



**City of Asheville Job Postings**  
as of 2/17/2012 2:18:44 PM  
P.O. Box 7148  
Asheville, NC. 28802

**Phone: (828) 259-5690**  
**Fax: (828) 259-5479**  
**www.ashevillenc.gov**

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**Department: Building Safety**

**Position: Trades Worker II 9902122**

**Date Posted:** 2/17/2012

**Deadline:** 3/2/2012

**Weekly Hours:** 40

**Shift:**

**Salary:** \$13.86

**Full / Part Time:** Full Time

**Requirements** Become a member of an elite group of employees who maintain all City facilities. Excel in your ability to work on a variety of HVAC equipment. Many of our buildings are historic in nature and can provide you a challenge rather than the run of the mill maintenance. Our work environment is supporting, with opportunities to advance and excel. You must have: 2+ years of practical commercial HVAC experience; diagnostic skills for troubleshooting and repair of commercial air conditioning and multi-zone heating, and boiler and chiller equipment; knowledge of basic electricity, and electrical and solid state control systems; ability to work independently; ability to read and follow controls/wiring diagrams and schematics; ability to solder/weld/braze and perform minor field fabrication for HVAC; ability to service and/or clean commercial HVAC equipment. Must have valid NC driver's license and CFC Certification, or ability to obtain, through the NC State Board of Refrigeration Examiners.

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**Department: Civic Center**

**Position: Concessionaire/Runner**

**Date Posted:** 2/17/2012

**Deadline:** 3/20/2012

**Weekly Hours:** Varies

**Shift:** Varies

**Salary:** \$7.25

**Full / Part Time:** Temporary

**Requirements** This is a temporary/seasonal opportunity working with the Asheville Civic Center. The concessionaire will work a variety of events serving the public to include nights, weekends, and holidays. Customer service and interpersonal relationship skills are required to effectively communicate and assist the public and coworkers. This position must follow alcohol policies and laws as well as utilize safe food handling procedures. Proper safety techniques in handling concession supplies and equipment are a must.

The minimum qualifications include: money handling experience; skill in operating cash registers, credit card machine and a variety of food service equipment; and ability to learn responsible beverage techniques including North Carolina Alcoholic Beverage Commission (ABC) and Alcohol Law Enforcement (ALE) laws and regulations to properly pour beer and safely serve the public.

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**On-Call: No guaranteed hours, based on Department needs**      **Temporary: Short term**  
**Variable Shift: Days, P.M., or combination**      **Variable Hours: Schedule subject to change**

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*ADA / EEO / AA Employer*

*Post Offer Drug Screen Required*

*Excellent Benefits*

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**Position: Concessions Stand Manager 9902121**

**Date Posted:** 2/17/2012

**Deadline:** 3/20/2012

**Weekly Hours:** Varies

**Shift:** Varies

**Salary:** \$9.56

**Full / Part Time:** Temporary

**Requirements** This temporary/seasonal position will give the right person an opportunity to train and supervise stand workers and volunteer groups in all aspects of concessions' work. Customer service and interpersonal skills are required to serve the public and work efficiently with coworkers. Shifts will depend on events and will include nights, weekends and holidays. Following alcohol policies and laws as well as using safe food handling procedures are required.

The minimum qualifications include: supervision skills; money handling experience; skill in operating cash registers, credit card machine and a variety of food service equipment; and ability to learn responsible beverage techniques including North Carolina Alcoholic Beverage Commission (ABC) and Alcohol Law Enforcement (ALE) laws and regulations to properly pour beer and safely serve the public.

