



EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS
 City of Minneapolis Human Resources Department
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 Minneapolis, MN 55415
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<http://www.minneapolismn.gov/jobs>

Employment Opportunities as of Monday, June 6, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00197	Account Clerk II	Full-time	\$18.25 - \$25.29 hourly	05/24/16	06/08/16

Department:

Finance & Property Services

Position Description:

There is currently one (1) non-exempt vacancy to be filled in the Finance Department. Position responsibilities include but are not limited to: analyzing extensive data, ensuring accuracy, and preparing records that deal with complex payrolls, accounting and/or bookkeeping procedures.

The eligible list being established by this exam may also be utilized in filling upcoming vacancies in other divisions/departments.

Starting Salary: \$18.25 - \$25.29 hourly

2016-00262	City Planner	Full-time	\$51,545.00 - \$71,337.00 annually	06/06/16	06/17/16
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Department:

CPED

Position Description:

Perform professional planning work requiring excellent analytical and communication skills in planning processes of standard to moderate degrees of difficulty. The City Planner is an entry-level planning position with the Department of Community Planning and Economic Development (CPED). This vacancy is in the Land Use, Design and Preservation section of the Development Services Division. The position includes implementation of City policies through review of development proposals. The work associated with this position includes meeting frequent deadlines while conducting land use and/or preservation analysis. The City Planner works independently as part of a multi-disciplinary team.

2016-00250	Customer Service Agent I	Full-time	\$18.55 - \$25.59 hourly	06/06/16	06/17/16
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Department:

311

Position Description:

The Customer Service Agent I will receive and process all non-emergency calls for service; including government services, city services and all Blue Page number calls from residents, businesses and visitors inquiring about services, report problems or check on the status of issues, and the opening and closing responsibilities of the 311 Call Center.

311 hours of operations are Monday through Friday 6:45 a.m. to 7 p.m. and Saturday - Sunday 7:45 a.m. to 4:30 p.m.

2016-00174	District Street Supervisor I	Full-time	\$77,594.00 - \$84,789.00 annually	05/24/16	06/07/16
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Department:

PW-Transportation Maint & Repair

Position Description:

Under the direction of the District Street Supervisor III and the Street Maintenance Engineer, a District Street Supervisor I oversees and manages: street and alley repair and utility cut restoration; street sweeping and cleaning; maintenance of public greenspaces, trails and bikeways; snow and ice control in an assigned service district.

2016-00116	Engineering Technician II	Full-time	\$21.13 - \$29.16 hourly	06/06/16	06/19/16
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Department:

Public Works

Position Description:

Perform paraprofessional civil engineering work and other related duties in the field and office.

Currently in the Public Works Department, the following Division(s)/Area(s) have openings in this position:

- **Transportation Engineering and Design:**
 - **Engineering Laboratory (2)**
- **Traffic and Parking Services (1)**
- **Transportation Maintenance and Repair:**
 - **Sidewalk Inspector (1)**

The eligibility list that is created by this posting will be available to any department seeking to fill an Engineering Technician II vacancy over a three month period.

2016-00263	Inspector-Building Trades, Plumbing	Full-time	\$34.92 - \$34.92 hourly	06/06/16	06/13/16
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Department:

CPED

Position Description:

Under supervision, enforce the Minnesota State Plumbing Code and City of Minneapolis Ordinances in new and existing structures. Conduct field inspections (site visits) of new and remodeled/altered plumbing and gas piping systems as defined in City ordinances to assure compliance with established State and local codes and standards and thereby ensuring public health, safety, and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency operations.

2016-00091	Operations & Maintenance Specialist - Intermittent	Intermittent	\$16.06 - \$21.57 hourly	05/03/16	07/06/16
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Department:

CONVENTION CENTER

Position Description:

Perform manual set up and tear down of events at the Minneapolis Convention Center. Cleaning and simple maintenance work on the building interiors and exteriors as assigned in order to ensure the building and its facilities are maintained in a healthy, orderly and sanitary manner. Upholding high standards of customer service, independent judgment and professionalism are required for this position. Communicate effectively and courteously with guests, clients, vendors, and the general public.

