



CITY JobsOpen

Job Openings with the City and County of Denver

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Thursday, November 19, 2009

The Jobs Opportunities Bulletin is a published copy of our current recruitments as of November 16, 2009. For a complete listing of openings, including those that have opened since this publication please visit www.denvergov.org/jobs & select "Search Jobs." The City and County of Denver is an Equal Opportunity Employer.

Job #	Job Title	Job Type	Salary	Open	Close
05476 A	Aviation Operations Rep - DIA	Unlimited Regular	\$32,857 - \$47,959	11/14/09	11/30/09
CS0457	Cook (On Call) Family Crisis Center	On Call Regular	\$10.81 - \$15.80 hourly	05/20/09	Continuous
Intern	Denver Mayor's Office Internships	Intern	\$0/Year	11/12/09	11/27/09
2009.11.12					
NONCSAINT ERN-6	Denver's Division of Theatres and Arenas Sponsorship Intern	Intern	\$0/Year	09/24/09	01/31/10
05404 A 10/09	Deputy Director (Manager 1) Auditor's Office	Unlimited Regular	\$71,569 - \$114,207	10/02/09	Continuous
03562	Forensic Pathology Fellow	Intern	\$72,321.60 - \$72,321.60	03/26/08	Continuous
18257 05521	Locksmith	Unlimited Regular	\$36,021 - \$52,552	11/17/09	11/23/09
ARRA 05422	Psychologist - Juvenile	Limited Regular	\$47,074.40 - \$57,516.80	11/13/09	Continuous
CO0606A					
CG2115-09	Recreation Aide/Golf Course Aide	On Call Regular	\$7.28 - \$8.03 hourly	01/15/09	11/27/09
CG2116-09	Recreation Facility Assistant/Golf Course Facility Assistant	On Call Regular	\$9.29 - \$10.25 hourly	01/15/09	11/27/09
CG2012-09	Recreation Instructor	On Call Regular	\$13.52 - \$19.74 hourly	01/15/09	11/27/09
05517 32388	Television Engineer (05495 32388)	Unlimited Regular	\$48,783 - \$77,847	11/17/09	Continuous

Internal Opportunities

Job #	Job Title	Job Type	Salary	Open	Close
CCD 05493	CITY ONLY Associate Heavy Equipment Mechanic	Unlimited Regular	\$37,657 - \$54,952	11/16/09	11/30/09
CCD 05482	CITY ONLY CCD 05482 Maintenance Technician - DIA (Passenger Loading Bridge)	Unlimited Regular	\$31,512 - \$46,008	11/16/09	11/30/09
CCD 05487	CITY ONLY Equipment Operator Specialist - Recycle	Unlimited Regular	\$34,457 - \$50,274	11/16/09	11/20/09
CCD 05473	CITY ONLY Heavy Equipment Mechanic - DIA (Airfield Snow Removal Equipment)	Unlimited Regular	\$41,160 - \$60,067	11/16/09	11/30/09
CCD 05490	CITY ONLY Maintenance Technician	Unlimited Regular	\$31,512 - \$46,008	11/16/09	11/20/09
CCD 05483	CITY ONLY Manager 1 TES	Unlimited Regular	\$88,755 - \$141,586	11/16/09	11/20/09
CCD 51381	CITY ONLY Marketing/PR Specialist (Employee Communication Services) LIMITED	Limited Regular	\$56,031 - \$89,409	11/16/09	11/20/09
CCD 05481	CITY ONLY Painter (DIA- Facility - Journey person)	Unlimited Regular	\$36,021 - \$52,552	11/16/09	11/30/09
CCD 05512	CITY ONLY Police Dispatcher	Unlimited Regular	\$41,050 - \$59,894	11/16/09	11/20/09
05515 A	CITY ONLY Staff Assistant - DIA (Executive Support)	Unlimited Regular	\$40,141 - \$64,030	11/14/09	11/30/09
CCD 05452	CITY ONLY Vehicle Control Agent - ON CALL	On Call Regular	\$33,597 - \$35,124	11/16/09	11/20/09

Job #	Job Title	Job Type	Salary	Open	Close
05476 A	Aviation Operations Rep - DIA	Unlimited Regular	\$32,857 - \$47,959	11/14/09	11/30/09

Job Description:

Denver International Airport has an opening for **Aviation Operations Representative**. The primary duties of this position are to provide a variety of operational and emergency support services to airport management and public safety personnel

Note - if you have applied for this recruitment as City Only, you do not need to apply again.

Denver International Airport (DIA) is the 5th busiest airport in the nation and the 10th busiest airport in the world. As the nation's newest major airport, DIA is poised for additional growth. As the port for the Rocky Mountain region, DIA is essential in linking Denver's people and products to the world. Join the team at DIA and be part of the future for the world's most exciting airport.

Job Responsibilities:

The Aviation Operations Representative is assigned to the Airport Communication Center (ACC), which is a 24/7 operation and is the central communications point for the airport community.

Controls a centralized communications center which includes monitoring and operating multiple computer systems such as two-way radio and voice communication consoles, fire alarm, runway surface sensor system, CCTV system master controller, and electronic logbook to initiate proper airport-wide response.

Monitors, operates and controls computerized weather reporting systems to access, monitor and interpret weather conditions, and initiates airport-wide response.

Accesses and operates a FAA computer system to transmit Notices to Airmen to report status of airfield conditions.

Acts as the central coordination and communications center during airfield emergencies and snow removal activities to coordinate airport-wide and external emergency responses. Staffs the Emergency Operations Center to support communications and coordination functions.

Operates an automated communications console making and receiving calls in routine operations and non-routine operations and dispatching and notifying appropriate response personnel.

Monitors and controls a centralized security system to enforce Transportation Security Administration regulations and receives alarms and initiates appropriate airport response. Enforces Airport Security program by issuing violation notices to airport employees for security violations.

Receives training in aircraft ground control, gate management, and facility management. Inspects concourses, cargo areas, and the customs facility for safety and operational problems.

Maintains accurate and complete log book entries and manual records of airport events.

Supports snow removal activities for the airlines by assisting the ramp tower coordinator during deicing operations.

Trains other employees in day to day procedures.

Qualifications:

Education Requirement:

Two years college level coursework in the field of aviation management or related field.

Experience Requirement:

Two years of airline, military aviation, air traffic control or airport operations experience in the following areas:

--Airline operations center

--Air traffic control

--Military aviation operations (specific to flight line and/or aviation terminal operations).

--Civilian airport operations experience

Experience/Education Equivalency:

A combination of additional appropriate education and experience may be substituted on a year-for-year basis for the minimum education and experience requirements.

Certifications/Licenses:

Possession of a valid driver's license is required at the time of application.

Additional Information:

Please apply on-line at <http://www.denvergov.org/jobs>

Candidates must also:

- Be willing to work any shift (rotating), weekends, and holidays.
- Be willing to work extended hours during airport emergencies or snow operations.
- Be highly proficient with the use of computers and have the ability to multi-task during non-routine events.
- Be able to maintain a top level of performance in multi-tasking during high stress operations and emergencies.
- Must be able to successfully pass physical and drug screen.

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Note - if you have applied for this recruitment as City Only, you do not need to apply again.

Classification Title: Aviation Operations Representative #CS1559

Pay Grade: 614-S

Agency: Denver International Airport

Testing: CritiCall (computerized multi-tasking performance assessment test) 100%.

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation, but employees cannot use vacation leave during this period.

Recruiter: Joe Boyersmith 720-913-5647

CS0457	Cook (On Call) Family Crisis Center	On Call Regular	\$10.81 - \$15.80 hourly	05/20/09	Continuous
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Job Description:

The City and County of Denver, Department of Human Services is seeking qualified applicants for a Cook, (On Call) with the unique ability to work with at-risk youth in a residential treatment facility.