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**Department: Human Resources**

**Position: Human Resources Consultant 9902115**

**Date Posted:** 2/3/2012

**Deadline:** 2/24/2012

**Weekly Hours:** 37.5

**Shift:** Day

**Salary:** \$19.82 - \$23.77

**Full / Part Time:** Full Time

**Requirements** This position oversees recruitment initiatives and assists departments in the selection and retention of staff; reviews applications to determine whether applicants possess required qualifications; maintains applicant tracking system; interviews and counsels applicants regarding job opportunities and application procedures; assist departments in the development of written, oral, and performance related selection processes; develops and maintains programs of recruiting, including colleges, community-based organizations, minority and female organizations, etc.; develop recruiting materials; and participates in job fairs and other outreach activities. This position will also perform a variety of duties as needed in other areas of human resources management to include assisting with employee relations, workforce and organizational development, employee on-boarding and orientation, and departmental communications.

Bachelor's degree in a related field and four years of progressively responsible professional human resources experience; or equivalent combination of training and experience.

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## Department: Parks & Recreation

### Position: Assistant Pool Manager 9902093

**Date Posted:** 12/28/2011

**Deadline:** 3/31/2012

**Weekly Hours:** 40

**Shift:** Variable

**Salary:** \$9.97

**Full / Part Time:** Temporary

**Requirements** Summer 2012 opportunity! We have positions available at Rec Park and at Malvern Hills. Responsible for assisting in the overall management and supervision of pool operations, staff, activities, and administration. Maintain pool equipment and facilities, vacuum pool, check chemicals, and prepare reports. Instruct and supervise lifeguards. Plan pool activities including swimming lessons, swim teams, and scuba classes. Must be currently certified in Red Cross CPR/PR, WSI, Lifeguard, and First Aid. CPO certification preferred. Working knowledge of swimming pool filter, plumbing, and mechanical operations is a plus. Hours vary and may include weekends and holidays.

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### Position: Head Lifeguard 9902095

**Date Posted:** 1/5/2012

**Deadline:** 3/2/2012

**Weekly Hours:** 40-45

**Shift:** Variable

**Salary:** \$9.49

**Full / Part Time:** Temporary

**Requirements** Three positions available to ensure that Lifeguards are fully competent to perform water rescue procedures, provide for the safety of the patrons, monitor the swimmers, and enforce all safety rules. The Head Guard will assist the Pool Manager with pool maintenance and inventory at either Rec Park, Malvern Hills, or Walton pool. Must be currently certified as a Red Cross Lifeguard and Water Safety Instructor, and certified in Red Cross CPR/PR and First Aid. Possession of Lifeguard Management Certificate and 1+ years experience in pool management preferred. Summer opportunity. Hours vary and may include weekends and holidays.

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### Position: Intern 9902096

**Date Posted:** 1/5/2012

**Deadline:** 3/2/2012

**Weekly Hours:** 40

**Shift:** Day

**Salary:** \$1250 stipend

**Full / Part Time:** Temporary

**Requirements** Opportunity to learn about and work with the City of Asheville's Cultural Arts team developing, planning, and implementing programming and special events for the division. Ideal intern applicant will be creative and able to implement programming ideas, self motivated, detail oriented, a team player, and flexible with work schedule. Prior event planning or coordinating experience is a plus! Must be pursuing this internship assignment for college credit and actively enrolled in a degree program.

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### Position: Lifeguard 9902098

**Date Posted:** 1/5/2012

**Deadline:** 3/2/2012

**Weekly Hours:** 40

**Shift:** Variable

**Salary:** \$9.03

**Full / Part Time:** Temporary

**Requirements** Multiple positions available! Responsible for the safety and well-being of guests, both in the pool (Rec Park, Malvern Hills, or Walton) and surrounding area. Monitor swimmers and enforce all safety rules. Assist with pool operations and activities. Minimum age is 16 years. HS/GED and 1+ years experience as a Lifeguard. Must be currently certified as a Red Cross Lifeguard and Water Safety Instructor, and certified in Red Cross CPR/PR and First Aid. Summer opportunity. Hours vary and may include weekends and holidays.

