



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, December 11, 2017

Current External Job Opening

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2017-00613	Assistant City Attorney I - Criminal Division	Full-time	\$80,946.00 - \$106,551.00 annually	11/30/17	12/21/17

Department:
Attorney

Position Description:

Under general supervision of a Supervising Criminal Attorney, the Assistant City Attorney I Criminal position performs professional legal work of ordinary difficulty and complexity. An Assistant City Attorney I Criminal position prepares and tries petty misdemeanor, misdemeanor, and gross misdemeanor cases. There currently are two full-time, vacancies to be filled in the Criminal Division of the City Attorney's Office.

2017-00588	Custodian, Property Services (Permit) - Amended	Intermittent	\$14.18 - \$22.78 hourly	11/15/17	Continuous
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Department:
Finance & Property Services

Position Description:

This job opportunity does not guarantee full-time permanent City employment or benefits.

The Custodial Services Team is responsible for maintaining a safe, clean and healthy environment at the locations we are assigned to clean as well as upkeep of the exterior grounds and safety related issues (some minor snow and ice removal in winter months) as assigned.

Note: The temporary assignment may last up to six months.

This posting has been amended to extend the application period the closing date will be determined at a later date.

2017-00627	Payroll Technician	Full-time	\$21.58 - \$28.87 hourly	12/11/17	12/20/17
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Department:
Finance & Property Services

Position Description:

There is currently one full-time non-exempt vacancy in the Finance Department. This position will perform a variety of duties and responsibilities that ensure the biweekly production of payroll for the City of Minneapolis.

Salary Range: \$21.58 - \$28.87 hourly

2017-00557	Professional Engineer	Full-time	\$75,973.00 - \$96,883.00 annually	12/08/17 01/08/18
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Department:

Public Works - Capital Improvements

Position Description:

The City of Minneapolis Public Works Department currently has three openings for a Professional Engineer. The following areas each have one vacancy: Surface Water & Sewers Operations, Surface Water & Sewers Business Group, and Transportation Engineering Design (T.E.D.) Construction Group.

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.

2017-00626	Real Estate Coordinator	Full-time	\$65,694.00 - \$90,141.00 annually	11/30/17 12/11/17
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Department:

Community Planning & Economic Development

Position Description:

This position will perform administrative and technical work in planning and coordinating technical and legal processing of land acquisition and disposition and serve as a resource to other Community Planning and Economic Department (CPED) Divisions in the buying and selling of residential and commercial properties.

Intern Opportunities

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2017-00620	Public Works Engineering Intern	Full-time	\$14.00/Hour	11/29/17	Continuous

Department:

Public Works - Administrative Services

Position Description:

Under immediate supervision, assist engineers and senior engineering technicians with various Public Works projects.

The Department of Public Works designs, builds and maintains the City of Minneapolis infrastructure, which includes but is not limited to: streets and bridges, public buildings, City fleet of vehicles, storm and sanitary sewer systems, drinking water treatment and distribution, parking ramps and surface lots, traffic signals, signage and striping, solid waste and recycling and more.

The Public Works Department has nine divisions:

Surface Water & Sewer - This division is responsible to the storm water system management, sanitary sewer as well as maintaining and enhancing public infrastructure such as pipes, tunnels, pumps and ponds. This division follows federal and state regulations and works closely with the Minneapolis Park and Recreation Board.

Solid Waste & Recycling - This division controls the city's garbage, recycling and yard waste pick-up for approximately 105,000 residential customers. It also promotes recycling including the single-sort conversion completed in June 2013, increasing recycling weight by 50% and the organics program which was completely rolled out in 2016.

Water Treatment & Distribution Services - This division's primary responsibility is treatment, distribution and maintenance of water for Minneapolis and surrounding communities. This staff is also in charge of water connections and permits.

Fleet Services Division - This division's is responsible for vehicle supply with approximately 1,900 cars, light trucks and heavy trucks in inventory. Management and maintenance is also a large part of this division including an average of 20,000 repair orders each year.

Transportation Engineering & Design - This division is responsible for the design and project management of the City's transportation related projects (streets, streetscapes, bridges). Also responsible for pavement and Right of Way management, special assessments and Public Works' Engineering Lab.

Traffic & Parking Services - This division is responsible to traffic management including signs, signals and lane striping. Owns and maintains 13 parking ramps; designs, installs and maintains 16,000 streetlights and oversees the Bike and Pedestrian Program and the Impound Lot.

Transportation Maintenance & Repair - This division manages the reactive maintenance such as potholes as well as preventative maintenance such as joint sealing and seal coating. Responsible for street sweeping and snow and ice control; plowing 1,000 miles of street and 378 miles of alleys. This division also maintains bridges and repairs streets and sidewalks.

Transportation Planning & Programming - This division oversees long-term traffic planning that emphasizes alternate modes of transportation (bicycle, pedestrian, light rail). Also responsible for short and long-term asset management planning as it relates to transportation and transit infrastructure.

Administration - This division supports the various divisions within the department with general administration, budget and systems management, community outreach, Human Resources and staff development as well as policies and procedures.

The Public Works Department will review applications and place candidates on the appropriate eligible list based on qualifications.

Duration: 2018 construction season - April to November is preferred but willing to work with school schedules. 40 hours per week, Monday-Friday, 7:00 a.m. to 3:30 p.m.

2017-00640	Recycling Outreach Intern	32 hours per \$14.00/Hour week	12/06/17	Continuous
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Department:

Public Works - Administrative Services

Position Description:

The Recycling Outreach Intern will attend neighborhood and community events and go door-to-door to answer questions and educate residents on the City's recycling and organics recycling programs.