



Get Hired! Event | Thursday, August 25 | Phoenix Convention Center

the details

The City of Phoenix has several hundred job openings. To help us easily connect with qualified job applicants, we are hosting a **GET HIRED! event** at the Convention Center on Thursday, August 25.

Enter on East Monroe Street (between North 2nd & 3rd Streets) for the West Building, 100 level.

Take *Valley Metro* Light Rail and Bus: Use the 3rd Street and Washington or Jefferson Light Rail stops. Central Station Phoenix is only a few blocks from the Convention Center. Drivers will pay for parking.

Available jobs are organized into groups with a time window when on-site interviews will be conducted. Job applicants should come dressed and prepared to interview with several copies of their current resume. To save time, job applicants should pre-register for this event by going to www.phoenix.gov/employment and select "GET HIRED Event Aug 25-Pre-Registration".

The City of Phoenix is an Equal Opportunity Employer. If you require assistance or accommodation in the application process, please contact Human Resources by phone at (602) 495-5700, by email at hrc@phoenix.gov, or by text telephone at (602) 261-8687.

August 25, 2016 Schedule and Listing of Available Jobs:

Group 1 > 10:30am-1:30pm: Financial, Purchasing, Customer Service and Administrative Jobs

Records Clerk | Support Services Aide | Customer Services Representative | Auditor Intern | Buyer | Ticket Services Supervisor | Budget Analyst | Contracts Specialist
Procurement Manager

Group 2 > 12:00-3:00pm: Social Service and Community Service Jobs

Caseworker Aide | Caseworker | Recreation Aide | Recreation Instructor | Recreation Leader

Group 3 > 12:00-3:00pm: Technology Jobs

Telecommunications Aide | Windows Server/VMware Administrator & Network Security Engineer | Unix Administrator
Senior User Technology Specialist | Lead Network Security Engineer

Group 4 > 1:30-4:30pm: General and Skilled Labor Jobs

Groundskeeper | Laborer | Street Maintenance Worker | Parks Maintenance Mechanic | Event Services Worker |
Auto Parts Clerk | Operations & Maintenance Technician | Electrician | Heavy Equipment Mechanic | Building
Equipment Operator | Engineering Technician | Buyer Aide/Automotive Parts Expediter

Group 5 > 1:30-4:30pm: Public Safety and Critical Communications Jobs

Communications Dispatcher | Operations Assistant | Police Communications Operator (9-1-1) | Detention Officer

Group 1 > 10:30am to 1:30pm**Financial, Purchasing, Customer Service and Administrative Jobs****Records Clerk**

Records Clerk II | Department: Aviation

Pay Range: \$14.07 - \$20.36 | Pay Grade: 322

What are the job duties?

- Store and retrieve records and files.
- Enter information into and retrieve information from a complex filing system or computer.
- Receive and answer requests for information often conducting extensive research in the process.

What are the job requirements?

Three years recordkeeping experience, including one year of experience working with a large central records system (or an equivalent combination of education and experience).

Support Services Aide

Department: Water | Pay Range: \$15.32 - \$22.37 | Pay Grade: 324

What are the job duties?

- Operate calculator, computer, and other office equipment.
- Type forms, letters, payroll, receipts, vouchers, department reports, permits, and specifications.
- Update work records of expenditures and other office records.
- Enter data obtained from various areas for use in reporting.
- Receive, sort, and file bills and/or documents.
- Process and track work orders and requests for service.
- Answer telephone calls and handle inquiries to provide requested information or services.
- Update database by entering service requests, crew reports, Blue Stake requests, rentals, etc.

What are the job requirements?

- Must have an acceptable driving record
- Two years of clerical work experience.
- Experience maintaining a variety of financial and similar records and operating radios and telephone systems.

Customer Service Representative

Utilities Service Specialist | Department: Water | Pay Range: \$15.32 - \$22.37 | Pay Grade: 324

What are the job duties?

- Analyze account information, answer inquiries and resolve complaints related to bills and fees.
- Initiate or terminate service at the request of the customer and refer to Credit Counselors as necessary.
- Accept payments for water, sewer, engineering and sanitation services.
- Investigate delinquent accounts to determine if a Field Work Order for a water turn off is appropriate.
- Process and adjust exception accounts requiring manual intervention in order to ensure proper billing.
- Update and correct information on the customer information system data base to ensure proper billing.
- Perform account audits and review a variety of documents to ensure accurate billing.
- Complete receipts for payment, field work orders, and other documents to ensure proper billing.

Buyer

Buyer/Senior Buyer | Department: Finance | Pay Range: \$21.48 – \$33.63 | Pay Grade: 031/032

What are the job duties?

- Prepare purchase orders using computer and place orders for the purchase of goods and services.
- Interview vendors and evaluate as a supplier and research product lines, prices, product sources, and other relevant information.
- Evaluate research findings and address inquiries and questions.
- Review bid protests and prepare recommendations.
- Obtain price quotes and compare with specifications and availability of items.
- Organize, update and retain product information files.

What are the job requirements?

