



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of August 19, 2013

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Operations Maintenance Engineer II – Exam #21232 Hourly Salary: \$25.64 AMENDED CLOSING DATE

The City of Minneapolis is seeking experienced Operations Maintenance Engineers. The position will maintain and repair boilers, air conditioners, fire extinguishers, smoke detectors, heating, and electrical equipment and other equipment in City-owned buildings. **Qualifications: Experience**-Three years of experience operating boilers up to 300 horsepower, which has included two years of experience over-hauling and providing maintenance for air conditioning systems. **Education**-High school diploma **Licenses**-State of MN 1st class C Boiler Engineer License/Valid Driver's License. **Open for applications through Friday, August 23, 2013.**

Senior City Planner Req#21249 Salary: \$56,152.00 up to \$77,299.00

The Community Planning and Economic Development Department for the City of Minneapolis is looking for a Senior City Planner. The Senior City Planner is a mid-level planning position with CPED. This vacancy is with the Zoning Administration section of the Development Service Division and includes taking a lead role with permitting, customer service center counter staffing, and zoning enforcement. The position also includes implementation of City policies through review of complex development proposals. The work associated with this position includes frequent deadlines while conducting land use and/or preservation analysis. **Requirements: Education/Experience:** Bachelor's Degree in Urban, Regional, Community Planning, Architecture, Historic Preservation, Landscape Architecture, Geography, or equivalent. Three years of professional related experience. An equivalent combination of related education and experience will be considered. **Open for applications through Friday, August 23, 2013**

Software Engineer II (Business Intelligence Engineer- COGNOS) – Exam #21247/Annual Salary: \$64,386 up to \$88,616; with a \$25,000 market rate adjustment depending on qualifications

The City of Minneapolis is seeking for a Business Intelligence Engineer (Cognos), this position will work within the Enterprise Data Management Program to design, develop, test, maintain and support data analytics and reporting solutions. The individual will work within the Information Technology (IT) team representing solutions and data architecture, business analysis, and database administration. **Qualifications: Experience**-Six (6) years or related experience **Education**- Bachelors Degree in Computer Science, Software Engineering, or a closely related field. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted through Friday, August 23, 2013.**

Professional Engineer –Surface Water & Sewers – Sewer Operations– Exam #21239 Annual Salary \$67,163 - \$85,770

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. **Qualifications** Bachelor's Degree from an accredited college or university in Civil Engineering, or a closely related field. Four (4) years of engineering experience. Registration as a Professional Engineer in the State of Minnesota or eligible for reciprocal registration in Minnesota. Background Check; drug and alcohol testing. **Applications accepted through Friday, August 30, 2013**

Professional Engineer – Transportation Planning and Engineering /Exam #21254 Annual Salary \$67,163 - \$85,770

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. **Qualifications** Bachelor's Degree from an accredited college or university in Civil Engineering, or a closely related field. Four (4) years of engineering experience. Registration as a Professional Engineer in the State of Minnesota or eligible for reciprocal registration in Minnesota. Background Check; drug and alcohol testing. **Applications accepted through Friday, August 30, 2013**

Professional Engineer – Surface Water and Sewers – Engineering Design & Planning/Exam #21235 Annual Salary \$67,163 - \$85,770

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. **Qualifications** Bachelor's Degree from an accredited college or university in Civil Engineering, or a closely related field. Four (4) years of engineering experience. Registration as a Professional Engineer in the State of Minnesota or eligible for reciprocal registration in Minnesota. Background Check; drug and alcohol testing. **Applications accepted through Friday, August 30, 2013**

CITY EMPLOYEES ONLY

Customer Service Representative II Exam # 21227 \$17.50 - \$24.39 hourly AMENDED

The Customer Service Representative II will function as a lead worker by assisting in the resolution of the more complex problems associated with City permit processing. In addition, this position will perform customer intake and triage, daily cash balancing, research, and will process customer refunds. The current position is with the Development Services Division of Community Planning and Economic Development. **Qualifications:** High School diploma or equivalent. **Experience:** Two (2) years of experience performing duties related to those listed above. An equivalent combination of education and highly related experience in a similar environment may be considered. **For a complete job description and requirements please review the job announcement in detail at www.minneapolismn.gov. Applications accepted through Friday, August 23, 2013.**

Inspector, Environmental Services II Exam#21258 Salary: \$23.102 up to \$32.202 hourly

An Environmental Inspector II functions as a professional-level program representative in the enforcement of environmental ordinances of the City of Minneapolis and applicable State and Federal statutes, and in coordinating litigation-related activities for the protection of the environment and public health, safety and welfare. Facilitate the resolution of environmental problems and develop environmental policy alternatives for air, water and soil programs, including the development of strategic and comprehensive plans; coordinate the implementation of such policies and documents, and represent the City in such matters. **Requirements: Education/Experience:** Bachelor's Degree in Environmental, Engineering, Natural, Life, Earth or Physical Science, or a related field with a background in environmental studies and Three (3) years of progressively responsible full-time environmental protection / management experience. An equivalent combination of related education/experience may be considered. For a complete job announcement and to apply online please visit www.minneapolismn.gov/jobs. **Applications accepted through Friday, August 30, 2013**

Office Support Specialist II Exam #21255 RESTRICTED hourly: \$16.36 up to \$22.81

This position is with the City Attorney's Office and will be working in the Central File Room for the City Attorney's office. Provide clerical and administrative support in accordance with standard procedures and general understanding of other departments' functions to assist professional staff in meeting the goals of the department/division. **Qualifications: Experience-**Two years of experience as an Office Support Specialist I or equivalent **Education-**High School Diploma or equivalent **Equivalency-**An equivalent combination of related education/experience may be considered. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted through Friday, August 23, 2013.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

The City of Minneapolis is an Equal Opportunity Employer