This position is not benefit eligible. The position will work 39 hour per week with a set schedule and will be paid on an hourly basis.

The Family Crisis Center is a 24 hour, 7 days a week facility operated by Denver County Department of Human Services that offers the "Hope and Opportunity" program for the children and families served.

The Family Crisis Center is located next to the Human Services Building at 2929 West 10th.

Successful candidates must be willing and available to work between the hours of 6:00 a.m. and 7:00 p.m. 7 days a week, including holidays.

Bilingual candidates are encouraged to apply.

Job Responsibilities:

This position prepares, cooks, and bakes food into meals and prepares food for the clients and staff, at the Family Crisis Center, both standard and special occasions.

Reviews menus and work orders to determine type and quantities of meat, vegetables, soups, salads, desserts, bakery, and other food items to be obtained and prepared.

Ensures that required sanitary levels are maintained throughout the food preparation process and that all foods prepared meet existing standards for quality, freshness, taste, and appearance.

Maintains established departmental policies and procedures, objectives, quality assurance program, and health and safety standards.

Qualifications:

Graduation from high school or possession of a GED certificate desirable and one year of experience performing food preparation and/or service for an establishment such as an educational, correctional, military, or medical institution.

A combination of appropriate education and experience may be substituted for the minimum experience requirement.

Must be willing and able to lift 25-50 pounds continuously.

Must be able to work between the hours of 6:00 a.m. and 7:00 p.m. 7 days a week, including holidays.

The ideal candidate will have experience working with a diverse population, and exposure to many different cultures and practices.

Experience in a school environment, (youth/children), is preferred, but not required.

Strong leadership skills, and a team attitude is necessary.

Creativity and having knowledge of improvising as it relates to food preparation is a plus.

Additional Information:

The Department of Human Services will conduct criminal background checks as part of the hiring process. Successful candidates must be able to successfully complete this criminal background investigation.

Denver Human Services promotes the well-being, protection and independence of Denver residents through its many services for low-income and at-risk families, children, seniors and other adults.

For more information regarding Denver Human Services, please visit our website www.denvergov.org/HumanServices/

Additional compensation will be paid for the bilingual skill based on level of proficiency.

Please apply on-line at <http://www.denvergov.org/jobs>

Classification Title: Cook #CS0457

Pay Grade: 606-S

Agency: Human Services

Testing: 100% Scored Supplemental - Matrix evaluation of Training/Education and Experience

Recruiters: TA

Intern 2009.11.12	Denver Mayor's Office Internships	Intern	\$0/Year	11/12/09	11/27/09
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Job Description:

The Administration Office of Denver Mayor John Hickenlooper seeks several unpaid, part-time or full-time **Interns** to assist this spring with office administration and organization, research projects and writing, customer service, and correspondence. Opportunities exist within the Greenprint Denver, Legislative, Scheduling and Administrative functions of the office.

The intern will experience a fast-paced, professional environment and will learn about Mayor Hickenlooper and his initiatives, Denver municipal government and public service.

Job Responsibilities:

The intern will provide administrative support for the Mayor's office, including but not limited to general office duties: receptionist, correspondence, calendars, events, meeting planning, office supplies, etc.

Perform work on schedule and in a complete and accurate manner.

Demonstrate the highest level of customer service.

Communicate effectively to the general public as well as other City employees and management.

The intern will report to the Operations Supervisor in the Mayor's Office and will receive real-time feedback on performance as well as a review at the end of the internship.

Qualifications:

Business Management, Law, Public Relations, Political Science, Communications, or Journalism major preferred.

Required: Excellent customer service, writing, proofreading, grammar and spelling, Microsoft Word and Excel skills, ability to handle multiple projects and dependable. Successful candidates will be required to pass a background check.

Additional Information:

Schedule: Part time or full time, with a minimum of 16 hours per week consistently (for example, Mondays, Wednesdays and Thursdays).

Compensation: Unpaid. Upon request, we will work with your college/university to accommodate the requirements of your school's internship program.

To apply: Applications are not being accepted online. Instead, please electronically submit the following to arthur.gilkison@denvergov.org. Please use "Administrative Internship" for the subject line:

- Letter of Interest (including interests and schedule of availability)
- Resume
- One short writing sample
- Three references

Note: Interviews will be scheduled in November

EOE
KH

NONCSAINT	Denver's Division of Theatres and Arenas Sponsorship Intern	\$0/Year	09/24/09	01/31/10
ERN-6	Intern			

Job Description:

The Marketing Department of the City & County of Denver's Division of Theatres and Arenas seeks an unpaid, part-time or full-time intern to assist with activation of sponsorship programs to include event coordination, on-site support, creative planning and promotion and lead generation in support of the sales goals of the organization. The position may include other related duties and/or responsibilities as assigned or requested.

Job Responsibilities:

The intern will experience a fast-paced, professional environment of sponsorship and marketing and will learn about the Division of Theatres and Arenas and its initiatives, Denver municipal government and public service.

The intern will be expected to take direction as well as take initiative to problem solve as an individual, and will take on new tasks and complete them relatively independently. This person will act as a liaison for Theatres and Arenas and coordinate events and sponsorship activation onsite. This individual will also draft proposals and generate reports.

Qualifications:

Currently pursuing an undergraduate degree. Marketing, business, communications, event management, venue or facility management, or hospitality major preferred.

Required: Excellent verbal and written communication skills, strong and outgoing charisma and people skills, strong organization skills, strong time management skills. Must be able to proactively plan and coordinate work; maintain sponsorship contract compliance and be willing to work non-traditional hours. Must have a valid driver's license and be willing to commute to the various venues that Theatres & Arenas manages, as well as arrange travel as needed to coordinate sponsorship activation. Comfort with Microsoft Word and Excel and office equipment. Ability to handle multiple projects simultaneously. Dependable and energetic personality.

Helpful (but not required): Microsoft Outlook. Sales experience and knowledge of the Denver market.

Additional Information:

Closing Date and Time: Open until filled

Schedule: Part time, must be willing and able to work non-traditional hours

Compensation: Credit. Upon request, we will work with your college/university to accommodate the requirements of your school's internship program.

Orientation: Interns will be briefed on the multitude of projects that the marketing department undertakes in relation to sponsorship. Projects will be mutually decided upon based on the needs of the department. Students will work closely with members of the marketing department and will be brought into our team through introduction to other staff members, sponsorship representatives and through regular team meetings.

Training/Instruction: Instruction on the use of the City's computer systems, office protocol and background information on the Theatres and Arenas division will be provided at the start of the internship. Additional training will be provided as needed. Interns are encouraged to ask questions and seek out help when necessary. Weekly meetings will be set for project updates

and to clarify direction.

Supervision: Interns will be expected to complete projects with quite a bit of self-direction. Projects will be guided by staff members.

To apply:

Applications are not being accepted online. Instead, please electronically submit a letter of interest (including schedule of availability), a resume, and 3 references to amber.fochi-little@denvergov.org. Please use "Sponsorship Internship-Fall/Winter 2009" for the subject line. Interviews will be scheduled in October until the position is filled.

05404 A 10/09 Deputy Director (Manager 1) Auditor's Office	Unlimited Regular	\$71,569 - \$114,207	10/02/09	Continuous
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Job Description:

If you want to grow your career within an organization, improve the way an entire City operates, and give back to the community, this may be the perfect opportunity for you.

The City and County of Denver Auditor's office is seeking a Deputy Director of Internal Audit to partner in the leadership of its Internal Audit Division. This position will be responsible for the designing and execution of short term and long term strategies and goals, assessing operational risks, making recommendations and improvements to City internal controls, policies, and procedures to reduce exposure to loss and violation of laws and regulations, while leading professional internal auditing staff responsible for conducting compliance and performance audits and other studies of City departments, programs and contracts. Responsibilities include providing quality control oversight of all audit and advisory services and developing and managing staff.

