



**EMPLOYMENT OPPORTUNITIES**

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

*Employment Opportunities as of Wednesday, June 17, 2015*

**Open Job Opportunities**

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

**Department:**

Finance & Property Services

**Position Description:**

This position will manage products and contracts, identify new sources of supply, handle and place orders for a 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. Survey for best or new sources of supply and analyze markets for their commodities.

**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).

2015-00216	Enterprise Procurement Specialist	Full-time	\$67,689.00 - \$86,351.00 annually	06/16/15	06/30/15
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**Department:**

Finance & Property Services

**Position Description:**

**Position Information:** Responsible for the continuous growth, utilization, and improvements of the P-Card program and for monitoring and ensuring that related policies and procedures are followed to comply with City, State and Federal regulations. Responsible for identifying and creating process improvements, including the implementation of new software and upgrades of existing systems. Provide subject matter expertise on behalf of the Procurement Division to assist in ongoing projects or tasks, identifying issues requiring improvements and research for

party solutions to improve those procurement processes. For the P-card program, administer spending limits, monitor and assess completeness and quality of reconciled statements and supporting documentation. Review the program on a regularly scheduled basis to ensure compliance and take action as set forth in policies and procedures.

**Required Qualifications:**

**Experience:** Four years of related experience, which includes public purchasing experience in an administrative role with corporate credit, P-Card or Travel Card Programs a large complex organization, experience with writing and enforcement of policies, procedures and internal controls.

**Education:** Bachelor’s Degree in Management, Finance, Business Administration, Public Administration or equivalent.

**Licenses/Certificates:** Any Purchasing Card certification is preferred.

2015-00178	Foreman Sewer Construction/Maintenance	Full- \$31.70 - \$34.03 hourly time	05/21/1506/1
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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. Construct manholes, catch basins, storm drains, main lines, sanitary mains and laterals. Coordinate and participate in the installation of sewer pipe and appurtenances, including excavation, compaction, checking of joints and duct filling.

**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.

2015-00181	IT Collaboration Analyst II	Full- \$57,532.00 - \$79,167.00 annually time	06/12/1506/2
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**Department:**

## INFORMATION TECHNOLOGY

### **Position Description:**

Provide input and implement web based designs. Provide more complex support for content management and collaboration tools used within the City and assist Senior Collaboration Architect with end user training and evangelization of collaboration tools. Provide day-to-day end-user-support for deployed collaboration solutions including, but not limited to Oracle WebCenter, SharePoint, GovDelivery and Lync. Create wireframes, storyboards and interactive prototypes for solution design, evaluation and usability testing. Implement digital solutions from specifications developed by the SCA and CSE.

### **Required Qualifications:**

#### **Required Education:**

Associate of Arts Degree in Web Design & Implementation, Digital Communications or equivalent.

#### **Required Experience:**

Four years of directly related experience

2015-00201	Office Support Specialist III	Full- \$18.57 - \$25.89 hourly time	06/09/1506/1
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### **Department:**

MINNEAPOLIS HEALTH DEPARTMENT

**Position Description:** Provides high level clerical and administrative support in the department, working close with the operational activities and/or providing technical assistance to staff. On an ongoing basis, this position works with a variety of Minneapolis Health Department staff and may have daily contact with community members, stakeholders' and contractors. And has regular interaction with consortia, subcommittee members and community. Provide HR and Payroll duties for the Minneapolis Health Department by using People Soft and other web-based tools to manage personnel data and files while providing support for supervisors and staff in time-keeping and performance management. Draft business communications and complete final edits on documents. Plan and implement advisory meetings and community events. Activities include: taking and transcribing meeting minutes, maintain roster, order food, arrange for meeting space, order transportation, coordinate mailings, and order other miscellaneous supplies.

### **Required Qualifications:**

#### **MINIMUM EDUCATION:**

High School Diploma or equivalent.

#### **MINIMUM EXPERIENCE:**

At least three years of work experience performing job duties and responsibilities listed on this job posting.

2015-00085	Operating Maintenance Engineer	Full- \$26.68 - \$26.68 hourly time	05/15/1508/1
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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 in 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. 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.

