

NOTICE OF JOB OPENING

--

Posting Begins	January 6, 2022	Posting Ends	August 17, 2022
-----------------------	-----------------	---------------------	-----------------

Position Title	PROFESSIONAL PROGRAM ASSISTANT (STORMWATER INSPECTOR)
-----------------------	--

Department	Public Works	Division	Engineering
-------------------	--------------	-----------------	-------------

	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	701 N. 7 th Street Kansas City, KS 66101
-----------------------------	---

BRIEF JOB DESCRIPTION: The Professional Program Assistant will be responsible for Coordinating field activities with contractors, engineering staff, and the public. Review and inspect stormwater infrastructure, erosion, sediment control features, and report findings through various forms of communication and software platforms. Review complaints and inquiries for appropriate work order logs. Provide technical assistance to contractors and residents related to street and storm sewer maintenance activities. Maintain various databases, file retention, and organization for improved communication. Continually review and analyze field activities and processes to make recommendations for improvement to the County Engineer. This position must demonstrate expertise in the areas of environmental studies, spatial mapping, and the review and inspections of erosion and sediment control.

MINIMUM QUALIFICATIONS: Bachelor's degree in a related field and one year of related program experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Two years post high school education in a related field and applicable certifications preferred. Preferred experience includes knowledge of hydrology, storm sewer systems, construction inspection, engineering design development, and construction methodology.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$3,302.00-\$4,316.00/mo.	PI #	3195	Class. Code	1419
---------------------	---------------------------	-------------	------	--------------------	------

Ext 08/04/2022

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND
EMPLOYMENT ELIGIBILITY
EOE**