Bachelor's Degree and two years purchasing experience (or an equivalent combination of education and experience).

Auditor Intern

Department: Finance | Pay Range: \$16.96 - \$24.61 | Pay Grade: 326

This is a structured on-the-job training program in which you will learn to interpret and apply Generally Accepted Accounting Principles and Generally Accepted Auditing Procedures in the conduct and completion of audit work.

What are the job duties?

- Compile spreadsheets, audit notes and analyses which meet established standard policy requirements and procedures;
- Estimate City Privilege and Use Tax liability from taxpayer records or other available information.
- Observe, compare, and review financial records to determine compliance with tax code.
- Organize detailed financial data; Follow and document the audit trail in the audit file for each assigned audit.
- Write audit findings and conclusions summaries considering condition, cause and effect.
- Examine and verify accuracy of bookkeeping records; Search records to identify critical entries.

What are the job requirements?

- A bachelor's degree in accounting, business, finance, or a related field.

Ticket Services Supervisor

Department: Convention Center | Pay Range: \$20.44 - \$30.44 | Pay Grade: 030

What are the job duties?

- Staff, train, and supervise ticket sales personnel and participates in ticket sales.
- Establish procedures for pricing, ordering, counting, and selling tickets.
- Keep daily sales records for each event and deposits funds collected.
- Assist lessee in scaling of ticket prices.
- Produce daily ticket sales reports and resolve problems or discrepancies with sales data.
- Prepare final financial ticket settlement report at the close of each event and settles with the lessee.
- Resolve complaints from the public on non-routine ticketing problems.
- Keep accounting records for revolving trust fund account.
- Work with promoters to resolve problems related to event venues.

What are the job requirements?

- Must be able to work irregular hours including evenings and weekends.
 - Two years of experience working in ticket service operations including one year of supervising ticketing staff.
- Other combinations of experience and education that meet the minimum requirements may be substituted.

Budget Analyst

Budget Analyst II | Department: Library | Pay Range: \$54,392 - \$81,245 | Pay Grade: 035

What are the job duties?

- Evaluate base budget request, recommend budget allowances, and develop detailed explanations of changes;
- Assist with and participate in department's budgetary process;
- Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations;
- Coordinate the preparation of the detail budget documents through other employees, divisions, and departments;
- Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation;
- Prepare budget summary schedules and department budget requests;
- Resolve budget problems for several major divisions of a City department;
- Evaluate capital project progress and/or departmental expenditure estimates and make necessary adjustments;
- Analyze and forecast multi-year revenues and expenditures;
- Review and evaluate financial/budgetary information for Council action, contracts, and other documents;
- Conduct research and prepare reports on special projects;
- Assist in grant tracking and reporting;

What are the job requirements?

- Three years of experience in governmental budgetary and finance activities;
- Bachelor's degree in finance, accounting, statistics, or related field (or an equivalent combination of experience and education).

Contracts Specialist

Contracts Specialist I/II | Department: Aviation | Pay Range: \$20.43 - \$39.06 | Pay Grade: 035/037

What are the job duties?

- Develop contract scope and specifications for routine and professional services.
- Write contract requirements in conformance with policies, laws, ordinances, rules and regulations.
- Train and monitor departments in processing contracts to ensure conformity with policies and procedures
- Serve as liaison between departments, contractors, consultants, and users.
- Research and interpret contract provisions including explaining processes, penalties, and compliance terms.
- Coordinate the renewal and extension of contracts.
- Resolve discrepancies in contracts and prepare written documentation.
- Prepare advertisements, conduct pre-proposal meetings, and facilitate evaluations of RFPs and RFQs.
- Monitor contract expenditures and prepares written reports.

What are the job requirements?

Bachelor's Degree and one year of contract administration or preparation experience (or an equivalent combination of education and experience).

Procurement Manager

Procurement Manager | Department: Aviation | Pay Range: \$63,315 - \$94,328 | Pay Grade: 038

What are the job duties?

- Plan, direct, and manage the procurement activities including supervising staff.
- Develop, review, and approve administrative and purchasing procedures to maintain operational efficiency.
- Approve bid proposals and specifications and present recommendations on purchases requiring advanced approvals.
- Evaluate overall revisions, price and past performance of each contract and approve price increases.
- Act as liaison with purchasing representatives for cooperative buying opportunities which result in savings.
- Research and evaluate commodity areas and make recommendations for standardization and product list additions.
- Supervise and participate in the preparation of written financial and administrative reports.
- Respond to inquiries and bid protests; in writing, over the phone, and in person.
- Establish priorities, assign workloads and review the more difficult and complex assignments.
- Interpret contract provisions and review contracts for accuracy and changes prior to bid and renewal.
- Serve as liaison between vendors, contractors, and City department officials.

What are the requirements for this job?

A Bachelor's degree and four years of purchasing experience of which two years involved supervising the purchasing activities of a high volume governmental procurement section including experience in contract administration and contract writing (or an equivalent combination of education and experience).

Group 2 > 12:00noon to 3:00pm

Social Service and Community Service Jobs

Casework Aide

Department: Human Services | Pay Range: \$12.76 - \$18.49 | Pay Grade: 320

What are the job duties?