2015-00200	PW Service Worker II-C	Full- \$28.07 - \$28.07 hourly time	06/16/1507/0
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**Department:**  
PW - SANITARY SEWER

**Position Description:** Drive and operate a wide variety of construction equipment and attached mechanical devices used in construction and maintenance work, and perform skilled and manual labor in the repair and maintenance of Public Works infrastructure as directed. Equipment includes: Hydraulic crawler backhoes, front end loaders, skid-steer loaders, motor graders, rollers, asphalt pavers, bulldozers, slip form concrete equipment, chip spreaders, boom trucks, cable and hydraulic cranes, rollers, trailers, trucks, snow and ice control equipment, i.e. maintenance tractors, sweepers, truck-mounted sewer cleaning equipment, jet trucks, vac trucks, flushers, hydraulic rubber tire excavator, and maintenance trucks and other equipment, as assigned. Work with crew members in the tagging and flagging of heavy equipment, including cranes, and assist with traffic control on the job to ensure productivity and safety. May be required to flag traffic at, around and/or through a fixed or mobile work zone. Perform numerous construction and maintenance manual and skilled labor tasks for a number of Public Works functions, including removal, replacement or placement of infrastructure (i.e. various types of pipe or concrete manholes, curb and gutter, concrete, asphalt, etc.).

**Required Qualifications:**

**AGE:** Applicants must be at least 18 years of age by **Wednesday, July 8, 2015.**

**MINIMUM QUALIFICATIONS:** High School Diploma, GED or equivalent with specific training related to equipment operation

**MINIMUM EXPERIENCE:** At least one year of experience (within the last five years) operating two (2) of the following pieces of equipment: rubber tire tractor (with backhoe), motor grader, asphalt spreader, cable crane, bulldozer, hydraulic crawler backhoe, hydraulic rubber tire excavator, or skid-steer loader.

**LICENSES/CERTIFICATIONS:**

- Possess, and continue to maintain, a Class B (or better) Commercial Driver’s License with no Air Brake Restrictions and with Tanker Endorsement; and,
- Within six (6) months of hire, able to obtain and maintain a Class A Commercial Driver’s License.
  - Applicants must be able to present proof that they have successfully completed both the written and behind-the-wheel road test for their Commercial Driver’s License.
  - Applicants must be able to present proof of a current/valid Commercial Driver's License with Tanker endorsement at the time of each exam testing (written, physical agility and practical exam) and at the time of hire.

**“PERMIT” Commercial Driver’s License ARE NOT acceptable.**

2015-00205	Paralegal/ Diversion Coordinator	Full- \$22.68 - \$31.50 hourly time	06/08/1506/1
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**Department:**  
ATTORNEY

**Position Description:**  
Perform a broad range of paralegal duties as requested/assigned for the City Attorney's Office-Criminal Division. Screen cases for diversion eligibility. Coordinate and monitor diversion program compliance. Communicate with diversion program candidates and participants. Compile data and prepare reports. Obtain police reports, witness statements, medical records, video and audio evidence and other documents and materials necessary for case preparation.

**Required Qualifications:**

**Minimum Qualifications:** Graduation from an American Bar Association approved Paralegal or Legal Assistant Program or equivalent

**Minimum Experience:** Two years of full-time comparable experience

2015-00191	Part-Time Code Compliance Specialist (Traffic)	Part- \$19.03 - \$26.86 hourly time	06/13/1506/2
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**Department:**  
REGULATORY SERVICES

**Position Description:** Monitor the use of City’s streets and sidewalk space to preserve that resource for the public by good enforcing the City’s regulations for parking and providing traffic control service as required, and perform related duties. Enforce parking regulations, multi-space meters, critical parking regulations, limited time zones, hour restrictions, fire lane restrictions, no parking, and other parking regulations within the City, writing citations

warnings. Provide traffic direction for rush hours, special events, construction sites, and emergencies, ensuring safer more efficient traffic flow.

**Required Qualifications:**

**MINIMUM QUALIFICATIONS:** High School Diploma or equivalent

**MINIMUM EXPERIENCE:** Two years of related experience which includes exposure to the use of computer and technical equipment and customer service experience

**LICENSES/CERTIFICATIONS:** Must have and maintain a current, valid Minnesota Driver's License.

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2015-00144	Professional Engineer - Parking Services	Full-time	\$70,637.00 - \$90,102.00 annually	05/25/1506/1
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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 technical expertise and leadership within the Traffic and Parking Services Division in resolving complex Parking Operations and design issues.

**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.

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2015-00115	Supervisor Water Plant Electrical and Control Systems	Full-time	\$86,777.60 - \$91,936.00 annually	05/08/1506/2
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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). Responsible for administration of and adherence to NFPA 70E for all work on electrical services for the Division of Water Treatment & Distribution Services including control panels up to 13.8kV. Provide support

to Water Information Technology and Engineering staff for planning and design, of SCADA and Security network infrastructure. Oversee installation and maintenance of this infrastructure. Organize and oversee preventative and predictive maintenance programs for electrical infrastructure.

