one within 1 year of hire.
- Must possess, and continue to maintain, a valid Class D or higher Drivers License, by time of hire.

2015-00188	HR Consultant	Full-time \$53,894.00 - \$74,533.00 annually	05/26/15	06/08/15
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Department:

HUMAN RESOURCES

Position Description:

Act as a key member of a Human Resources Generalist team serving in advisory and service delivery roles. Provide guidance, consultation and coaching on employee relations issues, training, development, work plans, performance communications, and developing and maintaining a diverse workforce. Develop and administer staffing and recruitment plans and procedures designed to meet the changing needs of the customer and the business environment.

Required Qualifications:

Education:

A Bachelor's Degree in Human Resources Administration, Industrial Relations, Public Administration, Business Administration, or a related field.

Experience:

Two (2) years of experience performing similar work, with an emphasis on coaching managers on employee relations issues and facilitation of new hires.

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

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.

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.

License:

Must have and maintain a current Class 2-C or higher MN Boiler Engineer License.

2015-00144	Professional Engineer - Parking Services	Full-time	\$70,637.00 - \$90,102.00 annually	05/25/15	06/19/15
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Department:

PW - Traffic and Parking Services

Position Description:

Perform a variety of professional engineering work in the preparation of plans and specifications for engineering projects, supervision of construction projects and the maintenance of facilities. Provide engineering design work, creating preliminary plan sets that individuals constructing the infrastructure can follow ensuring that designs meet Federal, State and Local guidelines.

Additional job duties and responsibilities for the Professional Engineer in Traffic & Parking Services include, but are not limited to:

- Provide technical expertise and leadership within the Traffic and Parking Services Division in resolving complex Parking Operations and design issues.
- Provide Parking input and serve as a technical resource on core teams, for both internal and external led projects.
- Act in accordance with the City's vision and goals to implement sustainable transportation solutions.
- Manage the Parking capital budgeting program.

Required Qualifications:

MINIMUM QUALIFICATIONS: Bachelor's Degree in Civil Engineering from an accredited college or university.

MINIMUM EXPERIENCE: Four years of engineering related experience.

LICENSES/CERTIFICATIONS: Valid Registration as a Professional Engineer in the State of Minnesota. It is highly desirable that persons possess, and continue to maintain, a valid driver's license by time of hire.

2015-00034	Supervisor Information Technology Service Desk	Full-time	\$59,658.56 - \$71,233.76 annually	05/26/15	06/04/15
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Department:

INFORMATION TECHNOLOGY

Position Description:

Responsible for supervision, coordination, analysis and overall operation of the City of Minneapolis IT Service Desk to ensure efficient daily operations, quality outcomes and customer satisfaction. Forecast staffing needs and prepare work schedules to staff call-center shifts. Coordinate and supervise the work of IT Service Desk Agents, assisting with work plan development, conducting performance reviews, and coordinating professional development plans.

Required Qualifications:

MINIMUM QUALIFICATIONS:

Associate's Degree in Computer Science, Business Administration or equivalent

MINIMUM EXPERIENCE:

Two or more years of leadership experience in an IT call center/contact center setting

LICENSES AND CERTIFICATIONS:

A+ certification or equivalent

2015-00115	Supervisor Water Plant Electrical and Control Systems	Full-time	\$86,777.60 - \$91,936.00 annually	05/08/15	06/22/15
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Department:

PW - WATER TREATMENT & DISTR.

Position Description:

Supervise, coordinate and participate in the work of skilled employees engaged in the maintenance, repair, and installation of electrical, instrumentation, and communication equipment, systems, and facilities. Apply for electrical permits for work conducted by the Minneapolis Division of Water Treatment & Distribution Services. In consultation with Operations, Maintenance, Engineering, and Water Information Technology staff, develop and oversee preventative maintenance and calibration program for critical electrical and instrumentation equipment. Areas of responsibility include electrical equipment, field instrumentation and security devices, and process control systems, including programmable logic controllers (PLCs).

