

February 3, 2012

City of Kinston



Job Opportunities

COMMUNICATIONS TECHNICIAN I
702-021

SALARY: \$23,790 - \$32,269
SALARY GRADE: 16

Performs technical work receiving and processing customer complaints and/or service requests, and related work as required. Work is performed under the moderate supervision of the Business Office Administrator and/or the Communications Technician II.

General knowledge of the methods, procedures and manpower required to deal with utility outages and problems; general knowledge of office procedures, practices and equipment and computer capabilities; general knowledge of utility service connection and termination procedures; general knowledge of load management program and the substation monitoring and control system; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; skill to use a variety of office machines and some typing ability; ability to establish and maintain effective working relationships with associates, customers and the general public. This position works in a 24-hour customer service center. The shifts worked by any employee may be adjusted by the Supervisor at his/her discretion based on staffing needs.

High school diploma or GED and moderate experience in utility related customer service, or equivalent combination of education and experience.

Applicants will be required to submit to a Pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston.

CLOSING DATE: CONTINUOUS UNTIL FILLED

ONLY ONE POSITION PER APPLICATION

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City of Kinston



Job Opportunities

CREW SUPERVISOR III

713-011

SALARY: \$30,229 - \$42,284

SALARY GRADE: 21

Performs difficult technical work supervising crews engaged in construction, maintenance and/or repair activities involving a major functional area within the City, and related work as required. Work is performed under the limited supervision of the assigned superintendent. Full supervision is exercised over assigned crews.

Thorough knowledge of the methods and the various equipment used in water and sewer distribution systems; thorough knowledge of the methods to do repair, maintenance and installation of water and sewer lines, fire hydrants, valves and other areas pertaining to water and sewer lines; thorough knowledge of the hazards and safety precautions related to the work; ability to maintain records and prepare reports; ability to plan and supervise the work of a large diversified staff of unskilled and semiskilled workers and skilled subordinate supervisors; ability to handle personnel problems; ability to establish and maintain effective working relationships with associates and the general public. Possession of or ability to obtain Grade II Collection or, Grade A Distribution, ability to act as Operator-in-Responsible Charge's backup; confined spaces, trenching and shoring, pesticide application and inmate supervision certifications depending on departmental assignment.

High school diploma or GED and considerable experience in installation and maintenance of a water and sewer distribution system and considerable supervisory experience, or equivalent combination of education and experience.

Must possess a valid NC CDL "A" license. Applicants will be required to submit to a Pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston.

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Job Opportunities

ELECTRIC LINE TECHNICIAN I
706-045;706-047 & 706-057

SALARY: \$27,463 - \$38,399
SALARY GRADE: 19

ELECTRIC LINE TECHNICIAN II

SALARY: \$30,229 - \$42,284

ELECTRIC LINE TECHNICIAN III

SALARY: \$33,269 - \$46,569

JOURNEY LINE TECHNICIAN

SALARY: \$34,895 - \$48,870

NOTE: Title & salary dependent upon achievement in N.C. Line worker Career Development Program. Must possess three (3) years minimum experience in distribution line work.

Performs skilled trades work assisting in the installation, maintenance and repair of the electric distribution system, and related work as required. Work is performed under the moderate supervision of the Electric Line Crew Leader.

Some knowledge of the practices, methods, equipment, hazards, materials and tools used in the construction and maintenance of electric distribution and transmission systems; some knowledge of the occupational hazards connected with the work and the safety precautions to be taken; ability to perform manual work and physical stamina to withstand working under adverse weather conditions; ability to understand and follow instructions in both oral and written form; ability to deal tactfully with the public; ability to establish and maintain effective working relationships with associates.

High school diploma or GED and 3 yr. minimum experience in distribution line work; or equivalent combination of education and experience. Possession of first aid and CPR certifications. Completion of Lineman Career Development Program at Level I.

Must possess a valid NC driver license and have the ability to obtain a CDL permit within 30 days of employment and a CDL "A" license within 90 days of receiving permit. Applicants will be required to submit to a Pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston. Must be willing to work occasional evenings, weekends and holidays.

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Job Opportunities

MAINTENANCE WORKER I

709-064

MAINTENANCE WORKER II

SALARY: \$20,644 - \$28,814

SALARY GRADE: 13

SALARY: \$22,691 - \$31,707

Performs intermediate manual and basic semiskilled work in the construction, maintenance and repair of public facilities, buildings, grounds, streets, utilities and related facilities, and related work as required. Work is performed under the immediate supervision of the assigned Crew Supervisor.

Some knowledge of streets drainage, buildings, grounds, utilities, landscape areas and related construction, maintenance and repair procedures; some knowledge of the safe use, operation and preventive maintenance of the equipment to which assigned; skill in the use of equipment to which assigned; ability to understand and follow specific oral instructions; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to read and write; ability to establish and maintain effective working relationships with associates.