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**Position: Playground Leader (Summer) 9902099****Date Posted:** 1/5/2012**Deadline:** 3/2/2012**Weekly Hours:** 40-45**Shift:** Day**Salary:** \$9.49**Full / Part Time:** Temporary

**Requirements** Responsible for planning, organizing and leading a daily schedule of varied outdoor recreational activities for youth in grades Kindergarten-5th. Act as a play leader, organize group activities, participate in field trips, and administer first aid if needed. HS/GED and enrolled in college for education, recreation, PE, or comparable curriculum. Description of Duties: Prefer experience with instructing outdoor activities, leading programming in a camp setting, and working with youth. Red Cross certification in First Aid/CPR is a plus! Hours are 9:00-5:30. Summer employment. Schedule may include some weekends and holidays.

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**Position: Playground Leader - Nature Center (Summer Camp Asst) 9902100****Date Posted:** 1/5/2012**Deadline:** 3/2/2012**Weekly Hours:** 40**Shift:** Day**Salary:** \$9.49**Full / Part Time:** Temporary

**Requirements** Nine week assignment (June - Aug ) as a summer camp assistant for the Nature Center's "Wild Weeks" program (8:00-5:00). Duties include managing supplies, preparing and serving snacks, assisting camp instructors, aiding children ages 5-12 with projects & crafts, and communicating with camp director and parents. Minimum requirements: HS/GED, some experience teaching children, knowledge of Southern Appalachian Wildlife, NC Driver's License, ability to commit to a June-August work assignment, First Aide/CPR Certification, and working knowledge of multi-disciplinary ethics.

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**Position: Playground Leader - Outdoor Program 9902101****Date Posted:** 1/5/2012**Deadline:** 3/2/2012**Weekly Hours:** 40**Shift:** Variable**Salary:** \$9.49**Full / Part Time:** Temporary

**Requirements** Plan and schedule "Adventure Day Camp" activities for children/teens 6 - 16 years old in an outdoor setting. First Aid certification and outdoor skills required. Caving, tubing, whitewater rafting, camping, kayaking, climbing, or belaying experience preferred. Expect some weekend work as well as several overnight camp-outs. Requirements: HS/GED, NC driver's license, and enrolled in college for education, recreation, PE, or comparable curriculum. WFR, WFA, and Lifeguard certifications preferred. Minimum age: 18.

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**Position: Pool Cashier 9902103****Date Posted:** 1/5/2012**Deadline:** 3/2/2012**Weekly Hours:** 40**Shift:** Variable**Salary:** \$7.25**Full / Part Time:** Temporary

**Requirements** Three opportunities available at Malvern Hills, Walton, and Rec Park pools! Responsible for the safe and accurate entry of pool guests. Tasks include collection of fees and recording on computer point of sale, group sales, daily admissions, cash reconciliation, record maintenance, and assisting patrons. Summer opportunity. Must be at least 18 years old with HS/GED. Customer service and cash handling experience preferred. Hours vary and may include weekends and holidays. .

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**Position: Pool Manager 9902102****Date Posted:** 1/5/2012**Deadline:** 3/2/2012**Weekly Hours:** 40**Shift:** Variable**Salary:** \$10.45**Full / Part Time:** Temporary

**Requirements** 3 positions available! Responsible for the overall management, safety and supervision of pool operations, staff, activities, and administration. Prepare the pool for opening and closing of the season. Ensure the competency of all lifeguards and pool staff in performing water rescue and monitoring the safety of pool guests. Must be currently certified in Red Cross CPR/PR and First Aid. Minimum age: 21. Require Water Safety Instructor designation, Lifeguard Management certification and prefer a Certified Pool Operator designation. Working knowledge of swimming pool filters, plumbing, and mechanical operations is desired! Hours vary and may include weekends and holidays.