Required Qualifications:

MINIMUM QUALIFICATIONS: Completion of Trades School or equivalent and master electrician licensure

MINIMUM EXPERIENCE:

- At least six (6) years of experience working as an electrician.
- At least two (2) years of experience supervising multi-person crews performing electrical work.
- At least six (6) months of direct experience working with 13.8 kV electrical service.
- Familiarity with Allen-Bradley programmable logic controllers (PLCs), and Ethernet, Devicenet, and Controlnet networks

LICENSES/CERTIFICATIONS:

- Licensed as Master Electrician
- Within three (3) months of hire, obtain and hold the *Certificate of Employment of Master Electrician Responsible for Electrical Construction and Maintenance* with the Minnesota Department of Labor & Industry for the Division

- Valid Driver's License

2015-00113	Supervisor, Engineering Technician I	Full-time \$30.01 - \$32.79 hourly	05/26/15	06/12/15
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Department:

PW - Traffic and Parking Services

Position Description:

Participate and supervise Engineering Technicians engaged civil engineering work in the field and office. Oversee (and work on) the production of engineering designs, construction site plans, specifications and repair and/or replacement plans for City owned facilities using computer assisted design software. Oversee and complete work on as built drawings and specifications of completed construction and renovation projects in order to ensure high quality records for future reference. Monitor and perform inspection and investigation work related to assigned engineering projects in order to evaluate conditions of structures, roadways, bridges, sanitary and storm sewers, etc. and to recommend repairs and/or replacement when needed to ensure safety of existing structures.

Required Qualifications:

MINIMUM QUALIFICATIONS: Associate Degree in Engineering Technology or equivalent

MINIMUM EXPERIENCE: Three years of experience performing similar duties

LICENSES: Valid Drivers License

CERTIFICATIONS: The following MnDOT Certifications are highly desirable for the Transportation Planning & Engineering position. However, these MnDOT Certifications must be obtained within eighteen (18) months of hire.

- Bridge and Construction
- Grading and Base 1
- Concrete Field 1 and 2
- Knowledge and experience in using MnDOT's "Delegated Contract Process" in administrating construction projects.

2015-00132	Water Works Service Wrker I-C	Full-time \$22.10 - \$24.98 hourly	06/03/15	06/17/15
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Department:

PW - WATER TREATMENT & DISTR.

Position Description:

Under supervision to perform manual and semi-skilled work in the maintenance of the City's Water Distribution System. Assist in the location and operation of stop valves to isolate or turn off water flow to specific areas so that repairs, maintenance, and tests can be performed. Assist in the location and repair of leaks on the water distribution system. Assist in the repair and maintenance of gate valves in the water distribution system. Assist in utility locates using the Gopher State One automated ticket software. Assist with resurfacing work, including concrete work, around fire hydrants and manholes.

Required Qualifications:

Experience: Equivalent of 12 months of experience working with water main pipe or related equipment, or similar equipment.

Licenses/Certifications: Possess and maintain a valid Drivers License

City Employees Only

Job #	Job Title	Job Type	Salary	Open Date	Closing Date
2015-00131	Water Works Service Worker II	Full-time	\$22.55 - \$26.58 hourly	06/03/15	06/17/15

Department:

PW - WATER TREATMENT & DISTR.

Position Description:

To perform manual and semi-skilled work in the maintenance of the City's Water Distribution System and to act as a lead worker over small crews engaged in the maintenance of the Water Distribution System. Locate stop valves and operate them to isolate or turn off water flow to specific areas so that repairs, maintenance, and tests can be performed. Locate and repair leaks on the water distribution system or install water main. Repair and maintain gate valves in the water distribution system. May install temporary water supply during major water system repair or maintenance. Install line tap for new construction. Disinfect and test all water mains that are opened for replacement and repair.

Required Qualifications:

City Employment: Must be a current employee, those who have passed probation, of any City Council Department.

Experience: Three (3) years of experience maintaining and repairing water main pipe and related equipment, as described in the job duties above.

Licenses/Certifications: Possess and maintain a valid Drivers License.