

NOTICE OF JOB OPENING

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Posting Begins	August 25, 2022	Posting Ends	December 14, 2022
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Position Title	PROFESSIONAL PROGRAMS ASSISTANT
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Department	Public Works	Division	Water Pollution Control
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	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	Public Works
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BRIEF JOB DESCRIPTION: The Professional Program Assistant is responsible for tracking all preventive maintenance work orders, warranty inspections, and compliance on multi-million-dollar construction projects. This position is mission-critical and accountable for completing WPC's work order management system that supports approximately 49 Plant Maintenance and Operations employees. The Professional Program Assistant monitors staff performance through the work order system to make sure that we maintain compliance with State and Federal regulations such as the city's Consent Decree, NPDES, and MS4 permits. This position assists with planning and creating new programs and templates within the Lucity asset management software for Treatment Plant, Maintenance and Operations data collection. It will also provide training to field staff to ensure proper data collection. Will be responsible to provide training to field staff to ensure proper data collection, QA/QC, and monthly and annual reports and performs other duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor's Degree in field related to area of responsibility and one year of experience in area of assignment; or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. High level of computer software proficiency, data entry/typing at moderate rate and experience essential to perform duties listed above. Premium communication skills, organizational and interpersonal skills and the ability to maintain a professional demeanor in all situations. Proficient in Microsoft Office, Word, Excel, Access and PowerPoint to accumulate and compile information from reports and records. Must have a valid driver's license.

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

Salary Range	\$3,302.00-\$4,316.00/mo.	PI #	3426	Class. Code	1419
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EXT 11/17/2022

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

The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.

EOE