Job Responsibilities:

Supervises, develops and evaluates teams of Auditors, and occasionally external subject matter experts and student workers, on all types of audits and advisory services.

Provides general audit technical guidance and training to subordinate Auditors and staff.

Monitors audit progress and reviews/signs-off on workpapers and reports.

Designs and utilizes multiple audit methodologies commensurate to the position.

Primarily responsible for developing and ensuring that audit and advisory service reports are issued in accordance with Division policy and professional audit standards.

Develops summaries and makes presentations of audit findings to executive management and the audit committee.

Monitors and controls audit budget of assigned projects.

Assists the Director in the development of the annual audit plan.

Performs quality assurance for audits and advisory services.

Follows up and tracks the status of audit recommendations.

Provides internal and external training.

Fully complies with professional audit standards and Division operating policies and procedures in the execution of work activities.

Conducts various office administrative tasks and other duties as assigned.

Qualifications:

Education Requirement:

Baccalaureate degree in Public Administration, Accounting, Finance, Economics, Business Administration or related field.

Experience Requirement:

Three years of supervisory level experience of professional level audit staff, of which one year must have included the analysis and/or implementation of processes, procedures, practice and policies in an auditing function, as well as, experience handling various employee relations.

In addition to the required education and experience the following skills and education are strongly preferred:

A Graduate degree in a related field.

Strong computer skills working with ERP systems, electronic workpapers, and audit data mining software (i.e. ACL).

Advanced knowledge of MS Word and Excel and management reporting tools.

General Accepted Government Auditing Standards (GAGAS). General Accepted Accounting Principles (GAAP).

International Professional Practices Framework promulgated by the Institute of Internal Auditors (IIA).

Government Accounting Standards Board (GASB) statements.

Related Audit Professional Certification (i.e. CGAP, CIA, CFE, CPA, CISA)

Communication skills including verbal skills presenting diverse and complex types of information to a wide variety of individuals

and groups as well as written documentation and editing skills.

Performance Measurement principles and Fiscal/Performance audit methodologies including quantitative methods.

Ability to establish and maintain strategic working relationships with personnel from City departments, executive management, public officials, investigative bodies, and the general public.

Additional Information:

TO BE CONSIDERED FOR THIS POSITION YOU MUST APPLY ON-LINE AND PLEASE ATTACH A CURRENT RESUME TO THE ON-LINE APPLICATION. NO PAPER APPLICATIONS OR E-MAILS PLEASE.

Information provided on the application / resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Manager 1 CV1951

Pay Grade: 814-V

Agency: Auditor's Office

Testing: 100% Scored Supplemental

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation, but employees cannot use vacation leave during this period.

Recruiters: LCW/DB

03562	Forensic Pathology Fellow	Intern	\$72,321.60 - \$72,321.60	03/26/08	Continuous
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Job Description:

The City and County of Denver's Office of Medical Examiner (OME) has a vacancy for Forensic Pathology Fellow. Office of Medical Examiner investigates deaths that fall under state statute, and determines the cause and manner of death. This position will assist in the performance of medicolegal autopsies, and the investigation of medicolegal deaths. This is a training position for a period of one year that will prepare the fellow for board certification in forensic pathology. The Denver Office of Medical Examiner is in the application phase of ACGME accreditation.

Job Responsibilities:

Responsible for performing between 200 and 250 forensic autopsies. This includes evidence collection, photography and identification procedures.

Dictate autopsy findings, order and interpret tests and finalize medicolegal autopsy reports.

Provide information to office staff so that death certificates (DC) can be completed by the OME.

Meet or communicate telephonically as necessary to discuss the findings at autopsy and explain the cause of death to families, attorneys and other parties.

Testify in court or give depositions when called upon on cases performed by them in order to render opinions as to the cause of death in court proceedings.

Qualifications:

Graduation from an accredited school of medicine or osteopathy.

Completion of ACGME (Accreditation Council for Graduate Medical Education) approved postgraduate residency program in anatomical pathology or anatomical pathology/clinical pathology by the date of the start of the fellowship term.

Must be eligible for medical licensure in Colorado, and board certified or board eligible in anatomic pathology or anatomic/clinical pathology by the date of the start of the fellowship term.

Additional Information:

Please apply online at <http://www.denvergov.org/jobs>

In addition to completing the online application, please forward a copy of your resume to Dr. Amy Martin, Program Director at amy.martin@denvergov.org.

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies,

including the completion of a background check, part of which is a criminal history.

Classification Title: Forensic Pathology Fellow #CD2300

Pay Grade: 401-D

Testing: 100% Scored Supplemental.

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver.

Agency: Office of The Medical Examiner

Recruiters: TA|SK

18257 05521 Locksmith	Unlimited Regular	\$36,021 - \$52,552	11/17/09	11/23/09
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Job Description:

Interested in working on a variety of locks, locations and related systems?

The Denver Sheriff Department is currently accepting applications for a **Locksmith** to join its Maintenance Division. This position will work at various locations including the County Jail and the new Van Cise Simonet detention facilities. Because this position does work in the detention facilities, the selected individual will be working around detainees/inmates. Our Maintenance Department is a 24 hour a day, 7 day a week operation so applicants must be flexible and willing to work various shifts.

This skilled position installs, repairs, and maintains all types of locks and security systems which includes lock-opening and modifications. In addition, the position involves:

- working with electronic records detailing the lock and key inventory and physical locations
- Operating key-cutting equipment
- Creating and executing a preventive maintenance schedule for doors, gates, and detention hardware

Applicants must be able to install and repair lever-tumbler and mortise locks as well as various other types of detention equipment. CML (Certified Master Locksmith) rating and experience with MIWA or similar locking systems is highly desirable. Sound interesting? If the answer is yes, please review the detailed job responsibilities, minimum qualifications and submit a completed electronic application.

Job Responsibilities:

- Plans, installs, repairs and maintains all types of locks, including electrical exit, remote control devices, door locks, padlocks, elevator locks, emergency exit doors, and security lock systems at various levels of security.
 - Knowledge of locksmithing, including electrical and security, systems sufficient to be able to plan, install and maintain locks.
- Recodes locks which involve changing pins and tumblers to avoid a breach of security.
 - Skill in recoding locks.
- Maintains detailed records of coding locks and logging all work done on each lock. May utilize a computer to maintain key control information.
 - Skill in maintaining and organizing files, records and documents.
 - Skill in filling out forms and completing paperwork related to the work assignment.
- Maintains inventory and orders necessary parts, replacement locks, pin keys and key blanks.
 - Knowledge of inventory techniques sufficient to be able to maintain adequate levels of supplies.
- Formulates new lock systems for new and expanding departments.
 - Knowledge of locksmithing, including electrical and security, systems sufficient to be able to plan, install and maintain locks.
- Disassembles faulty locks using hand tools, replaces defective or worn parts, cleans and lubricates parts, reassembles, and tests locking devices.
 - Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.
 - Skill in using hand tools and equipment common to maintenance and repair work.
 - Knowledge of locksmithing, including electrical and security, systems sufficient to be able to plan, install and maintain locks.
- Some positions assist in maintenance and repair work in a variety of skilled trades work.
 - Skill in understanding and applying oral, written, illustrated for demonstrated instructions.

- Performs other related duties as assigned or requested such as general facility and tool maintenance/repair.

Qualifications:

Required Experience:

- **Two years** of experience setting-up, installing and maintaining large key systems.

Required Education:

- Graduation from high school or possession of a GED certificate
- Equivalency: Additional appropriate education may be substituted for one year of the minimum experience requirement.

Required Licensure:

- Possession of a valid Colorado Class 'R' Driver's License at the time of application

Preferred:

- CML (Certified Master Locksmith) rating/certification
- Experience with MIWA or similar locking systems

Additional Information:

City & County of Denver employee/re-hire applicants: if you already applied to the internal-only posting (CCD 18257 05494), you **do not** need to reapply.