- There are currently multiple intermittent vacancies to be filled at the Minneapolis Convention Center.
- Primarily looking to fill 11:30 a.m. - 8 p.m. shifts on varying days of the week, however hours and shifts may vary according to need. Intermittent work schedules may range from zero to forty (0 to 40) hours per week.
- Requires working irregular work schedule such as evenings, days, weekends and holidays.

The eligible list created from this exam will expire one (1) year after being established.

2016-00209	Professional Engineer-C	Full-time	\$70,637.00 - \$90,102.00 annually	06/06/16	06/24/16
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Department:

PW - Trans Engineering & Design

Position Description:

Performs a variety of professional engineering work in the design, review and preparation of plans and specifications for engineering projects and development projects, supervision of construction projects and the maintenance of facilities.

2015-00396	Senior Applications Analyst - PeopleSoft Financials Developer	Full-time	\$68,730.00 - \$119,594.00 annually	05/09/16	06/10/16
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Department:

INFORMATION TECHNOLOGY

Position Description:

There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department. The Senior Applications Analyst (Financials/Supply Chain Administrator (FSCM)/Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments.

2016-00179	Supervisor, Engineering Technician II	Full-time	\$71,550.00 - \$78,185.00 annually	05/24/16	06/17/16
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Department:

PW - WATER TREATMENT & DISTR.

Position Description:

This position is located in the Public Works Department's Water Treatment and Distribution Services Division.

This position will manage the efficient delivery of high level technical engineering and administrative support services for the Water Treatment and Distribution Services Division; manage resources and oversee staff engaged in providing high level technical engineering and administrative support to the division; and assist in the design, implementation, and maintenance of a records management systems for Engineering and Treatment that provides up-to-date information and historical reference.

Job #	Job Title	Promotional Opportunities		Issue Date	Filing Date
		Job Type	Salary		
2016-00208	ADA and Language Access Specialist	Full-time	\$52,580.00 - \$73,582.00 annually	05/27/16	06/06/16

Department:

Neighborhood and Community Rel

Position Description:

Eligible applicants must be current City of Minneapolis employees. Support the City's ADA Title II Coordinator by ensuring that programs and projects comply with federal requirements.

Starting Salary: \$52,580 - \$73,582

2016-00253	Customer Service Agent II	Full-time	\$21.13 - \$29.16 hourly	06/06/16	06/17/16
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Department:

311

Position Description:

****This position is restricted to current City of Minneapolis employees****

The Customer Service Agent II will receive and process non-emergency calls for government services, city services and all Blue Page number calls from residents, businesses and visitors; and function in a lead worker capacity over Customer Service Agents I assisting in the coordination of daily work assignments, monitoring call center operations , preparing reports on shift activities, etc.

311 hours of operation are Monday through Friday 6:45 a.m. to 7 p.m. and Saturday - Sunday 7:45 a.m. to 4:30 p.m.

2016-00203	Senior Inspector Building Trades - Plumbing	Full-time	\$37.82/Hour	05/17/16	Continuous
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Department:

CPED

Position Description:

****This position is restricted to current City of Minneapolis Community Planning and Economic Development employees only****

- To enforce the Minnesota State Building Code and City of Minneapolis Ordinances in building, plumbing, electrical or mechanical systems of new and existing structures as defined in your specialty. Conduct field inspections (site visits) of permitted new, remodeled, altered or repaired building, plumbing gas piping, mechanical or electrical systems within your specific license to ensure compliance with established State and local codes and standards thereby ensuring public health, safety, welfare and accessibility in the built environment.
- To provide a cost effective, efficient required final inspections on building, plumbing, and mechanical systems in one- and two-family dwellings and appendage structures as defined by the Minnesota State Building Code Rules Chapter 1300.

2016-00210	Solid Waste Aide-C	Full-time	\$22.25 - \$26.67 hourly	05/30/16	06/10/16
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Department:

PW-Solid Waste & Recycling

Position Description:

Provide clerical and administrative support in the Solid Waste and Recycling Division working on operational activities and providing systems and technical support.