



City of Asheville Job Postings
as of 2/3/2012 3:58:21 PM
P.O. Box 7148
Asheville, NC. 28802

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Department: Administration

Position: Public Information & Social Media Specialist

Date Posted: 1/25/2012

Deadline: 2/8/2012

Weekly Hours: 37.5

Shift: Day

Salary: \$19.81 - \$23.77

Full / Part Time: Full Time

Requirements Join the City of Asheville's Community Relations team and use your skills to convey complex issues, events, and concepts through traditional and social media channels!

Maintain and provide leadership for robust and engaging social media sites. Advise staff regarding strategic communications and suggest ways to positively portray and position the city in traditional and social media. Work with departments to provide communications that reflect a well coordinated organizational message through the use of both traditional and emerging communication tools. Assist with the dissemination of public records.

Apply your creativity along with your Bachelor's degree in Journalism, English, Communication, or Public Affairs and 3+ years of experience in the communications arena to keep the community educated and informed of city programs, services, activities, features, and accomplishments by coordinating events and public participation processes. Work with reporters and city personnel, prepare graphics, reports, advertisements, news releases, and a variety of marketing materials.

Department: Building Safety

Position: Tradesworker III - Building Maintenance

Date Posted: 1/23/2012

Deadline: 2/6/2012

Weekly Hours: 40

Shift: Day

Salary: \$14.70 - \$15.28

Full / Part Time: Full Time

Requirements Maintain the safety of employees and the city's visiting public by ensuring all electrical work meets NC State Building Codes. Perform licensed electrical work repairing and adding electrical components (outlets, switches, fixtures, breakers) and troubleshoot as needed. Requirements include: HS/GED with supplemental electrical coursework, NC State Board of Examiners Electrical Contractor License or a City of Asheville Journeyman Card, 6+ years of commercial electrical experience, and a valid NC Driver's License.

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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Post Offer Drug Screen Required

Excellent Benefits

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.

Department: Parks & Recreation

Position: Animal Care Naturalist 9902116

Date Posted: 2/3/2012

Deadline: 2/17/2012

Weekly Hours: 16

Shift:

Salary: \$12.09

Full / Part Time: Temporary

Requirements The job will be responsible for daily animal care, presentations to the public, and servicing the conditioning and enrichment of the animals among other duties.

HS/GED, at least 1 year of experience in caring for animals, and basic knowledge of Southern Appalachian wildlife is required.

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.

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.

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.

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.

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.

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. .

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.

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.

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.

Department: Public Works**Position: Laborer II 9902113****Date Posted:** 2/3/2012**Deadline:** 2/17/2012**Weekly Hours:** 40**Shift:** Day**Salary:** \$10.67**Full / Part Time:** Full Time

Requirements This position involves working 10 hour shifts in extreme hot temperatures on a concrete crew. It consists of shoveling, operating various hand tools including jack hammers, whacker plates, and tamps. Form, place, and finish concrete sidewalks, drive entrances, and curbs. Some asphalt work will be required as well as backfilling and planting grass.

High school diploma or GED and 1+ years of maintenance, construction or building trade experience; possession of a valid NC driver's license required. Some concrete and asphalt experience preferred; and/or any equivalent combination of training and experience required to perform the essential position functions.

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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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