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Vacation, Sick-Time and Holidays
- Retirement (Pension Plan!)
- Flex Spending Account
- RTD ValuPass Discounts
- Parking Flex Cash
- Life Insurance; Short-term and Long-term Disability Insurance
- Flex Time
- Domestic Partner Programs
- Wellness Center & Classes (Webb Building location)
- Education & Training Classes (Webb Building location)
- On-site perks such as dry cleaning, mail service and lobby convenience stores

No relocation assistance is available.

The successful candidate will be required to pass a background check and complete a minimum six month probationary period (benefits will be active during this period except vacation leave) prior to attaining career status with the City.

Classification Title: Locksmith

Pay Grade: 616T

Agency: Denver Sheriff Department

To Apply: please click on the 'Apply' button at the top of this page, or visit: www.denvergov.org/jobs

Testing: Supplemental Questions

Background Check: Required

Probationary Period: 6 months

Recruiter: KH

ARRA 05422	Psychologist - Juvenile	Limited Regular	\$47,074.40 - \$57,516.80	11/13/09	Continuous
CO0606A					

Job Description:

This is a **LIMITED POSITION** (3 years, ending June 30, 2012) and **part-time** (32 hours/week).

The **Denver Sheriff's Department** is seeking a **licensed Psychologist specializing in juvenile treatment** to work in the Denver County Jail. The selected individual will have the opportunity to focus on psychological services including assessment, treatment and consultation services **specifically designed for juveniles that have been charged-as adults.**

In addition, this position will supervise doctoral-level psychology students and function as part of a multi-disciplinary team which

includes: Sheriff Deputies, Psychiatrists, medical personnel and other civilian staff.



This position is grant-funded through the American Recovery & Reinvestment Act (ARRA). Specifically, this project is supported by the Recovery Act JAG Formula, Grant #2009-SB-B9-1564, issued by the Bureau of Justice Assistance, Office of Justice Programs.

These JAG Recovery grant funds will be used to develop and implement a multi-disciplinary treatment program that is specific for juvenile offenders. The goals of the program are as follows:

- Improve classification and mental health screening at intake.
- Expand mental health and case management treatment and services to all juvenile inmates.
- Improve family relationships for juvenile inmates prior to reentry into the community.

Job Responsibilities:

- Evaluates, diagnoses and treats emotional, behavioral and mental disorders and/or psychological problems associated with juvenile offenders.
- Administers and interprets tests (including the MAYSI-2) assessing intellectual abilities, personality characteristics, cognitive skills and psychopathology and writes-up appropriate reports relative to the juvenile population housed in the Denver County Jail.
- Conducts intakes, admissions and discharges of juvenile offenders and manages the juvenile offenders' care.
- Exercises legal, clinical and professional responsibilities as required under applicable state laws such as involuntary holds, certification and release actions.
- Utilizes clinical interviewing, medical records and history review and other psychological techniques to assess juveniles' needs. Prepares, updates and maintains medical records, progress notes, reports and summaries as needed.
- May perform clinical supervision over staff.
- Collaborates/consults with other professionals, relatives and teachers or others to coordinate the diagnosis, management, intervention or treatment of patients.
- Performs other related duties as assigned or requested.

Qualifications:

Required Licensure / Certification:

- **Must be a licensed Psychologist** by the Colorado State Board of Psychologist Examiners at the time of application.

Required Experience (must be demonstrated on application):

- **One year of supervised experience** under a licensed psychologist in the practice of psychology after attainment of the Ph.D., Psy.D., Ed.D.
- Internships will not be counted toward experience.

Required Education (must be demonstrated on application):

- **Ph.D., Psy.D., or Ed.D. in Psychology** from an accredited college or university with **major course work / curriculum focus on child / adolescent psychology.**
- Completion of any internships required by degrees.

Preferred Experience (applicants with the following will be given preference in consideration; **must be demonstrated on application**):

- Experience administering and **working under the requirements of a grant.**
- Experience working with **juveniles in the criminal justice system.**
- Experience administering **MAYSI-2 assessments.**

Additional Information:

Please apply on-line at: <http://www.denvergov.org/jobs>.

No relocation assistance is available.

'Continuous' posting status means this position will be open until filled.

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including, but not limited to: background check, employment verification, education verification and completion of a minimum six month probationary period (benefits will be active during this period except vacation leave) prior to attaining career

status with the City.

Pay Grade: 8130

Hiring Range: \$47,074.40 - \$52,610.40 (this range reflects 32 hours/week, this is the adjusted annual equivalency)

Pay Range: \$58,843 - \$93,894

Class Title: Psychologist CO0606

Agency: Denver Sheriffs Department

Testing: 100% Supplemental Questions

Recruiter: KH / KG

CG2115-09	Recreation Aide/Golf Course Aide	On Call Regular	\$7.28 - \$8.03 hourly	01/15/09	11/27/09
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Job Description:

Denver Parks and Recreation is seeking Recreation Aides to work at recreation centers and golf courses located throughout the City and County of Denver for the 2009 summer season. These positions are in the areas of assisting recreation center and golf course staff in a variety of activities.

NOTE: Please be sure to indicate your location preference when completing the application.

Workdays and hours:

Workdays: Monday thru Saturday

Hours: Vary by site (may include some evenings)

You must provide your own transportation to job site.

Job Responsibilities:

This position performs clerical and custodial work in the operation and maintenance of a recreation facility or golf course.

Collects entrance fees, makes change and answers the phone as necessary.

Some positions clean dressing rooms around swimming pool area, showers and restrooms and replenish supplies as necessary.

Qualifications:

Minimum Qualification: Candidates must be at least 14 years of age at the time of application.

Additional Information:

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Recreation Aide
Pay Grade: 211-Y
Agency: Denver Parks and Recreation
Testing: 100% E&E
Recruiter: TA

CG2116-09	Recreation Facility Assistant/Golf Course Facility Assistant	On Call Regular	\$9.29 - \$10.25 hourly	01/15/09	11/27/09
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Job Description:

Denver Parks and Recreation is seeking Recreation & Golf Facility Assistants to work at recreation centers and golf courses located throughout the City and County of Denver for the 2009 summer season.

These positions assist recreation center and golf course staff with organized recreational activities and support the day-to-day operational activities of each facility.

NOTE: Please be sure to indicate your location preference when completing the application.

Job Responsibilities:

RECREATION CENTERS/GOLF COURSES: Variety of duties including front counter and program assistance.

COMMUNITY RECREATION: summer programs that focus on working with youth 14 to 16 years of age monitoring recreation activities including arts, crafts, sports, and cooperative games.

OUTDOOR RECREATION: Assisting with specialized instruction and developing skills in a challenge/ropes course.

Workdays and Hours:

Workdays: Monday thru Saturday

Hours: Vary by site (may include some evenings)

You must provide your own transportation to job site.

Qualifications:

Minimum Qualification: Applicants must be at least 16 years of age.

Additional Information:

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Recreation Facility Assistant

Pay Grade: 216-Y

Agency: Denver Parks and Recreation

Testing: 100% E&E

Recruiter: TA

CG2012-09 Recreation Instructor

On Call Regular

\$13.52 - \$19.74 hourly

01/15/09

11/27/09

Job Description:

RECREATION INSTRUCTOR IS A TEMPORARY, SEASONAL POSITION WITH NO BENEFITS.

Denver Parks and Recreation is seeking Recreation Instructors to support a variety of recreational programming at recreation centers located throughout the City and County of Denver for the 2009 summer season. Applications are now being accepted in consideration for current and future openings for the position of Recreation Instructor.

NOTE: Please be sure to indicate your location preference when completing the application.