- Interview clients to determine their needs referring them to the appropriate agencies and services;
- Determine clients' eligibility for assistance and services;
- Act as a liaison between clients and organizations and agencies;
- Create and update client files and maintain records required for follow-up;
- Encourage clients to utilize community opportunities, resources, and services;
- Keep current files of social services available to area residents.

What are the job requirements?

- One year of experience working in a social service environment, plus some college level course work in social work, sociology, social services, or a related field (or an equivalent combination of experience and education).

Caseworker

Caseworker I | Department: Human Services | Pay Range: \$16.13 - \$23.51 | Pay Grade: 325

What are the job duties?

- Interview clients, assess needs and refer to appropriate community agencies and services;
- Develop case plans after completing oral interview and needs assessment;
- Act as a liaison between clients and organizations and agencies;
- Create and update client files by recording each contact, and maintain records for follow-up;
- Provide clients and staff with notices of community activities, resources and services;
- Keep current files of social services available and provide information about how to obtain services;
- Collaborate with service providers as required by case plans and assist clients with applications for social services;
- Recruit clients for programs by identifying sources, developing publicity, and distributing flyers;
- Provide emergency assistance, crisis intervention, and referrals to community agencies;
- Provide emergency food box or refer to appropriate agency for food and emergency shelter;
- Assess training needs of clients and families;

What are the job requirements?

- Two years of experience in a social service programs;
- Associate's degree in social work, sociology, social services, or a related field (or an equivalent combination of experience and education).

Recreation Aide

Parks & Recreation Aide | Department: Parks & Recreation | Pay Range: 311 | Pay Grade: \$8.47 - \$12.19

What are the job duties?

- Maintain sites, picking up paper and trash and provide general cleaning of buildings and restrooms.
- Clean golf balls and perform routine cleanup of snack area and golf shop.
- Participate in programs and perform routine clerical functions and office work.
- Set up apparatus and other equipment and issues supplies.
- Line courts and ball diamonds.
- Check in clothes and valuables at pools.
- Collect entry fees and operates cash register.

What are the job requirements?

Any combination of education and experience which provides the knowledge, skills, and abilities to perform the work.

Recreation Instructor

Department: Parks & Recreation | Pay Range: \$11.67 - \$16.96 | Pay Grade: 318

What are the job duties?

- Plan, schedule, and conduct recreation classes.
- Plan classes and secure materials and equipment needed.
- Observe necessary precautions to insure the safety of participants. Prepare incident and accident reports as necessary.
- Plan, schedule, and oversee district initiated and City-wide sports leagues.
- Lead and direct special events.

What are the job requirements?

Experience in the applicable skill area.

Recreation Leader

Department: Parks & Recreation | Pay Range: \$13.35 - \$19.39 | Pay Grade: 321

What are the job duties?

- Conduct a general program of recreation at an assigned area.
- Serve in Lead role for part-time and volunteer staff.
- Develop and plan activities in a specialized program area.
- Plan, organize, evaluate and direct a wide variety of activities at a recreation facility or park site.
- Work with neighborhood and community groups on matters of civic and recreational interest.
- Keep financial and activity records and submits periodic and special reports.

What are the job requirements?

- Two years of college and four summers of recreation experience; OR
- A bachelor's degree in a recreation related field; OR
- A bachelor's degree and one year of teaching experience.

An equivalent combination of experience and education may be substituted.

Group 3 > 12:00noon to 3:00pm

Technology Jobs

Telecommunications Aide

Department: Information Technology Services | Pay Range: \$16.96 - \$24.61 | Pay Grade: 326

What are the job duties?

- Assists with the preparation and maintenance of vendor lists.
- Receive, sort, and file bills from all telecommunication vendors.
- Verify billing from all telecommunication vendors for completeness and accuracy.
- Negotiate billing adjustments with vendors as needed.
- Prepare equipment records for telecommunication equipment in use and maintains information in the financial system.
- Code long distance charges for billing to proper using departments.
- Maintain and update inventory of special service circuits.
- Maintain telecommunication equipment service records and services.

What are the job requirements?

- 3 years of bookkeeping or accounting experience, involving detailed invoicing, reconciliation, maintenance of procedures, and report generation.
- Experience should include 1 year of experience in the telecommunications industry performing billing/inventory functions (or an equivalent combination of experience and education).

Windows Server/VMware Administrator & Network Security Engineer

Lead User Technology Specialist | Department: Information Technology | Pay Range: \$66,518 - \$99,195 | Pay Grade: 039

What are the job duties?

- Supervise and coordinate the work of professional, technical, and nontechnical staff.
- Prepare preliminary and long-range plans, estimates, and budgets.
- Work with vendors/contractors to ensure equipment and services are purchased and installed as expected.
- Work with department representatives to develop cost effective solutions that meet operational requirements.
- Analyze, document, and assist in maintaining administrative/system standards in conformance with industry standards.
- Review projects for conformance to established administrative, technical system, and operations standards.
- Review proposed equipment and software proposals to determine the relative cost/benefit.
- Oversee and/or evaluate computer systems and/or telecommunications network performance and effectiveness.
- Oversee and/or evaluate and recommends system data and network security and access control to ensure the effective control over network utilization and to minimize unauthorized activities.
- Design and prepare plans and develops specifications for current and future systems.
- Manage telecommunications and microwave system networks using a host of protocols.