**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

2015-00204	Victim/Witness Assistant	Full- \$22.68 - \$31.50 hourly time	06/08/1506/1
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**Department:**  
ATTORNEY

**Position Description:**

This position requires frequent appearances in the Hennepin County Government Center and Public Safety Facility. Provide assistance to and advocacy for victims of and witnesses to misdemeanor and gross misdemeanor crimes prosecuted by the City Attorney’s Office; these services extend from the City Attorney’s Office to the social service system, and the criminal justice system. Initiate and maintain contact with victims and witnesses of crimes prosecuted by the City Attorney’s Office. Attend court hearings as required. Obtain statements and physical evidence from victims and witnesses. Accompany victims and witnesses to court proceedings.

**Required Qualifications:**

**Experience:**

Two (2) years of experience in the criminal justice or victim service field. Experience as a Victim Witness Advocate is preferred. Proficiency in speaking and reading Spanish or Somali is highly desirable, but not required.

**Education:**

Bachelor’s Degree in Social Work, Psychology or a related field.

2015-00203	Video and Audio Evidence Technician/Digital Evidence Specialist	Full- \$22.68 - \$31.50 hourly time	06/08/1506/1
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**Department:**  
ATTORNEY

**Position Description:**

Responsible for managing all facets of media evidence processed by the Civil and Criminal Divisions of the Minneapolis City Attorney's Office. Assist attorneys with case and trial preparations by processing, creating, or editing audio/visual media in various physical and electronic formats. Responsible for downloading, storing and properly labeling body camera video from the Minneapolis Police Department. Responsible for copying, redacting and converting audio and video files. Responsible for communicating with staff, City Departments, law enforcement agencies, outside attorneys and civilian witnesses regarding media evidence.

**Required Qualifications:**

**MINIMUM QUALIFICATIONS:** Associate's Degree in Video Technology or related study or equivalent

**MINIMUM EXPERIENCE:** Two years of experience working with technology, including audio and video evidence including experience in locating the appropriate programs to play various types of media, experience in redacting and editing various types of media

## Promotional Opportunities

Job #	Job Title	Job Type Salary	Open Date	Closed Date
2015-00198	Customer Service Supervisor	Full- \$23.70 - \$30.05 hourly time	06/08/1506/1	

**Department:**  
Finance & Property Services

**Position Description:**

There is currently one (1) non-exempt, full-time vacancy to be filled in the Treasury Division of the Finance Department.

The primary duties of this position include performing administrative work and coordinating the activities of the City's Accounts Receivable Division. The incumbent will perform supervisory work in training, assigning and overseeing the daily duties of a group of Customer Service Representatives.

**Required Qualifications:**

**Required Experience:** Three (3) years of customer service experience performing duties similar to those noted in the job duties listed above. Accounting background is highly desirable.

**Required Education:** High School Diploma or GED.

2015-00212	Police Support Technician I (Spanish-Bilingual)	Full- \$17.36 - \$24.21 hourly time	06/15/1506/2
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**Department:**

Police Department

**Position Description:**

This position performs customer service combined with both clerical and technical work for the Minneapolis Police Department in support of the criminal justice system. This position in the Minneapolis Police Records Information Unit requires flexibility to work various schedules and shifts to include overtime, weekends, and holidays. Enter and retrieve a variety of law enforcement data into/from various computer programs. Perform customer counter receptionist duties. Provide interpreting services for Spanish speaking customers. Receive, redact, file and disseminate law enforcement data in accordance with the MN Data Practices Act, local & federal laws, as well as police department policies. Respond to internal and external police department inquiries in-person, by telephone, fax, email and written correspondence. Operate cash register and perform light accounting duties, while reconcile cash and checks in accordance with City fee guidelines.

**Required Qualifications:**

**MINIMUM QUALIFICATIONS:**

Minimum education of a High School Diploma or equivalent required.

**MINIMUM EXPERIENCE:**

Two years clerical and customer service experience.

**LICENSES AND CERTIFICATIONS:**

- Become a State of MN BCA CJIS/NCIC terminal operator within 3 months.
- Become a MN Notary Public after hire within 6 months of hire.
- Successfully pass the State of MN BCA DVS certification exam within one year.

2015-00131	Water Works Service Worker II (Amended)	Full- \$22.55 - \$26.58 hourly time	06/03/1506/2
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**Department:**

PW - WATER TREATMENT & DISTR.

**Position Description:**

To perform manual and semiskilled 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.

**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.

2015-00132	Water Works Service Wrker I-C (Amended)	Full- \$22.10 - \$24.98 hourly time	06/03/1506/2
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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 the installation of a temporary water supply during major water system repair or maintenance.

**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