Job Responsibilities:

Community Recreation (After School) programs include school-based Elementary and Middle School After School Programs for youth ages 6-14, summer day camp programs in parks and in schools, and an integrated teen enrichment program. Instructors for these programs teach or instruct a variety of activities which may include; homework help, tutoring, sports, arts and crafts, dance, drama, fitness, and various recreational, educational, or cultural enrichment events.

Community Recreation also implements track, t-ball, coach pitch, and baseball. Recreation Center programs may include day camp programs and/or a variety of youth, adult, and senior activities such as sports, arts, drama, dance, fitness, and educational, social, and cultural events. Knowledge and experience in instructing, teaching, or coaching any of the aforementioned activities, skills or programs is preferable. Experience in behavior management with the ability to supervise groups of children is desirable. Bilingual skills are a plus.

Citywide Sports is seeking individuals to facilitate programs and activities at City facilities for the summer and fall lessons. Programming will include group adult and youth tennis lessons, coaching junior tennis team and other types of events. Individuals should possess advanced tennis abilities and have direct experience in coordinating and instructing youth in skills clinics, camps, and/or other types of tennis activities Applicants must be committed to participant safety and willing to enforce program structure rules. Applicants must have or be willing to obtain CPR/First Aid certification which will be provided. Positions will work 15-25 hours per week during the summer and may have opportunities for additional hours depending upon the level of programming and participant registration.

Qualifications:

Education: Requires graduation from high school or GED certificate; AND 6 hours of college coursework in a recreation field, information technology, elementary or secondary education, psychology, sociology, or related field

Experience: 1 year of experience as a teacher, tutor, counselor, or coach in an organized recreation program or related field at the level of a Recreation Facility Assistant in the Career Service System.

Equivalency: A combination of the appropriate type and level of education and experience may be substituted for the minimum education and experience requirements. Assignment may require a valid Colorado Class R Driver's License. Appropriate volunteer experience may be substituted. A letter from the volunteer source must be submitted at the time of application.

Additional Information:

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Recreation Instructor
Pay Grade: 608-G
Agency: Denver Parks and Recreation
Testing: 100% E&E
Recruiter: TA

05517 32388	Television Engineer (05495 32388)	Unlimited Regular	\$48,783 - \$77,847	11/17/09	Continuous
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Job Description:

The City and County of Denver's **Denver 8 Television** is seeking an **experienced Television Engineer**. The City and County of Denver's **Denver 8 Television** operates two full-time cable television channels. Channel 8, the primary channel, is also available on the internet 24/7. Denver 8 produces live and taped programming from two locations and a production truck.

This position will conduct and coordinate the **planning, installation, operation, repair and maintenance of television production and transmission systems for all related equipment and facilities; this includes managing the capital budget, equipment purchases and maintenance**. In addition, this position is responsible for **development and prioritization of work plans and schedules** for Engineering projects and resources, as well as for the **engineering design elements and implementation** of various facility and equipment improvement projects.

Applicants will need to **demonstrate knowledge of:** digital television processes, remote control camera systems, fiber optics transmission systems, non-linear editing systems, master control playback facilities (including automation), video and audio routing equipment, RTS intercom systems, digital video camera technology, and digital asset management (library) concepts. Preferred candidates will have knowledge of web streaming and video archiving systems.

Applicants will also need to **demonstrate experience in:** computer and IT systems supporting television systems in addition to installing and maintaining PC hardware and software, Apple Macintosh hardware and software, and configuring PC/Mac, Mac OS server and network-related equipment according to department standards.

The **successful candidate will possess** strong verbal and written communication skills enabling effective communication with customers, coworkers and vendors. Demonstrated ability to work in a team-based environment to ensure 24-7 support for our customers and will be required to respond to emergencies during off hours and/or placed on stand-by as required. Applicants must have a valid driver's license and be willing to use their own vehicle to drive to various facilities.

Job Responsibilities:

The formal job description duties include:

- Monitors strength, clarity, and reliability of incoming and outgoing signals, and adjusts equipment as necessary to maintain quality broadcasts
- Designs, configures, installs, troubleshoots, repairs, and operates new and existing television equipment and information systems, which includes closed-circuit/cablecast television systems and related electronic equipment
- Recommends and implements technical requirements for transmitting all large, live, or mobile multi-camera broadcasts
- Develops and oversees a television equipment maintenance program to ensure minimal downtime due to component failure, which includes making decisions about repair, replacement, and warranty work
- Researches new television equipment and systems to determine feasibility; collects quotes and recommends purchases for new equipment and/or repair of existing equipment
- Creates and maintains engineer workflow processes and standard operating procedures (SOPs); trains staff in the proper operation of television production and test equipment
- Monitors and controls the budget for repair and maintenance for all television equipment and systems.

- Performs other related duties as assigned or requested

Qualifications:

Required (must be demonstrated on application/resume):

- **Three years** of experience:
 - Designing and installing **video broadcast facilities** including:
 - Knowledge of: digital television processes, remote control camera systems, fiber optics transmission systems, non-linear editing systems, master control playback facilities (including automation), video and audio routing equipment, RTS intercom systems, digital video camera technology and digital asset management (library) concepts
 - Experience in: computer and IT systems supporting television systems in addition to installing and maintaining PC hardware and software, Apple Macintosh hardware and software, configuring PC/Mac, Mac OS server and network-related equipment
 - Repairing **all related equipment and devices** to the **component level**.
- **Bachelors** Degree in Telecommunications, Electronic Engineering Technology, Computer Information Systems, Electrical Engineering or a related field.
 - Additional related experience may be substituted for the education requirement.
- **Preferred:**
 - Knowledge/experience with web streaming and video archiving systems

Additional Information:

City & County of Denver employee/re-hire applicants: if you already applied to the internal-only posting (CCD 05495 32388), you **do not** need to reapply.

We offer a very competitive **benefits package** including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Vacation, Sick-Time and Holidays
- Retirement (Pension Plan!)
- Flex Spending Account
- RTD ValuPass Discounts
- Parking Flex Cash
- Life Insurance; Short-term and Long-term Disability Insurance
- Flex Time
- Domestic Partner Programs
- Wellness Center & Classes (Webb Building location)
- Education & Training Classes (Webb Building location)
- On-site perks such as dry cleaning, mail service and lobby convenience stores

No relocation assistance is available.

The successful candidate will be required to pass a background check and complete a minimum six month probationary period (benefits will be active during this period except vacation leave) prior to attaining career status with the City.

"Continuous" posting status means this position will be open until filled.

Classification: Television Engineer

Pay Grade: 808I \$48,783 - \$77,847

Agency: Technology Services, Denver 8 TV

To Apply: please click on the "Apply" button at the top of the page / visit: www.denvergov.org/job

Testing: Supplemental Questions

Recruiters: KH

**Internal
Opportunities**

Job #	Job Title	Job Type	Salary	Open	Close
CCD 05493	CITY ONLY Associate Heavy Equipment Mechanic	Unlimited Regular	\$37,657 - \$54,952	11/16/09	11/30/09

Job Description:

CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR). Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.

Denver International Airport (DIA) is seeking an **Associate Heavy Equipment Mechanic (Airfield Snow Removal Equipment)**. Establishing eligibility list for qualified HEM to repair aviation snow removal equipment and vehicles.

DIA is the 4th busiest airport in the nation and the 9th busiest in the world. As the nation's newest major airport, DIA is poised for additional growth. And as the port for the Rocky Mountain region, DIA is essential in linking Denver's people and products to the world. Join the team at DIA and be part of the future for the World's most exciting airport.

This is a challenging position due to the DIA strategic growth within the Aviation Industry and the economic engine created. Your participation, skills, abilities will enhance and add value to the maintenance leadership team of DIA.

Job Responsibilities:

You will perform skilled mechanical work in the maintenance, repair, and major overhaul of a wide variety of diesel, gasoline, and electric and alternate fuel powered equipment. The special qualification on this recruitment is the experience of working with (airfield snow removal equipment).