What are the job requirements?

- An acceptable driving record;
- Two years of professional-level experience providing technical support for system infrastructure or software;
- One year working in a large-scale environment supervising technical staff;
- Bachelor's degree in computer science or a related technical field (or an equivalent combination of experience and education).

Senior User Technology Specialist

Department: Information Technology | Pay Range: \$28.93 - \$43.20 | Pay Grade: 037

What are the job duties?

- Serve as backup to LAN administrator or telecommunications engineer;
- Analyze and diagnose commonly found problems such as in LAN, WAN, mini-mainframe, server, CAD, emergency response, and work station computer hardware and software-controlled systems, and telecommunications circuits;
- Evaluate functional capabilities of computer systems which may include mobile computer terminals (MCTs), automatic vehicle locators (AVLs), radio emergency response systems, PCs, LANs, WANs, and telecommunications circuits;
- Analyze departmental system needs and make recommendations;
- Assist users with technical considerations regarding selection and installation of PCs, LANs, metropolitan area and wide area network connectivity, and telecommunications cabling infrastructure, and evaluate functional capabilities;
- Install servers and server options, controllers, redundant power supplies, remote insight boards, etc.;
- Perform post-implementation acceptance testing, application analysis and evaluation, and prepare report of findings;
- Assist in business systems analysis and research, including information technology trends;
- Conduct technical training;
- Serve as project leader and direct the work of vendor technicians;
- Develop and maintain inventory of computer-related and/or telecommunications equipment and peripherals, hardware and software;
- Assemble, integrate, and test comprehensive and complex computer systems, configurations and networks;

What are the job requirements?

- Two years of experience in systems applications analysis, programming or telecommunications functions utilizing a variety of PC, server, switching, routing, and multiplexing hardware and software or installation and maintenance of digital systems, radio, and electronic communications systems or telephone station equipment, systems, and related distribution telecommunications systems.
- 15 hours of appropriate information technology course work including training or experience with one or more work station computers and one or more programming languages and one or more operating systems (or an equivalent combination of experience and education).

UNIX Administrator

Senior IT Systems Specialist | Department: Information Technology | Pay Range: \$69,950 - \$104,416 | Pay Grade: 040

What are the job duties?

- Direct and schedule activities required to implement new system hardware and software releases;
- Review operating and production procedures to evaluate and measure system performance and effectiveness;
- Diagnose and solve existing production problems;
- Provide problem analysis support to applications systems and computer operations staff;
- Advise personnel in technical hardware/software matters leading to improvements in productivity;

What are the job requirements?

- Two years of experience as an IT Systems Specialist involving database management and on-line telecommunications and a bachelor's degree in computer science, math, or a related field.

Other combinations of experience and education that meet the minimum requirements may be substituted.

Lead Network Security Engineer

Lead Information Technology Services | Department: IT | Salary Range: \$77,334-\$115,315 | Salary Grade 042

What are the job duties?

- Coordinates and supervises the work of technical systems staff.
- Coordinates, assigns, performs, and reviews technical software development projects.
- Provides problem analysis support of applications systems development and computer operations.
- Advises the department in technical/software matters.
- Solves existing production problems.
- Evaluates computer performance and effectiveness.
- Reviews all new or revised application development projects for conformance to established technical system operations standards.
- Participates in, or assists in the coordination of, technical system planning and budgeting, and acquisition and acceptance of new equipment and software to determine the relative cost/benefits.
- Coordinates or participates in the technical review of operating/production procedures.
- Provides instruction to employees on new procedures, techniques, equipment, and software.

What are the job requirements?

- Three years of experience developing, evaluating, using, and maintaining technical system hardware and software and a bachelor's degree in computer science, math or a related field (or an equivalent combination of experience and education).

Group 4 > 1:30pm – 4:30pm

General and Skilled Labor Jobs

Groundskeeper

Department: Parks & Recreation | Pay Range: \$13.25 - \$16.87 | Pay Grade: 108

What are the job duties?

- Clean ramadas, patios, and sidewalks picking up leaves and litter.
- Trim and prune tree branches.
- Operate and perform maintenance on power lawn mowers such as changing oil, and parts lubrication and adjustment.
- Repair benches, playground equipment and sprinklers.
- Irrigate gardens and lawns.
- Replenish restroom and locker room supplies.
- Clean offices, recreation rooms, restrooms and locker rooms.
- Paint building surfaces, bleachers, and picnic tables.
- Set-up or removes folding tables, chairs, barricades, traffic cones or similar objects.
- Dig up ground for flower beds, ditches, and holes for sign posts.
- Drag, lines and prepares softball and soccer fields.

What are the job requirements?

- Must have an acceptable driving record.

