



## EMPLOYMENT OPPORTUNITIES

CITY OF ARVADA  
Department of Human Resources  
8101 Ralston Road  
Arvada, CO 80002  
720-898-7555  
<http://www.arvada.org>

*Employment Opportunities as of Friday, January 18, 2019*

Job #	Job Title	Job Type	Salary	Open	Close
2019-00006	Banquet Set Up/Server	Temporary Part Time	\$11.10 - \$13.00 hourly	01/18/19	02/15/19

**Position Purpose:**

**\*\*\*On call shifts available. Choose when you want to work.\*\*\***

GENERAL STATEMENT OF DUTIES: The City of Arvada operates a banquet and conference center at the Arvada Center for Arts and Humanities.

Banquet Set up staff are responsible for the cleaning, setting and maintenance of the Banquet area. Banquet Servers ensure customer satisfaction through providing the best possible service standards.

**Working Environment / Qualifications:**

REQUIREMENTS: Must be 18 years or older, previous customer service experience helpful; must have good interpersonal skills; must provide uniform of white tuxedo shirt, black tie and black dress pants; ability to carry service tray up to ten plates.

2019-00005	Civil Engineer II	Benefited Full Time	\$5,643.33 - \$7,716.39 monthly	01/18/19	02/01/19
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**Position Purpose:**

Responsible for the review and monitoring of privately constructed improvements within the public right-of-way and easements. May also be responsible for the design and contract administration of routine projects related to the city's infrastructure.

**Working Environment / Qualifications:**

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

The work environment/physical activities described here are representative of those an employee encounters while performing the essential functions of the job.

Work is primarily performed in an office environment with low noise levels. Physical effort and activities include: No physical effort above and beyond what is normally required for work primarily performed in an office environment. More than ten times a month, visits may be made to construction sites, which may have large construction equipment, loud noise, pipeline trenches, and possible heavy truck and vehicle traffic.

**MINIMUM REQUIRED QUALIFICATIONS (EDUCATION, LICENSE, TRAINING AND EXPERIENCE):**

Bachelor's Degree in Civil Engineering or related field and two (2) years of experience in civil engineering or related field, traffic engineering experience preferred. Colorado Engineer In Training (EIT) certification required, Professional Engineer (PE) certification preferred. Must

possess a valid driver's license (or ability to obtain a Colorado license within 6 months of employment).

2019-00004	Custodian - Temporary	Temporary Part Time	\$13.50 - \$15.00 hourly	01/18/19	02/01/19
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**Position Purpose:**

Performs custodial work to ensure that buildings are safe, clean, and pleasant to work and visit in the City of Arvada.

**Working Environment / Qualifications:**

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

The work environment/physical activities described here are representative of those an employee encounters while performing the essential functions of the job.

Work is primarily performed in indoor environment with low to moderate noise levels. Physical effort and activities include: strenuous physical work. Heaving lifting, pushing or pulling of objects up to 51 pounds. Exposure to a variety of weather conditions, noise, chemicals, exposure to sharp objects in trash.

**MINIMUM REQUIRED QUALIFICATIONS (EDUCATION, LICENSE, TRAINING AND EXPERIENCE):**

High school diploma or GED equivalency required and 1 year in cleaning or related experience. Valid Colorado driver license with a good driving record required. Shift work may be required. Must pass a polygraph, criminal history check and physical.

2019-00003	Desktop Support Technician - Temp	Temporary Part Time	\$17.00 - \$25.00 hourly	01/17/19	02/01/19
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**Position Purpose:**

The main purpose of this position is to provide hardware, software, and troubleshooting support for the City's computer workstation refresh.

Hours - 40 per week  
Timeframe - 6 - 8 months  
Pay: \$17 - \$25 hour

**Working Environment / Qualifications:**

Education: High School Diploma or GED Equivalent

2019-00007	Dishwasher	Temporary Part Time	\$11.10 - \$12.00 hourly	01/18/19	02/15/19
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**Position Purpose:**

GENERAL STATEMENT OF DUTIES: This position is responsible for maintaining the cleanliness and condition of the china, silver, glassware, utensils, equipment and work areas.

**Working Environment / Qualifications:**

REQUIREMENTS: No experience required, must be 18 years or older

KNOWLEDGE, SKILLS AND ABILITIES: Ability to communicate with others, ability to use good judgment; ability to work independently; ability to maintain adequate attendance; ability to follow instructions; ability to establish and maintain effective working relationships with supervisors, other employees, and the general

public.

