

# PIMA COUNTY JOB LISTINGS

## OPEN TO PIMA COUNTY EMPLOYEES ONLY

These positions are offered to Pima County employees as a promotional opportunity in accordance with the Pima County Merit System Rules. These positions are not open to the public.

### HOW TO APPLY:

- Applicants must file a separate Pima County Application Form/Supplement for each classification of interest with Pima County Human Resources.
- To be considered, the application must be received no later than the closing date at 5:00 p.m.
- RESUMÉS ARE NOT ACCEPTED IN LIEU OF AN OFFICIAL APPLICATION unless stated.
- Resumés may be attached to the completed application only for grades 35 and above.
- Applications, supplemental forms and class specifications are available at the Pima County Human Resources Department, 150 W. Congress, 4th Floor, Tucson, Arizona 85701 or on our website at [www.pima.gov/hr](http://www.pima.gov/hr).

Applications determined qualified for the classification(s) for which applied, will remain in the active file for potential referral for six months unless otherwise notified. Applicants are requested to furnish, at their own expense, documentary proof of formal education e.g. course work or degree(s), certification, registration, license, membership in association or any other proof of competency, only if required in the official classification description or announcement.

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Last updated 2/3/12      4:30 p.m.

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## VAN/BUS DRIVER - LIBRARY – 2283

**OPENING: FEBRUARY 3, 2012**

**CLOSING: FEBRUARY 10, 2012, 5:00 P.M.**

**Grade: 14    Minimum Annual Starting Salary: \$22,109**

**Minimum Qualifications:** Two years of experience operating a motor vehicle (automobile, van or bus);  
**OR** Six months of experience providing commercial delivery or messenger services requiring the use of a motor vehicle (automobile, van or bus).

**Licenses and Certificates:** A valid Arizona Class D Driver's License is required at the time of appointment and must be maintained as a condition of employment. At time of interview, applicants are required to provide a complete 39 month Motor Vehicle Report from all states where licensed.

**Physical/Sensory Requirements:** All positions require the ability to safely operate a motor vehicle, to lift, push, pull and carry up to 50 pounds, to stoop and bend, to wear Personal Protective Equipment (PPE) and to independently move and manipulate heavy objects.

**Preferred Qualifications:**

1. Knowledge of Pima County Library branch locations.
2. Clean driving record for the past 3 years.
3. Ability to perform lifting in excess of 40 lbs repeatedly during the day.
4. Ability to climb in and out of delivery vehicle.
5. Ability to move delivery boxes using handtruck, and to stack and secure a load for transport.

This position is in the Library Delivery division of the Pima County Library Department.

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# TRANSPORTATION DEPARTMENT EMPLOYEES ONLY

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## SURVEY COORDINATOR - 2475

**OPENING: JANUARY 27, 2012**

**CLOSING: FEBRUARY 10, 2012, 5:00 P.M.**

**Grade: 55 Minimum Annual Starting Salary: \$50,753**

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university with a major in civil engineering, architecture, planning or landscape architecture and two years of professional land surveying experience, plus one year of supervisory experience [which may be concurrent with professional experience]. [A Master's degree from an accredited college or university in one of the cited disciplines may substitute for one year of the required professional experience]

**OR** Six years of progressively responsible professional surveying experience including at least one year of experience assigning work and training staff.

**OR** Three years of experience with Pima County as a Survey Party Chief.

**Licenses and Certificates:** Registration as a Professional Land Surveyor in any state is required at time of appointment; State of Arizona registration must be obtained within one year of appointment. A valid Class D Arizona driver's license is required at time of appointment. Failure to obtain/maintain the required licenses/registration shall be grounds for termination.

**Preferred Qualifications:**

1. Experience with coordinating the activities of several survey crews which includes training, survey project preparation and calculations, equipment maintenance and personnel performance reviews.
2. Experience using AutoCAD software and writing legal descriptions.

This position is in the Field Engineering Division of the Transportation Department.

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**Pima County provides equal access and equal opportunity in employment and services and does not discriminate.**

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