Laborer

Department: Public Works | Pay Range: \$13.25 - \$16.87 | Pay Grade: 108

What are the job duties?

- Operate a small truck to pick up items for delivery to other City facilities.
- Unload truck and stock items in storeroom.
- Deliver inter-office mail to various City facilities.
- Clean litter from roadside areas.
- Fuel cars, trucks, and heavy equipment.
- Lubricate and grease trucks and heavy equipment such as articulated loaders and backhoes.
- Inspect tires for wear and proper inflation.
- Operate side loader and rear loader garbage trucks.
- Visually inspect vehicles for mechanical defects and report findings to appropriate personnel.
- Maintain fuel and mileage records.
- Drain air tanks on Solid Waste equipment.

What are the job requirements?

- Must have an acceptable driving record.

Street Maintenance Worker

Streets Maintenance Worker I/II | Department: Street Transportation | Pay Range: \$14.43 – \$20.45 | Pay Grade: 111/113

What are the job duties?

- Set up and pick up barricades, lane cones, and warning signs to channel traffic around crews.
- Rake and tamp asphalt and spread aggregate on street repair projects.
- Operate jackhammers and pneumatic compacting equipment.
- Operate a 4-yard or 6-yard dump truck, asphalt paving truck and trailer, and an asphalt roller.
- Clean drainage ditches and storm drainpipes, using weed eaters, pole saws, or rakes.
- Operate vibratory rollers, air compressors, hydraulic tools and other similar equipment.
- Dig up ground for ditches, sign posts, etc., using a pick, shovel, spade or other tools.
- Operate and maintains a crack seal kettle and emulsion spray wand.

What are the job requirements?

- Current, valid drivers' license and acceptable driving history.
- Be able to obtain Commercial Driver's License (CDL) and pass physical exam.
- Pre-employment drug testing is required.

Parks Maintenance Mechanic

Department: Public Works | Pay Range: \$18.90 - \$24.24 | Pay Grade: 117

What are the job duties?

- Repair and rebuild water sprinklers, valves, garden hose couplings, ditchers and pumps, and comparable equipment.
- Operate and repair low voltage electrical components used in complex automatic sprinkler systems.
- Install, maintain and repair plumbing systems such as sprinkler systems, sewer lines, water mains, water purification systems, and swimming pool filter systems.
- Perform troubleshooting and repair on electrical components such as pumps and sprinkler control units up to 115V.
- Operate power driven equipment such as a lawn mower, vacuum sweeper, buffer, backhoe, or other similar equipment.
- Work with cleaning fluids, chemicals, paints, cleaning agents or similar solutions using only normal protective equipment.
- Operate, program and maintain computerized irrigation systems.

What are the job requirements?

- Must have an acceptable driving record.
- One year of experience and skill with irrigation systems and plumbing/mechanical maintenance and repair.
Other combinations of experience and education that meet the minimum requirements may be substituted.

Event Services Worker

Department: Convention Center | Pay Range: \$14.46 - \$17.69 | Pay Grade: 210

What are the job duties?

- Move, set up or take down moveable telescoping riser seats;
- Move, set up, or take down and position chairs, tables or other furniture according to prescribed arrangement;
- Set up or take down moveable stage;
- Hang drapes, flags, curtains and similar objects;
- Adjust moveable partitions;
- Operate light motorized equipment such as a floor scrubber, fork lift, and light truck;
- Sweep, mop, scrub and wax floors;
- Wash walls, windows, mirrors, furniture, and fixtures;
- Set up special arrangements for commercial exhibits, conventions or other public activities;
- Look for ways to improve operations, decrease turnaround times, streamline processes, and work cooperatively.

What are the job requirements?

Must have an acceptable driving record and be able to work irregular hours including evenings and weekends.

Auto Parts Clerk

Auto Parts Clerk III | Department: Public Works | Pay Range: \$17.11 - \$22.51 | Pay Grade: 216

What are the job duties?

- Order, receive, stock, and issue automotive and heavy equipment parts;
- Identify and process warranty parts, and comply with written warranty procedures;
- Identify and resolve problems related to inventory variances, storeroom operations, and orders from vendors;
- Reconcile storeroom inventory against a computer generated report;
- Coordinate and perform cyclical physical inventories;
- Expedite the procurement of parts needed for equipment repair by determining parts availability;
- Ensure inventory meets proper turnover ratio standards;
- Review and approve or reject non-routine auto parts requisitions;
- Arrange delivery of expedited parts;
- Research catalogs and contacts vendors to ascertain cost and availability of parts;
- Prepare weekly and monthly inventory level reports;
- Perform clerical duties such as alphabetizing, filing, and typing.
- Train other staff on procedures for ordering parts from contracted vendors;

What are the job requirements?

- Must have an acceptable driving record;
- Three years of experience in ordering, receiving, stocking, and issuing automotive/equipment parts and supplies.

Other combinations of experience and education that meet the minimum requirements may be substituted.

Electrician

Department: Public Works | Pay Range: \$23.51 - \$28.69 | Pay Grade: 222

What are the job duties?

