

# PIMA COUNTY CURRENT JOB LISTINGS 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 11/20/09**

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## **COOK – SENIOR - 4336**

**(PREFERENCE GIVEN TO PIMA COUNTY EMPLOYEES AS A PROMOTIONAL OPPORTUNITY)**

**OPENING: NOVEMBER 13, 2009**

**CLOSING: NOVEMBER 27, 2009, 5:00 P.M.**

**Grade: 26 Minimum Annual Starting Salary: \$13.18**

**Minimum Qualifications:** Eighteen months of cooking experience in a commercial (includes fast food establishments) or institutional (large scale) food service setting. **OR** Six months of experience with Pima County as a Cook or Corrections Cook.

**Special Notice Items:** All positions require that employees be free from blood borne pathogens and communicable diseases. Hepatitis B vaccine and TB tests will be provided.

**Physical/Sensory Requirements:** The ability to lift, carry, push and pull up to fifty (50) pounds; stand for extended periods of time; work in extremes of heat, moisture and humidity; tolerate frequent exposure to cleaning chemicals; properly wear required safety clothing/equipment.

**Preferred Qualifications:** Experience cooking in a Health Care Facility.

This **variable-time** position with **rotating days** is in the Dietary/Nutrition Services Division of Posada Del Sol.

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# TRADES MAINTENANCE (TM) SPECIALIST – 0912 PL (PLUMBER)

OPENING: NOVEMBER 20, 2009

CLOSING: NOVEMBER 27, 2009, 5:00 p.m.

Grade: 38 Minimum Annual Starting Salary: \$34,775

**Minimum Qualifications:** Completion of an industry-recognized apprenticeship program in plumbing and one year of journey-level experience in the same. (Relevant education may substitute for up to six months of the aforementioned experience.) **OR** Five years of journey-level experience in plumbing. (Relevant education may substitute for up to two and one half years of the aforementioned experience.) **OR** Two years of experience with Pima County as a Trades Maintenance (TM) Technician as a plumber. (Relevant education may substitute for up to one year of the aforementioned experience.)

**Licenses and Certificates:** A valid Class D Arizona Driver's License required at time of appointment.

**Special Notice Items:** All positions require satisfactory completion of a background check and a physical.

**Preferred Qualifications:**

1. Familiar with UPC Codes and IPC Codes.
2. Experience with backflow prevention/cross connection control.
3. Experience with commercial, industrial and residential plumbing.
4. Experience with all phases from rough-in to finish.
5. Experience with threading machines, power tools, sewer machines and hand tools.
6. Ability to install, connect and test water, sewer, gas, air and vacuum lines.
7. Experience with evaporative coolers and heaters.
8. Familiar with excavation safety/confined space and fall protection.

This position requiring **on-call** availability is in the Plumbing Shop of the Facilities Management Department.

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## RECREATION LEADER – 6245 (PICTURE ROCKS)

(PREFERENCE GIVEN TO PIMA COUNTY EMPLOYEES AS A PROMOTIONAL OPPORTUNITY)

OPENING: NOVEMBER 20, 2009

CLOSING: NOVEMBER 27, 2009, 5:00 P.M.

Grade: 19 Minimum Annual Starting Salary: \$24,135

**Minimum Qualifications:** 520 hours of experience involving interaction with varying age groups, individually or in groups, within the recreational field or a related professional area.

**Licenses and Certificates:** Current First Aid certification required on the date of appointment; CPR certification required. Possession of a valid Arizona Class D Driver's License is required at time of appointment. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

**Special Notice Items:** This position requires fingerprinting and a background check.

**Preferred Qualifications:**

1. Experience working with a variety of populations in a recreation, educational, or social service setting.
2. Experience supervising staff.
3. Experience using computers for word processing, e-mail and spreadsheets.
4. Education relevant to early childhood education.

This position with hours from **10:00 a.m. to 6:00 p.m.**, which also requires **some evenings and weekends** is located at the Picture Rocks Community Center, a branch of the Natural Resources Parks and Recreation Department.

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# WASTEWATER TREATMENT PLANT OPERATOR – SENIOR - 2717

OPENING: NOVEMBER 20, 2009

CLOSING: DECEMBER 4, 2009, 5:00 p.m.

Grade: 40 Minimum Annual Starting Salary: \$36,293

**Minimum Qualifications:** Two years of college level course work from an accredited college or university in Engineering, Biological Sciences, Chemical Sciences or a related field and six months of experience in secondary wastewater treatment or mechanical maintenance activities. **OR** Two years of experience as a Wastewater Treatment Plant Operator with Pima County. **OR** Holding a current Arizona Grade 2 (or higher) Wastewater Treatment Plant Operator Certification and one year of experience in wastewater treatment plant operations or maintenance.

**Licenses and Certificates:** A valid Class D Arizona Driver's License required at time of appointment.

**Special Notice Items:** This position requires the successful completion of a physical, pre-employment background check and a five-year motor vehicle records check.

**Preferred Qualifications:**

1. A valid Arizona Grade 2 Wastewater Treatment Plant Operator Certificate.
2. Knowledge of operation of wastewater treatment processes and equipment.
3. Knowledge of wastewater sampling and analysis.
4. Experience and understanding of regulatory permit requirements.

There are **two positions** with **rotating shifts and rotating days** in the Treatment Division of the Regional Wastewater Reclamation Department.

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# WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE – 2716/T

OPENING: NOVEMBER 20, 2009

CLOSING: DECEMBER 4, 2009, 5:00 p.m.