2018-00237	Parks Worker II (Olde Town District)	Benefited Full Time	\$3,389.96 - \$4,635.24 monthly	01/04/19	01/18/19
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**Position Purpose:**

Performs duties involved in maintenance of all city parks and open space properties to maintain a safe, clean and functional environment.

**Working Environment / Qualifications:**

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

The work environment/physical activities described here are representative of those an employee encounters while performing the essential functions of the job.

Work is primarily performed in an outdoor environment with moderate noise levels. Physical effort and activities include: constant stooping, kneeling, crouching, and crawling, exposure to moving equipment hazards, pesticides, bio hazards, noise, weather conditions, vibrating equipment, working in high places 6' or above, working in confined spaces and, traffic control. Also requires exposure to various chemicals, dust and fumes, insects, and contact with animals. Requires strenuous physical work with heavy lifting, pushing or pulling of objects up to 80 pounds frequently.

**MINIMUM REQUIRED QUALIFICATIONS (EDUCATION, LICENSE, TRAINING AND EXPERIENCE):**

High school diploma or GED equivalency and one (1) year experience in park maintenance or related field required. Position requires one (1) of the following certifications: Department of Agriculture Pesticide Applicators License (#206-Ornamental Turf) or Certified Playground Inspector, or Pesticide Applicators License #207-Ornamental Insect and Plant Disease Control or Certified Cross Connection and Backflow Device Tester are needed within six (6) months of appointment. Each certification must be maintained during entire period of employment. Valid Colorado commercial driver license, Class B, is required within six (6) months of appointment. Motor vehicle records check is required.

2018-00225	Police Officer - Certified/Lateral	Benefited Full Time	\$5,671.86 - \$7,333.75 monthly	12/14/18	01/18/19
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**Position Purpose:**

**\*\*Please note: This position does REQUIRE a Bachelor's degree. Also, if you have participated in a testing process with the City of Arvada Police Department but was not selected, you must wait six (6) months to reapply unless your status has changed to Colorado certified or lateral candidate.**

**BEFORE APPLYING PLEASE CLICK THIS LINK TO REVIEW OUR LIST OF DISQUALIFICATIONS OF BEING ELIGIBLE TO HIRE FOR ANY POSITION AT THE POLICE**

**DEPARTMENT: <http://arvadapd.org/join-our-team/disqualifications/>**

**Salary Range for 2019 Police Officer I:**

- Step 1 annual salary: **\$68,062**
- Step 2 annual salary: **\$72,841**
- Step 3 annual salary: **\$77,956**
- Step 4 annual salary: **\$82,828**
- Step 5 annual salary: **\$88,005**

Rates indicated above indicate the 2019 salary schedule. Salary dependent on years of comparable sworn

experience.

**POSITION PURPOSE:**

Responsible for the enforcement of all local, state and federal laws. Responds to requests for service on criminal and non-criminal related activity. Provides for the safety and protection of the community through emergency services, community engagement, and problem solving. Exists to provide service for the protection and well-being of human life and the community as well as provides a safe and quality environment for the community served.

**Working Environment / Qualifications:**

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

The work environment/physical activities described here are representative of those an employee encounters while performing the essential functions of the job.

Work is primarily performed in a vehicle with exposure to adverse weather conditions. Also includes exposure to; biohazards, combative subjects, possible hostile gunfire, schedule (shift work, on-call duty), traffic hazards, noise from overhead sirens and firearms training, and stress from psychological trauma. Physical hardship from equipment weight on body and spending large amounts of time in a vehicle. Constant speaking, hearing and listening, and use of hands. Frequent standing, walking, crouching, kneeling, reaching, and crawling. Close focus on details at a close distance. Visual acuity to operate machinery or perform tasks at arm length. Visual acuity to operate a motor vehicle. Visual acuity to make general observations or inspections. Exposure to classroom environment, firearms range, driving, physical agility for self-defense and arrest control, and exposure to adverse weather conditions. Physical confrontation, first aid, moving equipment. This position requires moderate physical work lifting, pushing or pulling objects up to 100 pounds occasionally and up to 50 pounds frequently. Occasional fire and smoke investigations.

**MINIMUM REQUIRED QUALIFICATIONS (EDUCATION, LICENSE, TRAINING AND EXPERIENCE):**

Bachelor's Degree plus a P.O.S.T. Certification required. A valid Colorado Driver's License required. Must be a minimum of 21 years of age, ability to obtain and maintain certifications and proficiency in all job related required areas such as intoxilyzer and PPCT, proficiency in firearms and self defense tactics, and good health and fitness levels, Colorado driver's license.