Qualifications:

Education - HS/GED

Education - Three (2) years of experience in the diagnosis, repair and maintenance of gasoline, diesel or alternative fuel power equipment including electronic systems, hydraulic systems, transmission and combustion engine overhaul. Satisfactory completion of an accredited automotive and diesel technician training program plus one year of experience in the diagnosis, repair, and maintenance of gasoline, diesel, or alternative fuel power on heavy equipment may be substituted for the minimum education and experience requirements:

Special Qualification - one year of mechanical work on (airfield snow removal equipment).

- Some positions require ASE Air Brake Certification and ASE Refrigerant Recovery and Recycling Certification mandated by federal regulations by the end of probation.
- Incumbents must provide and replace hand tools.
- The City and County of Denver is required by Federal and State regulation to perform pre-employment testing for alcohol and illegal drugs for positions requiring a commercial driver's license (CDL).
- Some positions require possession of a Class "A" Commercial Driver's License and Hazardous Materials endorsement by the end of probation and possession of a Class "S" license may be required at a later time by assignment. * Some positions require ASE Air Brake Certification and ASE Refrigerant Recovery and Recycling Certification mandated by federal regulations by the end of probation.
- Willing to work any shift, weekends and holidays. * Mandatory snow removal required.
- FBI fingerprinting is required for DIA positions.

Additional Information:

CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR). Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.

Classification Title: Associate Heavy Equipment Mechanic (Airfield snow Removal Equipment) DIA

Pay Grade: 617-T

Agency: Department of Aviation

Testing: Scored Supplemental - 100%

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver.

Joe Boyersmith 720-913-5647

Apply online via www.denvergov.org/jobs.

CCD 05482	CITY ONLY CCD 05482 Maintenance Technician - DIA Unlimited Regular -(Passenger Loading Bridge)	\$31,512 - \$46,008	11/16/09	11/30/09
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Job Description:

CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR).

Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.

Denver International Airport – DIA has a position for Maintenance Technician (Passenger Loading Bridges)

DIA is the 4th-busiest airport in the nation and the 9th-busiest in the world. As the nation's newest major airport, DIA has the capacity to double in size and is poised for future growth. DIA is a major hub airport, serving as the port for the Rocky Mountain region, and is essential in linking Denver's people and products to the world. DIA's 16,000-foot runway -- the longest commercial runway in North America - and its central location in the United States position the airport ideally to handle future growth in international air traffic. Join the team at DIA and be part of the future for the world's most exciting and forward-thinking airport!

This is a challenging position due to the DIA strategic growth within the Aviation Industry and the economic engine created. Your participation, skills, abilities will enhance and add value to the maintenance leadership team of DIA.

Job Responsibilities:

Duties include performing maintenance, repair and upgrades of passenger loading bridges and mechanical, hydraulic and electrical systems including stairways, tire and wheel assemble. Demonstrated knowledge and ability to use mechanical hand and power tools for repairs and/or replacement of worn parts including major mechanical work. Skill in recognizing mechanical abnormally and faulty parts within hydraulic, mechanical and electrical systems preferred.

Qualifications:

Education - Minimum requirements are HS/GED

Experience - Two years experience as skilled trade's mechanical helper or semi-skilled duties requiring mechanical, hydraulic and electrical skills.

Equivalency - Additional appropriate education may be substituted for one year of the minimum experience requirement.

(CDL) "B" with appropriate endorsements, supplemented by a good driving record prior to the end of the probationary period.

Will work weekends, holidays and any shift.

Will work mandatory overtime and snow

Willing to get your CDL within 5 months of employment prior to the end of probation.

Require Alcohol & Drug test and Pre-Employment Physical

Required current MVR at time of interview

Ideal candidate will have demonstrated work experience with in snow removal maintenance at airport facilities and construction management work experience. Additionally, must be:

- Mandatory work with snow removal teams and be innovative on approach and execution to make sure of safety and enhanced snow removal operations
- Mandatory to work emergency crisis and train and develop the team and leadership effort of employees

Additional Information:

Please apply on-line at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history and FBI fingerprinting for DIA.

Classification Title: Maintenance Technician

Pay Grade: 613-T

Agency: Department of Aviation (DIA)

Testing: 100% Scored Supplemental

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation, but employees cannot use vacation leave during this period.

Recruiters: Joe Boyersmith 720-913-5647 DB

Y EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR). Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.

CCD 05487 CITY ONLY Equipment Operator Specialist - Recycle Unlimited Regular \$34,457 - \$50,274 11/16/09 11/20/09

Job Description:

CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR). Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.

This position is with the Solid Waste Management Division of Public Works.

Job Responsibilities:

Performs a full range of operations on specialized equipment involved in trash and recycling collection.

Qualifications:

Education Requirement:

Graduation from high school or possession of a GED certificate is preferred.

Experience Requirement:

Three years as a Utility Worker in the Career Service system where the primary assignment was to assist the Equipment Operator Specialist.

OR

Two years as a Senior Utility Worker in the Career Service system.

OR

Two years as an Equipment Operator in the Career Service system.

OR

One year operating equipment at the Equipment Operator Specialist level or higher (prior employment outside the City).

In addition to one of the requirements listed above, you must show some experience or training operating the Recycle Truck or Emco Sideloader Trash Truck to qualify for this list.

Licensure and Certification:

You must possess a valid Colorado Commercial Driver's License CDL "B" with appropriate endorsements at the time of application. Any air brake restrictions (L) must be lifted at the time of application. License must be kept current as a condition of continued employment in this class.

Additional Information:

Information provided on the application / resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

Please apply online at <http://www.denvergov.org/jobs>

If your name has been on the list in the past you MUST apply and test again to be on this list.

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Equipment Operator Specialist CJ1905

Pay Grade: 614-J

Agency: Public Works

Testing: 100% Performance Test

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period.

Recruiters: LCW/TB

CCD 05473	CITY ONLY Heavy Equipment Mechanic - DIA (Airfield Unlimited Regular Snow Removal Equipment)	\$41,160 - \$60,067	11/16/09	11/30/09
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Job Description:

CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR). Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.

Denver International Airport (DIA) is seeking a Heavy Equipment Mechanic (Airfield Snow Removal Equipment). Establishing eligibility list for qualified HEM to repair aviation snow removal equipment and vehicles.

DIA is the 4th busiest airport in the nation and the 9th busiest in the world. As the nation's newest major airport, DIA is poised for additional growth. And as the port for the Rocky Mountain region, DIA is essential in linking Denver's people and products to the world. Join the team at DIA and be part of the future for the World's most exciting airport.

This is a challenging position due to the DIA strategic growth within the Aviation Industry and the economic engine created. Your participation, skills, abilities will enhance and add value to the maintenance leadership team of DIA.

Job Responsibilities:

You will perform skilled mechanical work in the maintenance, repair, and major overhaul of a wide variety of diesel, gasoline, and electric and alternate fuel powered equipment. The special qualification on this recruitment is the experience of working with (airfield snow removal equipment).

Qualifications:

Education - HS/GED

Education - Three (3) years of experience in the diagnosis, repair and maintenance of gasoline, diesel or alternative fuel power equipment including electronic systems, hydraulic systems, transmission and combustion engine overhaul. Satisfactory completion of an accredited automotive and diesel technician training program plus one year of experience in the diagnosis, repair, and maintenance of gasoline, diesel, or alternative fuel power on heavy equipment may be substituted for the minimum education and experience requirements:

Special Qualification - one year of mechanical work on (airfield snow removal equipment).