Less than high school education and minimal experience in general construction, maintenance, custodial and/or groundskeeping work, or equivalent combination of education and experience.

Must possess a valid NC driver license and have the ability to obtain a CDL permit within 30 days of employment and a CDL "A" license within 90 days of receiving permit. Applicants will be required to submit to a Pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston. Must be willing to work occasional evenings, weekends and holidays.

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Job Opportunities

POLICE OFFICER (B.L.E.T. CERTIFIED)

305-123

SALARY: \$30,229 - \$42,284

SALARY GRADE: 21

Position performs protective service work involving a variety of general or support duty police assignments, and related work as required. Work is performed under the immediate supervision of the Police Sergeant.

Some knowledge of police methods, practices and procedures; some knowledge of the geography of the City and location of important buildings; some knowledge of the rules and regulations of the Police Department; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms and the operation of an automobiles; ability to establish and maintain effective relationship with associates and the general public.

Any combination of education and experience equivalent to graduation from high school, B.L.E.T certified or currently enrolled in the B.L.E.T. program preferred.

Must meet minimum age requirement (20 years old) and pass pre-placement medical examination to include drug screen and psychological examination. Background investigation will include check of credit history, driving record and criminal history.

Must possess a valid NC driver license. Applicants will be required to submit to a pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston.

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Job Opportunities

PROGRAM ANALYST
701-009

SALARY: \$38,399 - \$53,811
SALARY GRADE: 26

Performs technical programming and data analysis duties. Also performs related duties as required.

Thorough knowledge of the principles and techniques used in the preparation and maintenance of Oracle relational databases. Thorough knowledge of the programming, utilities and capabilities of RDBMS systems and related equipment and machines; general knowledge of personal computing concepts; ability to learn and adapt to new software/hardware technologies; ability to follow complex oral and written instructions; ability to prepare technical reports as required; ability to establish and maintain effective working relationships with fellow employees, superiors and user departments

Bachelor's degree in Computer Science/Information Systems. Experience with Oracle RDBMS and SQL, Linux and Open VMS preferred

Must possess a valid NC driver license. Applicants will be required to submit to a pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston.

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Job Opportunities

WWTP OPERATOR II
704-019

SALARY: \$24,951 – \$34,895
SALARY GRADE: 17

Performs intermediate skilled trades work in the operation and maintenance of a wastewater treatment plant, and related work as required. Work is performed under the moderate supervision of the Water Reclamation Plant Supervisor.

General knowledge of the operating characteristics and maintenance requirements of a wastewater treatment plant; general knowledge of hydraulic, chemical and mechanical principles pertinent to wastewater treatment plant operations; general knowledge of occupational hazards of the work and of necessary safety precautions; ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures; ability to conduct routine laboratory tests; ability to understand and follow oral and written instructions; ability to read meters and charts accurately and to maintain records of shift operations; skill in the use and care of hand tools; ability to establish and maintain effective working relationships with associates.

High school diploma or GED and moderate experience in the operation and maintenance of machinery and equipment in a wastewater treatment plant, or equivalent combination of education and experience.

Possession of Wastewater Operators Grade II level certificate from the State of North Carolina.
Possession of an appropriate driver's license valid in the State of North Carolina.

Applicants will be required to submit to a pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston.

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Job Opportunities

WATER RESOURCES MANAGER

701-008

SALARY: \$53,811 - \$75,471

SALARY GRADE: 33

This position performs difficult advanced technical and administrative work planning, implementing and directing water production, wastewater treatment and collection, storm water and streets construction, maintenance and repair operations in compliance with environmental regulations, and related work as required. Work is performed under the general direction of the Public Services Director. Division supervision is exercised over all personnel assigned to the division.

Comprehensive knowledge preferred in the areas of water management and sanitary engineering; public utility administration, planning and design; ability to review and analyze plans and specifications for construction of water and sewer facilities; ability to formulate and execute comprehensive operational policies and procedures; ability to prepare and present complex technical reports; ability to communicate effectively in both oral and written formats; ability to direct the activities of a large staff; ability to establish and maintain effective working relationships with associates, elected officials, regulatory agency representatives, contractors, engineers and general public.

Bachelor's degree with coursework in civil engineering, or related field and extensive experience in water/wastewater construction and project management including considerable supervisory experience, or equivalent combination of education and experience.

Must possess a valid NC driver license. Applicants will be required to submit to a pre-placement medical screening, including a drug screen. Must reside within a 50-mile radius of the City of Kinston.

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Job Opportunities

TEMPORARY ADVERTISEMENT ONLY

SCOREKEEPER (COUNTY)

SALARY: \$7.25 PER HOUR

Applicant will perform responsible work in scoring for organized athletic events in the city & county.

Any combination of education and experience with knowledge of the rules and regulation of scorekeeping.
Ability to communicate with league participants and in a tactful manner.

Applicants will be required to submit to a pre-placement medical screening, including a drug screen.
Must reside within a 50-mile radius of the City of Kinston.

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