Grade: 35 Minimum Hourly Starting Salary: \$15.70  
(SALARY IS 5% LESS DURING TRAINEE PERIOD \$14.91)

**The Pima County Trainee Program** provides training related to the basic knowledge, skills and abilities required by the classification to enable the Trainee to meet the minimum qualifications of the classification within the specified time limits of the program. The Trainee Program lasts a minimum of 6 months and maximum of 24 months. During the training period, the incumbent is paid at 5 percent less than the entry level of grade 35. For specific details, refer to the Pima County Trainee Program, available at the Human Resources Department.

**Minimum Qualifications:** One year of experience with Pima County as a Wastewater Treatment Plant Attendant. **OR** Graduation from high school or GED equivalency AND six months of experience in wastewater treatment plant maintenance or operations. **OR** Holding a current Arizona Grade 1 Wastewater Treatment Plant Operator Certificate.

**Licenses and Certificates:** All positions require a valid Arizona Grade 1 Wastewater Treatment Plant Operator certification either at the time of appointment or within six months of appointment. A valid Arizona Class D Driver's License is required at the time of appointment.

**Special Notice Items:** A post offer medical screening is required of the successful candidate prior to employment. At time of interview, applicants are required to provide a complete certified five-year Motor Vehicle Report.

**Preferred Qualifications WWTP Operator:** Knowledge of AZPDES, APP and Reuse Permits, sampling techniques; Knowledge of wastewater treatment processes and equipment. Any industrial maintenance experience.

**Preferred Qualifications WWTP Operator – Trainee:** High school graduate or GED equivalent. Basic reading, writing, and math skills. Any industrial maintenance experience.

**Qualified trainee applicants will be invited to take a written exam.**

There are **six positions with rotating shifts and rotating days** available in the Treatment Division of the Regional Wastewater Reclamation Department.

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# CORRECTIONS COOK - 4361

(PREFERENCE GIVEN TO PIMA COUNTY EMPLOYEES AS A PROMOTIONAL OPPORTUNITY)

OPENING: NOVEMBER 20, 2009

CLOSING: DECEMBER 4, 2009, 5:00 P.M.

Grade: 26 Minimum Annual Starting Salary: \$27,422

**Minimum Qualifications:** Three years of experience in large-scale food preparation, one year of which must be in volume cooking. (Experience applying food service sanitation regulations may substitute for up to one (1) year of the food preparation experience) \*Large-scale food preparation includes food preparation in an institutional setting (e.g., hospital, nursing home, corrections/detention facilities, school or industrial plant cafeterias), large full-service and fast-food restaurants, commercial cafeterias/buffets, hotel/convention banquet facilities, military feeding facilities (ashore or afloat) or similar mass-feeding or catering operations. **OR** Two years of experience with Pima County as a Senior Food Service Worker.

**Licenses and Certificates:** A valid Arizona Driver's License with appropriate endorsement(s).

**Physical/Sensory Requirements:** The ability to: lift and carry up to 50 pounds; stand for extended periods of time; work in extremes of heat, moisture and humidity; properly wear required safety clothing and/or equipment; tolerate exposure to cleaning chemicals. Some positions within this classification may require the ability to react to physical confrontations and emergency situations quickly and effectively; work in confined spaces for prolonged periods of time; hear and understand speech and radio transmissions. Other physical and sensory abilities will be determined by position.

**Special Notice Items:** Due to need for access to law enforcement, detention or correctional facilities, satisfactory completion of a personal background investigation by law enforcement agencies is required. **Applicants must not have any felony convictions.**

There are **two positions** with **rotating shifts and rotating days** in the Pima County Sheriff's Department Adult Detention Center.

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## FORENSIC MEDICAL INVESTIGATOR - 4443

OPENING: NOVEMBER 20, 2009

CLOSING: DECEMBER 4, 2009, 5:00 p.m.

Grade: 43 Minimum Annual Starting Salary: \$38,819

**Minimum Qualifications:** An Associate's or Bachelor's degree from an accredited college, university or community college with a major in Criminal Justice/Law Enforcement, Pathology, Forensics, Social Work, Public Health, Biology, Microbiology, Chemistry, Anthropology, Physician's Assistant, Nursing or Pre-Med and two years of medical investigative experience. **OR** One year of experience as a Pathology/Forensic Technician, Diener, Forensic Laboratory Technician or (Forensic) Evidence Technician/Specialist, Registered Nurse (RN), Licensed Practical Nurse (LPN), Emergency Medical Technician (EMT), Paramedic or certified/sworn law enforcement officer; **OR** Satisfactory completion of a course in Death Investigations from an accredited college, university, community college or vocational-technical school **OR** training from a governmental/military/accrediting agency in death/criminal/accident investigations (e.g., National Transportation Safety Board-NTSB; Armed Forces Institute of Pathology; Occupational Health & Safety Administration-OSHA, Bureau of Mine Safety, Federal Department of Justice/FBI, etc.). **OR** One year of experience with Pima County as a Pathologist Assistant, Forensic Field Agent, Forensic Technician, Diener, Criminal Investigator Specialist, Criminal Investigator or Communicable Disease Investigator.

**Licenses and Certificates:** A valid Class D Arizona Driver's License required at time of appointment.

**Special Notice Items:** Successful completion of a background investigation for the 7 year period prior to appointment.

**Preferred Qualifications:**

1. Experience in a medical or counseling background.
2. Experience withstanding noxious odors, offensive sights and decomposed bodies.
3. Experience moving and manipulating heavy objects 100 plus pounds.
4. Experience cataloging personal property through data entry.
5. Familiarity with computerized data entry.
6. Experience using English language, spelling and grammar both written and oral.

There are **two positions** with **on-call hours and rotating days** in the Medical Examiner's Office of the Forensic Science Center.

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

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