- Install, alter, maintain, and repair electrical wiring systems and equipment, both high and low voltage (i.e., wall electrical outlets, traffic signal systems, air distribution systems, pumps, transformers, motors, streetlights, and appliances);
- Maintain and repair equipment used in 24-hour operations;
- Install traffic signal control systems and devices;
- Install and maintain motors of several hundred horsepower, coils, transformers, and control equipment of up to 12,000 volts;
- Document information on preventive maintenance file on electrical equipment and machinery and monitor a preventive maintenance program;
- Install and maintain water pump and booster stations consisting of various horsepower, from functional to several hundred horsepower;
- Install and maintain transformers, substations, and related control equipment (motors, generators, pumps);
- Install, maintain, and repair series and multiple lighting systems on streets, at the airport, at water department facilities, and at the Convention Center;
- Draw circuits on a one line diagram for controls;
- Designs functional electric circuitry for electrical systems;
- Operate earth moving equipment, aerial equipment, and pneumatic equipment in the installation and repair of electrical equipment;
- Perform as a crew leader and ensures timely job progress by assigning work of available personnel on the job site and scheduling equipment use; Provides on-the-job training for junior or subordinate crew members in skills of the electrical trade, City policy, and requirements of specific job tasks;
- Work on a "standby" basis responding to emergency calls after normal working hours.

What are the job requirements?

Must be able to possess a valid driver's license and have an acceptable driving record. In addition, individuals may be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license (C.D.L.) and a pre-employment drug screen.

Completion of a recognized four year electrical apprenticeship program, or equivalent training, or three years of experience as a skilled electrician. Other combinations of experience and education that meet the minimum requirements may be substituted.

Operations & Maintenance Technician

Department: Water | Pay Range: \$20.71 - \$25.56 / \$21.61 - \$26.54 | Pay Grade: 219/220

What are the job duties?

- Operate various types of equipment;
- Observe and monitor data, machinery, and equipment to determine compliance with operating and safety standards;
- Compile data for daily operational reports, inventory control, and other day-to-day reporting activities;
- Computes chemical dosages and adjusts chemical feed equipment for proper operation and application;
- Performs diagnostic evaluation of equipment and recommends corrective action for operational problems;
- Responds to emergency call outs, troubleshoots problems and takes actions to ensure plant / system integrity;
- Repairs mechanical equipment;
- Repair horizontal and vertical drive centrifugal pumps;
- Diagnose equipment problems and determine repairs needed;
- Perform maintenance tasks for treatment plant systems and sub-systems;
- Perform primary maintenance tasks at remote facilities;
- Assist in unloading, transferring, storing, and using various hazardous chemicals;
- Respond to emergency call outs, troubleshoots problems and takes actions to ensure plant, station integrity;
- Take process equipment/trains in and out of service;
- Assist in monitoring, inspecting and documenting processes and system performance;
- Ensure operations are conducted to comply with all environmental, health and safety, standards established;
- Obtain samples and performs routine laboratory analyses to determine chemical feed and facility performance;
- Assist or install new mechanical equipment in a water or wastewater treatment facilities and systems;
- Overhaul machines/equipment by tearing down equipment, removing/repairing/replacing damaged machine parts;
- Uses computerized maintenance management and facility distributed control system;
- Maintains legible, accurate records of shift operations and updates the treatment process computer database;
- Operates power driven machinery such as fork lifts, boom trucks, cranes, jack hammers, etc.

Most positions will be required to maintain annual Self-Contained Breathing Apparatus (SCBA) certification through refresher training and annual physical examination per Occupational Safety and Health Administration standards.

What are the job requirements?

- Must have an acceptable driving record.

May be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license (CDL).

One year experience of operations and maintenance of the water/wastewater treatment plant, facility, or system including the repair of pumps, valves, and motors in a municipal or industrial setting, or completion of the City of Phoenix O&M Technician Trainee program.

Other combinations of experience and education that meet the minimum requirements may be substituted.

Heavy Equipment Mechanic

Department: Public Works | Pay Range: \$23.51 - \$28.69 | Pay Grade: 222

What are the job duties?

- Repair and adjust hydraulic pumps, safety valves, and load packers on garbage and dump trucks.
- Attend training and dealing with innovations in heavy equipment operations, repairs, and maintenance.
- Inspect, repair and adjust diesel power units, hydraulic systems, injection valves and systems, mold boards, and scarifiers on road graders.
- Inspect, adjust and repair gasoline and diesel tractors, and hydraulic and cable operated attachments on tractors.
- Repair and maintain trenching machines and sets to proper grade;
- Perform welding operations on equipment.

What are the job requirements?

Must be able to possess a valid driver's license and have an acceptable driving record. May be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license (C.D.L.). Pre-employment drug testing is required for C.D.L. positions.

Five years of experience as a skilled automotive mechanic, including some experience in the repair and maintenance of heavy duty construction or firefighting equipment; or completion of a recognized heavy duty equipment mechanic apprenticeship. Other combinations of experience and education that meet the minimum requirements may be substituted.