- Some positions require ASE Air Brake Certification and ASE Refrigerant Recovery and Recycling Certification mandated by federal regulations by the end of probation.
- Incumbents must provide and replace hand tools.
- The City and County of Denver is required by Federal and State regulation to perform pre-employment testing for alcohol and illegal drugs for positions requiring a commercial driver's license (CDL).
- Some positions require possession of a Class "A" Commercial Driver's License and Hazardous Materials endorsement by the end of probation and possession of a Class "S" license may be required at a later time by assignment. * Some positions require ASE Air Brake Certification and ASE Refrigerant Recovery and Recycling Certification mandated by federal regulations by the end of probation.
- Willing to work any shift, weekends and holidays. * Mandatory snow removal required.
- FBI fingerprinting is required for DIA positions.

Additional Information:

CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR).

Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years and you meet the posted minimum requirements.

Classification Title: Heavy Equipment Mechanic (Airfield snow Removal Equipment) DIA

Pay Grade: 617-T

Agency: Department of Aviation

Testing: Scored Supplemental - 100%

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver.

Joe Boyersmith 720-913-5647

Apply online via www.denvergov.org/jobs.

CCD 05490	CITY ONLY Maintenance Technician	Unlimited Regular	\$31,512 - \$46,008	11/16/09	11/20/09
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Job Description:

CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR). Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.

This position is with the Solid Waste Management Division of the Public Works Department and will support the Keep Denver Beautiful program whose mission is to enhance the visual appearance of Denver by addressing graffiti and litter problems through service projects and educational programs.

Job Responsibilities:

This position will perform graffiti abatement using the most appropriate remediation method available.

Methods include but are not limited to use of power washer, commercial paint sprayer to paint over graffiti and the use of chemicals for pre-treatment before power wash.

You will also have crew leader responsibility over labor support workers. This job will require driving typically box vans or cherry picker truck, climbing ladders, climbing on top of buildings etc.

There is an assigned route to maintain and specific work orders to be completed so managing time is important. Independent judgment is exercised on best remediation method for the job.

There will be lots of interaction with the public; good customer service skills are a must.

There will be snow duty in the event of major snow event.

Qualifications:

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

Two years of experience as a skilled trades helper or skilled laborer performing a variety of duties requiring painting, construction, mechanical and building maintenance skills.

Licensure and Certification:

Possession of a valid driver's license at the time of application.

Additional Information:

Information provided on the application / resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Maintenance Technician CT0147

Pay Grade: 613 T

Agency: Public Works

Testing: 100% Scored Supplemental

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period.

Recruiters: LCW/TB

Job Description:

CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR). Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.

This position is with the Traffic Engineering Section of the Department of Public Works and will manage Senior Engineers and Engineers involved with the Traffic Signal program, the Signs and Markings program, the Traffic Management Center and Intelligent Traffic Systems programs and other related traffic management programs.

Job Responsibilities:

- Analyzes, prepares and manages the budget for the Traffic Engineering Section.
- Assists the Director with strategic planning and development of long and short range goals and objectives and integrates the department’s strategic plan into the Traffic Engineering Section plan.
- Supervises, coaches, and mentors Senior Engineers and Engineers and performs all of the elements of supervision.
- Recommends and presents justification for the adoption of standards, policies and procedures needed to support the section.
- Oversee overall contract process.
- Approve recommendations for updates to equipment and software to meet the needs of the section.
- Provide guidance, direction and when necessary resolution regarding controversial political issues involving City Council and Neighborhood issues including improving neighborhood traffic issues.
- Oversight/direction/vision of the Annual Work Program.

Qualifications:

Education Requirement:

Baccalaureate degree in Civil Engineering or a directly related field.

Experience Requirement:

Three years traffic engineering experience at the type and level of Senior Engineer (PE) of which one year must have included the analysis and/or implementation of processes, procedures, practice and policies regarding traffic engineering.

Licensure and Certification:

Registration as a Professional Engineer (PE) by the Colorado State Board of Registration for Professional Engineers at the time of application.

Possession of a valid driver’s license at the time of application.

Additional Information:

Information provided on the application / resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Manager 1 CE1749

Pay Grade: 818-E

Agency: Public Works

Testing: 100% Scored Supplemental

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver.

Recruiters: LCW

Job Description:

CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR). Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your

separation date was within the last 5 years; and you meet the posted minimum requirements.

THIS IS A LIMITED POSITION WITH AN END DATE OF 12/31/11.

Career Service Authority (CSA), Denver's human resource agency, is looking for a talented marketing & communications professional to join their team. As our **Marketing/Public Relations Specialist**, you will perform professional level, multi-disciplinary communications, including planning, developing, designing, coordinating, and monitoring of a variety of internal employee communication services, projects and materials.

This is an exciting time to join CSA. While traditionally the "corporate" HR agency for the City, we are now creating a new division of Human Resource Operations that will support the City in the field as part of the City's new shared service initiative.

Job Responsibilities:

- Write strategic and short notice employee communications, plus deliver emergency crisis and incident-related communications services.
- Ensure open, concise communication between CSA and City and County of Denver employees.
- Develop, coordinate, and monitor communications for a department or agency as part of the City's shared service initiative and develop strategic communications plans.
- Recommend, develop and/or modify the communications programs and services and the marketing policies, procedures, and standards to achieve CSA's goals and mission.
- Assist in providing crisis management and/or communications during emergency situations at both corporate (CSA) and agency level.
- Evaluate the effectiveness of communication services and strategies and recommends ways to improve or adjust strategies to management.
- Other duties as assigned.

Qualifications:

Education Required:

Baccalaureate Degree in Communications, Public Relations, Public Administration, Marketing, Business, Journalism, or a related field.

Experience Required:

Three years of professional level work experience performing employee internal communication service functions including emergency crisis responses, developing public announcements and presentations, and developing communication strategies.

Equivalency:

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements; except for the 3 years of employee internal communication services.

The **preferred candidate** will have:

- strong writing skills;
- experience in the production of communication materials;
- strong organizational skills;
- experience in presentations;
- worked in an employee communication role within a large corporation or within an organization that is as complex and dynamic as Denver;
- experience working directly with and providing counsel to senior-level management;
- experience developing communications plans and programs to support corporate strategies and goals.

Additional Information:

Apply on-line at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Marketing/Public Relations Specialist - CA1978

Pay Grade: 810-A

Agency: Career Service Authority

Testing: 100% Scored Supplemental

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation, but employees cannot use vacation leave during this period.

Recruiters: TCB/YDM

Job Description:

CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR).

Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.

Denver International Airport (DIA, Facilities - Journey person) has an opening for an experienced painter in maintenance and industrial painting.

DIA is the 4th busiest airport in the nation and the 9th-busiest in the world. As the nation's newest major airport, DIA has the capacity to double in size and is poised for future growth. DIA is a major hub airport, serving as the port for the Rocky Mountain region, and is essential in linking Denver's people and products to the world. DIA's 16,000-foot runway -- the longest commercial runway in North America - and its central location in the United States position the airport ideally to handle future growth in international air traffic. Join the team at DIA and be part of the future for the world's most exciting and forward-thinking airport!

Job Responsibilities:

These painting services help keep the airport running smoothly and safely for the airlines, traveling public and workers at DIA

- + Work experience on airport - facilities - maintenance/industrial
- + Need operational and work experience painting
- + Use of conventional and non-conventional spray painting
- + Worked in the painting trade doing maintenance/industrial facility - painting
- + By assignment some positions require Colorado Class "R" driver's license at time of application
- + Participates in a team approach to snow activities, does not violate any maintenance policies regarding snow removal, and performs assigned tasks without hesitation or complaint. This includes voluntary and non-voluntary participation.

Qualifications:

Education - Requires HS/GED and completion of a recognized apprenticeship program in the painting trade - or -

Experience - Three years of maintenance/industrial painting experience.