2018-00226	Police Recruit	Benefited Full Time	\$5,000.67 - \$5,000.67 monthly	12/14/18	01/18/19
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**Position Purpose:**

**\*\*Please note: This position does REQUIRE a Bachelor's degree. Also, if you have participated in a testing process with the City of Arvada Police Department but was not selected, you must wait one year to reapply unless your status has changed to Colorado certified or lateral candidate.**

**BEFORE APPLYING PLEASE CLICK THIS LINK TO REVIEW OUR LIST OF DISQUALIFICATIONS OF BEING ELIGIBLE TO HIRE FOR ANY POSITION AT THE POLICE DEPARTMENT:**

<http://arvadapd.org/join-our-team/disqualifications/>

**Salary Range for 2019 Police Officer I:**

- Upon completion of the academy (step 1), annual salary: **\$\$68,062**
- Completion of the first year (step 2) annual salary: **\$72,841**
- Completion of second year (step 3) annual salary: **\$77,956**
- Completion of third year (step 4) annual salary: **\$82,828**
- Completion of fourth year (step 5) annual salary: **\$\$85,006**

Rates indicated above indicate the 2019 salary schedule.

**Position Purpose**

Attends and successfully completes a Colorado P.O.S.T. training academy. Must pass the Colorado P.O.S.T. certification test and obtain Colorado peace officer certification.

**Working Environment / Qualifications:**

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

The work environment/physical activities described here are representative of those an employee encounters while performing the essential functions of the job.

Work is primarily performed in an office and outdoor environment with moderate noise levels. Physical effort and activities include: Constant speaking, hearing and listening, and use of hands. Frequent standing, walking, crouching, kneeling, reaching, and crawling. Close focus on details at a close distance. Visual acuity to operate machinery or perform tasks at arm length. Visual acuity to operate a motor vehicle. Visual acuity to make general observations or inspections. Exposure to classroom environment, firearms range, driving, physical agility for self-defense and arrest control, and exposure to adverse weather conditions. Physical confrontation, first aid, moving equipment. This position requires moderate physical work lifting, pushing or pulling objects up to 100 pounds occasionally and up to 50 pounds frequently. Occasional fire and smoke investigations.

**MINIMUM REQUIRED QUALIFICATIONS (EDUCATION, LICENSE, TRAINING AND EXPERIENCE):**

Bachelor's Degree and valid Colorado driver license required. Must be a minimum of 21 years of age, ability to obtain certification in job related functions such as intoxilyzer, self-defense and arrest tactics, proficient in firearms, good health and fitness level.

2018-00236	Water Quality Analyst	Benefited Full Time	\$4,762.26 - \$6,511.66 monthly	01/04/19	01/18/19
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**Position Purpose:**

Performs routine to complex laboratory and field procedures to provide advanced technical support to the drinking water compliance division. Builds on and maintains complex programs required to schedule, track and analyze compliance for regulatory purposes. Analyzes, assists and ensures compliance with drinking water regulatory programs mandated by city codes, state and EPA. Assists in upholding the standards of the city's water quality laboratory.

**Working Environment / Qualifications:**

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

The work environment/physical activities described here are representative of those an employee encounters while performing the essential functions of the job.

Work is primarily performed in an office and outdoor environment with low to high noise levels. Physical effort and activities include: moderate physical work. Moderate lifting, pushing or pulling of objects up to 50 pounds occasionally, and up to 20 pounds frequently. May work in adverse weather conditions. A percentage of work is performed in a laboratory or office environment. Meetings and trainings at other city buildings and outside the city are required. Operates a motor vehicle to drive between sample and inspection sites. Operates a boat on the reservoir for water sampling. Requires knowledge of safety equipment and procedures.

**MINIMUM REQUIRED QUALIFICATIONS (EDUCATION, LICENSE, TRAINING AND EXPERIENCE):**

Bachelor's Degree in Environmental Science field, chemistry, biology or closely related field that includes sampling and laboratory experience, plus 1-2 years of experience in the field. Must have valid Colorado class C vehicle operator license or be able to obtain one within two weeks of appointment, and must obtain Certified Backflow Prevention Technician and Surveyor within one year. Proficient in Microsoft Office Suite products including Word, Excel, and Access. Requires working knowledge of advanced programs and databases in tracking programs. Ability to learn XC2 Cross-Connection Control Software and CIS Infinity Software.

Preferred Qualifications:

Ability to learn hydraulic water modeling programs, ArcGIS and AutoCAD is preferred.