Building Equipment Operator

Building Equipment Operator I | Department: Public Works | Pay Range: \$23.51 - \$28.69 | Pay Grade: 222

What are the job duties?

- Install, service, repair, and maintain heating and packaged/remote air conditioning equipment, component parts and/or auxiliary units, including pneumatic and electronic controls;
- Troubleshoot problems and determines corrective action to eliminate equipment malfunctions;
- Inspect, service, and repair equipment such as reciprocating compressors, centrifugal pumps, boilers, water pumps, generators, cooling towers, fan coils, louvers, dampers, filters, pneumatic electric and electronic controls, blowers, solenoids, humidistats, thermostats, and registers;
- Operate heating and air conditioning equipment or auxiliary units according to manuals, directions, specifications or warning signals;
- Read and interpret performance charts and control panels;
- Place equipment in operation, checks various gauges and instruments and maintains proper levels of water, oil, refrigerants, and air pressure;
- Clean and replace air filters, reporting any evidence of extensive damage or major malfunctioning of equipment to supervisor;
- Test samples of cooling water in circulating system to determine its chemical content, and adds chemicals when needed;
- Perform emergency plumbing repairs and routine repair work on cooling systems;
- Perform routine electrical repairs such as replacing HVAC parts, and checking for voltage;
- Record inspections and service performed on equipment in a daily log, including readings, stops, starts, lubrications, greasing, replaced parts, efficiency, and repairs completed or needed;
- Provide service to designated areas by manually regulating valves, levels of refrigerants, and amount of air pressure as specified by operating and maintenance guides;
- Lubricate parts of machinery and equipment and component parts;
- Replace and adjust fan belts and worn bearings;
- Repair leaks in water, steam or refrigerant lines and coils;

What are the job requirements?

Acceptable Driving Record

Four years of experience in the operation and maintenance of large and small, modern refrigeration and heating systems, supplemented by training in modern refrigeration and air conditioning systems or the completion of an acceptable apprenticeship program. Other combinations of experience and education that meet the minimum requirements may be substituted.

Engineering Technician

Department: Planning & Development | Pay Range: \$15.32 - \$22.37 | Pay Grade: 324

What are the job duties?

- Advise contractors and property owners regarding necessary water service size and provides information of the location of water and sewer services available to the property;
- Review record drawing construction plans and post all water and sewer facilities, additions, and deletions to inventory reports;
- Explain City ordinances and policy relating to plans review processing and inspections to the public;
- Review less complex construction and utility plans and research data for the more complex plans;
- Convey general engineering information regarding construction projects and street improvement projects to other employees, plan holders, and the public;
- Serve as staff support to development teams by tracking project status and serving as a liaison between the customer, plans review staff, and inspections staff;
- Answer questions concerning construction schedules;
- Prepare and update statistical reports;

What are the job requirements?

- Must have an acceptable driving record.
- May be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license (C.D.L.). (Pre-employment drug testing is required for C.D.L. positions).
- One year of experience in engineering work within the past three years (an equivalent combination of education and experience may be substituted).

Buyer Aide / Automotive Parts Expediter

Buyer Aide | Department: Public Works | Pay Range: \$16.96 - \$24.61 | Pay Grade: 326

What are the job duties?

Buyer Aide

- Follow-up/expedite delivery of purchase orders.
- Process after-the-fact requisitions.
- Assist in bid openings and pre-bid meetings.
- Prepare and proof bid tabulations.
- Contact vendors to obtain quotations on requisitioned items.
- Assist in the collection of data for preparation of product specifications.
- Perform routine contract administration research and follow-up.
- Research and resolve problems associated with purchase orders.
- Assist with contract renewals and extensions.

Automotive Parts Expediter

- Contact vendors to obtain quotations on requisitioned items and follow-up/expedite delivery of ordered items.
- Maintain parts back-order files.
- Place orders with vendors for automotive parts, heavy duty parts, off-road parts, etc.
- Respond to follow-up requests from Auto Parts Buyers and mechanic supervisors.
- Pre-audit and process all invoices for equipment related purchases.

What are the job requirements?

- Two years of experience as an auto parts buyer or working the counter in distribution parts -OR- an Associate's degree in materials management or related field.

Other combinations of related experience and education that meet the minimum requirements may be substituted.

Group 5 > 1:30pm to 4:30pm

Public Safety and Critical Communications Jobs

Communications Dispatcher

Departments: Aviation | Pay Range: \$15.32 - \$22.37 | Pay Grade: 324

What are the job duties?

- Operate radio and maintain radio contact with mobile or fixed station units.
- Transmit messages and ensure accurate receipt and understanding.
- Receive telephone calls following through to relaying information to appropriate persons for action.
- Receive radio calls from field units, transmit messages via radio or telephone, and make inquires to obtain requested information or services.
- Log information relating to calls received over the telephone or transmitted by radio.
- File data and perform other routine clerical tasks.
- Answer telephone calls for paging and performs paging functions.
- Maintains status board showing current activity of all mobile units.
- Page employees using personal paging equipment.
- Monitor alarms and notifies proper agencies as necessary.
- Enter and update information in a computer system.