- + DIA positions must be willing to work any shift, weekends, and holidays.
- + DIA positions must be willing to work mandatory snow removal.
- + Positions require possession of a valid Colorado Commercial Driver's license (CDL) " B" with appropriate endorsements supplemented by a good driving record prior to the end of the probationary period. Tanker endorsement required by end of probation. Any air brake restrictions (L) must be lifted before the end of the probationary period.
- + License must be kept current as a condition of employment in some positions.
- + FBI fingerprinting is required for DIA positions.

Ideal candidate will have painting work experience in maintenance/industrial in a facility similar to DIA

Additional Information:

CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR).

Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.

Classification Title: Painter CT0155

Pay Grade: 616-T

Agency: Denver International Airport

Testing: Written Test 100%.

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation, but employees cannot use vacation leave during this period.

Recruiter: Joe Boyersmith 720-913-5647

Apply www.denvergov.org/jobs

Job Description:

CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR). Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.

The Denver Police Department Communications Center is recruiting for multiple Police Dispatcher positions. We are seeking flexible, multi-tasking individuals who can assess the priority for police, fire and/or emergency medical services, through exceptional listening, and problem solving skills. A dispatcher's responsibilities are multi-faceted, multi-dimensional and very fast paced in nature.

The Denver Police Department's Communication Center is a 24 hour, seven day a week operation, therefore, applicants must be willing to work the following:

- **shift work (swing or graveyard)**
- **work weekends**
- **work holidays and**
- **work overtime on short notice**

Shift Incentive Differential:

Swing shift (3:00 p.m. to 11:00 p.m.) receives an additional 7% above the current hourly rate of pay.

Graveyard shift (11:00 p.m. and 7:00 a.m.) receives an additional 12% above the current hourly rate of pay.

Job Responsibilities:

These positions perform dispatch work for the Department, operating and monitoring communications equipment in response to police emergencies. This position works closely with dispatchers for Denver Health and Hospitals as well as dispatchers for the Denver Fire Department.

A dispatcher enters information into a Computer Aided Dispatch (CAD) system and relays the call information to the first responder which may involve direct radio communication with police officers. A dispatcher performs computer clearances and information searches for police officers, and detectives utilizing computer systems including National Crime Information System (NCIC), the Colorado Crime Information System (CCIC) and City and County of Denver court files.

Qualifications:

Qualified applicants MUST POSSESS THE FOLLOWING:

Education: High School Diploma or GED Certificate

AND

Experience: One year of experience as a 911 Operator or Emergency Dispatcher

OR,

o Two years of experience in public contact over the phone/in person

OR,

o One year of high volume call center/general-dispatching experience.

OR,

o One year of experience as a paramedic on an emergency ambulance (not an air ambulance) or as a firefighter, police officer, or military police officer.

AND

MUST have skill in utilizing Microsoft Windows or comparable operating systems.

Additional Information:

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Police Dispatcher CLASS#CS0495

Pay Grade: 619-S

Agency: 911 Combined Communication

Testing: 100% Written Exam

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period.

Recruiters: TA

05515 A	CITY ONLY Staff Assistant - DIA (Executive Support)	Unlimited Regular	\$40,141 - \$64,030	11/14/09	11/30/09
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Job Description:

CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR).

Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.

Denver International Airport (DIA) has a Staff Assistant opening in the Airport Manager Office and Leadership Team Division. Duties include paraprofessional level work assisting professional staff; providing professional support for the leadership team in establishing and executing various tasks and duties; and support leadership team for the seven divisions sections and function(s) at DIA.

Denver International Airport is the 5th busiest airport in the nation and the 9th busiest in the world. As the nation's newest major airport, DIA is poised for additional growth. And as the port for the Rocky Mountain region, DIA is essential in linking Denver's people and products to the World. Join the team at DIA and be part of the future for the World's most exciting airport.

This position will be challenging due to the DIA strategic growth within the Aviation Industry and the roles as the region's economic engine. Your participation, skills, abilities will enhance and add value to the top leadership team of DIA.

Job Responsibilities:

- Manage daily administrative operations. Keep executive office informed of current status of work, providing status report of completed/on-going assignments and/or projects.
- Screen communications to assess urgency and prioritize level of importance.
- Prepare appropriate reply to written communications requiring executive office response.
- Implements and coordinates specific administrative functions by exercising limited decision making authority over essential elements assigned.
- Resolves operational and procedural issues that may require collaborating with various management and administrative staff.
- Maintains the executive office calendars and keeps advised of appointments and changes.
- Recommends and offers informed opinions to aviation management on courses of action based on specialized knowledge.
- Demonstrate and maintain effective interpersonal relations with co-workers, peers, senior staff, city council, and other city, state, municipalities and airline customers.
- Support strategic planning implementation.

Qualifications:

Special Qualification - (Executive Support) Perform professional support to chief executive and top leadership team for over a two year period.

Education Requires - Associate degree in Public Administration, Business Administration or related field

Experience Required - Two years of experience performing specialized and/or professional administrative support and project management support work at the type and at the level of Administrative Support Assistant IV for executive and their top leadership team.

Equivalency - A combination of appropriate type and level of education and experience may be substituted for the minimum education and experience requirements with the exception of two years professional administrative support to the executive and their top leadership team.

Ideal candidate will have work experience with the top leadership of an organization similar to DIA along with project management work experience. Additionally, must be:

- Willing to work flexible hours
- Willing to work emergency crisis and mandatory snow removal

Additional Information:

CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR).

Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.

Please apply on-line at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history and FBI fingerprinting. Require drug/alcohol and pre-employment physical.

Classification Title: Staff Assistant (Executive Support) DIA - CA1002

Pay Grade: 805-A

Agency: Department of Aviation

Testing: Scored Supplemental - 100%

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation, but employees cannot use vacation leave during this period.

Recruiters: 720-913-5647, JB & DB

CCD 05452	CITY ONLY Vehicle Control Agent - ON CALL	On Call Regular	\$33,597 - \$35,124	11/16/09	11/20/09
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Job Description:

CURRENT CITY EMPLOYEES – This is a city employee only recruitment for all current Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR) current Denver City employees with Career Service status eligible for TDR, and former employees eligible for re-employment. (Eligibility for re-employment requires that you have occupied the type and level classification of this posting and meet the posted minimum requirements.)

Denver's Right of Way Services Section of Public Works has multiple openings for **ON CALL** Vehicle Control Agents. Right of Way Enforcement issues citations for both on-street, off-street and private property parking violations. It administers vehicle booting and towing for the City, provides parking enforcement for sporting events, special events, holidays, concerts, and after-hours university events, and performs field checks and investigations of contested tickets.

These positions will work 39 hours maximum per week; the shifts will vary but will be primarily afternoon/evening, special events and weekends. There are no benefits.

However there is Shift Incentive Differential:

Swing shift 2pm - 10pm receives an additional 7% above current rate of pay.

Graveyard shift 12:30am - 9am receives an additional 12% above current rate of pay.

Job Responsibilities:

In general these positions are responsible for enforcing compliance with parking regulations through the issuance of citations for violations of the revised municipal code, and rules and regulations governing parking.

This work includes walking and/or driving routes in all weather conditions and issuing parking tickets. You represent the City of Denver to visitors and citizens and will be required to deal with angry people and remain courteous and calm so you must possess great customer service skills.

Qualifications:

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

One year of public contact experience providing information and relating rules, codes, regulations, and procedures.

Licensure and Certification:

Possession of a valid driver's license at the time of application.

Possession of a valid Colorado Class "R" driver's license prior to the end of probation is required.

Additional Information:

Information provided on the application / resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

Please apply online at <http://www.denvergov.org/jobs>

Successful candidates must be certified as a special police officer. Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history. You must also pass a pre-employment agility test.

Classification Title: Vehicle Control Agent CN2089

Pay Grade: 613 N

Agency: Public Works

Testing: 100% Written Exam

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation, but employees cannot use vacation leave during this period.

Recruiters: LCW