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**Position: Recreation Leader (Therapeutic Recreation) 9902104****Date Posted:** 1/5/2012**Deadline:** 3/2/2012**Weekly Hours:** 40-45**Shift:** Day**Salary:** \$10.45**Full / Part Time:** Temporary

**Requirements** Assist with the operation and maintenance of a recreation facility and plan, organize and lead a daily schedule of varied outdoor recreational activities for youth with disabilities ages 6 - 13. Act as a play leader, organize group activities, participate in field trips, administer first aid if needed. HS/GED and enrolled in college for education, recreation, PE, or comparable curriculum. Require 2+ years of program implementation experience for children with disabilities, experience instructing outdoor activities and leading programming in a camp setting, and Red Cross certification. Hours are 9:00-5:30. Summer employment that may include some weekends and holidays.

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**Position: Teen Leader (Summer) 9902105****Date Posted:** 1/5/2012**Deadline:** 3/2/2012**Weekly Hours:** 40-45**Shift:** Day**Salary:** \$10.45**Full / Part Time:** Temporary

**Requirements** Plan & schedule activities for youth ages 12-15. Lead games, prepare recreational equipment, orchestrate field trips, instruct, and maintain relationships with associates, program participants, and the general public. HS/GED and completion of two semesters of college level courses as a full-time student. The ideal candidate will have experience working with teens, the ability to instruct and regulate recreational activities, and knowledge of the equipment, techniques, and rules of social, artistic, craft, and athletic programs for youth. First Aid/CPR certification is a plus! Hours are 9:00am - 5:30pm and position runs from early June to mid August. Schedule may involve some weekend and holiday work.

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**Position: Tennis Court Assistant 9902106****Date Posted:** 1/5/2012**Deadline:** 2/24/2012**Weekly Hours:** 15-35**Shift:** Variable**Salary:** \$9.06**Full / Part Time:** Temporary

**Requirements** Assist the Aston Park Tennis Court Manager with facility supervision, court fee collection, court assignment, and clay court maintenance. HS/GED and experience with the general public, the sport of tennis and clay court knowledge preferred. Hours are varied within the times of 9:00am to 10:00pm. Position runs from March - November 2012.

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## Department: Public Works

Position: Laborer II 9902123

Date Posted: 2/17/2012

Deadline: 2/24/2012

Weekly Hours: 40

Shift: Days

Salary: \$10.67

Full / Part Time: Full Time

**Requirements** This position will work on SID truck and assist the driver with lifting 150 lb street drain covers, cleaning and flushing drains, and other duties as assigned. This position requires:  
HS/GED

1+ years maintenance, construction or building trades experience

NC issued Driver's License

Ability to perform heavy lifting

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Position: Secretary Senior 9902114

Date Posted: 2/3/2012

Deadline: 2/22/2012

Weekly Hours: 37.5

Shift: Day

Salary: \$13.41

Full / Part Time: Temporary

**Requirements** This is a temporary position working a 4 day work week for the City of Asheville's Public Works Sanitation Division. Required are: HS Diploma or GED; 1+ years experience in clerical work including knowledge of Microsoft Office; Ability to work in a fast paced environment with attention to detail; and excellent customer service.

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## Department: Water

Position: Water Maintenance Worker Trainee

Date Posted: 2/3/2012

Deadline: 2/24/2012

Weekly Hours: 40

Shift:

Salary: \$10.86

Full / Part Time: Full Time

**Requirements** Apply for this opportunity to join the City of Asheville Water Resources Department. Trainees are exposed to multiple scenarios in water line distribution, construction, installation, and repair. Experience with construction equipment and/or water line installation a plus. Applicant must be able to work in diverse weather conditions, rotating shifts, and be available for emergency situations when called upon. There is also room for advancement within 1 1/2 years of hire when meeting all pre-determined qualifications.

High school diploma or GED is required. Must be able to obtain class A CDL driver license within 6 months and obtain class "C" Water Distribution Certification within two years of hire date. Must display initiative and ability to perform hard manual labor in all weather conditions, ability to lift up to 100 lbs, and use a shovel for extended periods of time. Must have ability to become knowledgeable of parts and tools required to perform maintenance and repairs on the water main system. Must follow safety guidelines, policies and procedures that are mandated by OSHA and the City of Asheville. Basic computer skills are helpful.

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