What are the job requirements?

One year of experience in the operation of two-way radio and/or telephone switchboard equipment, including some experience in general word processing or administrative work.

Operations Assistant

Airport Operations Assistant | Department: Aviation | Pay Range: \$16.96 - \$24.61 | Pay Grade: 326

What are the job duties?

- Provide assistance during aircraft and other emergencies.
- Conduct safety and security inspections.
- Monitor construction activity and airport tenant activity to ensure compliance with applicable regulations.
- Assist in pushing, pulling, storing, and using various equipment.
- Assist passengers by resolving travel-related issues by escorting customers, answering questions, giving directions, and providing referral services.
- Perform traffic, pedestrian, and crowd control functions.
- Enforce drive safety rules and patrol areas for parking infractions and issues notices of violation.
- Impound abandoned and/or lost property.
- Remove foreign objects or debris from the airfield.
- Investigate complaints and inquiries and direct to the proper authorities as necessary.
- Prepare various reports and forms using computer software.
- Utilize communication and electronic devices.

What are the job requirements?

Two years of experience serving in a security or similar support role at a major airport (or an equivalent combination of education and experience).

- Current, valid drivers' license and acceptable driving history.

Police Communications Operator (9-1-1)

Department: Police

Pay Range: \$18.49 - \$27.14/\$19.39 - \$28.43 | Pay Grade: 328/329

What are the job duties?

- Question callers about location and nature of problem to determine the type of response needed;
- Appease and extract information from citizens under stress;
- Read and interpret maps for the public, field personnel, and other law enforcement/criminal justice agencies in order to assist in locating geographical areas and various mapping systems;
- Interpret telephone or radio call and whether a police officer should be dispatched to the scene locations from maps by applying knowledge of streets, highway systems, and geography in order to provide appropriate and timely assistance;
- Notify Fire Department of medical emergencies such as attempted suicides, drownings, serious injury accidents, etc.;
- Log information received and/or transmitted;
- Use computer terminals to input, update query information, send teletypes, and communication via TTY as needed;
- Verify warrants and interpret data returned to the terminal;
- Dispatch calls to proper emergency/police units on the main police channel, police information channel, or the major incident restricted channel and enter appropriate information into a computer aided dispatch system;
- Receive coded information requesting Police investigation from the 9-1-1 Section and dispatch to responsible field unit;
- Operate base radio and maintain constant radio contact with mobile units on assigned frequency;
- Prioritize calls, monitor channels during critical incidents, determine appropriate officers to respond, and dispatch information to appropriate personnel;
- Simultaneously maintain close contact with field units, communicating with Department employees, other law enforcement/criminal justice agencies, emergency service providers, and the general public to obtain and disseminate information;
- Maintain constant awareness of the status of mobile units and update this information as it changes;
- Use computer terminals to input, update query information, and send teletypes as needed;
- Receive radio calls from field units and transmit messages via radio or telephone;
- Monitor and dispatch alarms received at the alarm board;

What are the job requirements?

- One year of experience in a public contact or clerical job which included word processing or typing.
- Must be able to successfully complete the Police Communications Operator Training Course.
- Must meet appropriate polygraph and background standards for Police Department positions.

Other combinations of experience and education that meet the minimum requirements may be substituted.

Detention Officer

Police Assistant | Department: Police | Pay Range: \$16.96 - \$24.61 | Pay Grade: 326

What are the job duties?

- Perform comprehensive fact-finding in support of law enforcement activities that directly impacts citizen safety.
- Handle and maintain confidential data;
- Determine initial criminal associations, initial patterns of criminal activity, and prepare intelligence packets and/or brief investigators or analysts on suspects;
- Perform research by conducting follow-ups and interviewing witnesses, suspects, or next of kin;
- Gather evidence such as audio tapes, court documents, and photographs;
- Participate in electronic surveillance investigations;
- Research addresses, run vehicle plates and background checks, and provide other intelligence of suspects for officers on scene;
- Provide electronic surveillance for investigative and prosecutorial purposes;
- Take into custody the prisoners from arresting officers, books and processes them and provide for their welfare and security while in the Central Booking Facility;
- Take fingerprints and mug shots, obtain warrant and record information;
- Provide training to department employees.

What are the job requirements?

- Must have an acceptable driving record.
- Must meet appropriate polygraph and background standards for Police positions.
- Two years of public contact or customer assistance experience.
- May be required to obtain a Federal-level security clearance.

Other combinations of experience and education that meet the minimum requirements may be substituted.

We are an Equal Employment Opportunity/Reasonable Accommodation Employer. The City of Phoenix does not discriminate on the basis of race, religion, sex, age, disability, national origin, sexual orientation, or gender identity or expression. All individuals are encouraged to apply and compete for jobs.

If you require assistance at any stage of the application/exam process due to an accessibility issue, please contact the Human Resources Department by phone at (602) 2495-5700, email at hrc@phoenix.gov, or by text at (602) 261-8687. You may also fill-out and submit a Reasonable Accommodation Request Form. This information can be provided in an alternative format upon request.