

August 2, 2013

## 24-HOUR JOB ANNOUNCEMENT LINE (318) 673-5170

THIS NOTICE SHOULD BE POSTED IN A CONSPICUOUS PLACE

City of Shreveport  
Human Resources Department  
505 Travis Street Ste. 530  
Shreveport, Louisiana 71101

Positions open from 8:00 a.m. Monday, 08-05-13 to Noon Friday, 08-09-13

The City of Shreveport does not discriminate in employment on the basis of race, sex, disability, age, religion, color of skin, or national origin.

### **Issue No. 13-197**

#### **Management Assistant**

**(\$2688.40-\$4218.94/MO)FT**

#### **Community Development/Workforce**

**Duties:** Performs highly responsible management work in the service delivery of a specific function or operation of the department. Plans, process and implements approved departmental programs. Researches, develops and submits recommendations to improve services and other aspects of department's mission. Implements approved work, training, or safety programs. Formulate budget estimates, hold/attend and participate in conferences, meetings, briefings and interviews with officials, administrators and clients to conduct department business. May supervise activities of employees engaged in performing administrative and clerical tasks. May recommend new hires, promotions, and other personnel actions. May perform duties tending/operating Personal Computers(PC's). Perform other duties as assigned or required

**Physical Requirements:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Requires visual perception and discrimination. Requires ability to communicate orally. Job must be performed with or without accommodations.

**Work Environment:** Tasks are regularly performed in doors in an office environment. There is limited exposure to extreme weather conditions. May have normal exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise.

**Minimum Requirement:** 1). Ability to apply management, administrative and supervisory principles which equates to a bachelor's degree in public or business administration, plus four (4) years of increasingly responsible management and/or administrative experience. 2). This ability and experience may have been acquired by any combination of college courses and experience.

### **Issue No. 13-189**

#### **Recreation Specialist**

**(\$1,761.06-\$2,710.94 MO) FT**

#### **SPAR/Recreation**

**Duties:** May serve as coordinator at small or intermediate size community, neighborhood or other Recreation Center or as an assistant Manager at a large recreation center. Plan or assist in planning and implementing recreational, athletic, arts, crafts, and other regular or special programs. Maintain order and discipline. Supervise and may provide technical instructions in arts, crafts, games, and other activities. Initiate requests for recreation and athletic games and equipment and for maintenance and repair work. Submit various reports. May be assigned to oversee continuation of special programs. Perform other duties as directed or required.

**Physical Requirements:** Work is physical in nature and involves. Constant near acuity and hearing is needed to perform daily functions and communicate with patrons and staff. Occasional exposure to wet/humid environments in the pool and locker room area. Frequent squatting, stooping, kneeling, bending and twisting to demonstrate proper lifting techniques, and maintain weight room appearance; constant standing, walking, and climbing in a multi-level facility to observe recreation center activity for safety and hazards. Frequently lifting of fifty (50) pounds from floor to waist, thirty-five (35) pounds from floor overhead to set up tables and chairs and stock supplies; must be able to frequently carry, push, pull fifty(50) pounds of weights, supplies, workout equipment, carts, game balls/equipment, and material up to 100 feet; occasionally carry/move up to 100 pounds of weights, supplies, and materials up to ten (10) feet. Due to the occasional use of hand tools fine motor skills along with firm grasp and frequent reaching below shoulder and overhead is needed.

**Work Environment:** Work in this position involves activities that are performed indoors as well as outdoors in extreme temperatures. Work is performed in a public recreation facility where high volume and noise can be a distraction along with frequent exposure to cleaning chemicals.

**Minimum Requirements:** 1). Demonstrated ability to perform assigned tasks. 2). (1) year of experience in recreational or public contact work or equivalent. Organizational ability to plan. Formulate and execute policies and programs; ability to maintain harmony among workers and patrons; verbal facility; and flexibility to adjust to changing conditions.

### **Issue No. 13-191, 13-192**

#### **D/O Heavy Equipment**

**(\$2080.00 - \$3229.20 MO) FT**

#### **Public Works/Streets & Drainage**

**Duties:** Drive truck with capacity of more than three tons to transport workers, materials, tools, vehicles, things, and objects. Drives and/or operates heavy equipment such as: cranes, draglines, bulldozers, wreckers, backhoe, slurry, machines, gradalls, graders, pulvi-mixer, concrete mixer, laydown machine, pneumatic road roller, iron wheel roller, sweeper flusher, and/or dump truck (ten yards). Work involves driving and operating equipment to excavate grade, level, pull, push, lift, and dump earth and other things and objects such as trees, stumps, supplies, ashes, trash, garbage and materials. May be assigned to work alone or with laborers. May assist in loading and unloading truck. Services (gas, oil, water, clean, grease, and etc.) and perform minor maintenance on assigned equipment. May occasionally operate a piece of heavy equipment for training. Performs other duties as assigned.

**Physical Requirements:** Frequently stand and walk; and walk for long distances and on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; finger dexterity and arm-hand steadiness to use a variety of hand and power tools and operate equipment; ability to lift material weighing over 100 lbs. with assistance; ability to bend, stoop, kneel, crawl, and crouch; corrected hearing and vision to normal range; verbal communication; ability to wear safety and protective clothing such as hard hats, safety glasses/goggles, ear plugs, respirators, gloves, boots and chemical resistant clothing; use of heavy power-driven maintenance equipment, such as tracked hydraulic excavator backhoes, graders, and front end loaders, as well as hand tools, chain saws, grinders, drill presses, and jackhammers.

**Work Environment:** Work is performed outside in varying temperature, weather, and humidity conditions; some work is performed alone and in remote locations; work is performed in an environment with constant noise, exposure to gases, solvents, fumes, dust, grease, and oils; exposure to moving equipment, electrical current, biting insects, and poison oak; may be exposed to hazards associated with underground excavations; work hours may be irregular to seasonal conditions; constant contact with staff and the public.

**Minimum Requirements:** 1). Demonstrated ability to perform tasks. 2). Possess a valid commercial driver's license.

### **Issue No. 13-001**

#### **Crew Leader, Grounds**

**(\$2,263.74-\$3,527.34/MO)FT**

#### **Property Standards**

**Duties:** Supervises the activities of one or more crews. May organize and supervise the functions of several activities or special projects. Operate tractor and land grading equipment. Implements approved work, training, and safety programs. Insures safety procedures are followed in the loading, movement, and unloading of assigned equipment. Submits work and time reports and maintains related records. Orients and trains workers. Initiate requests for tools, equipment, and supplies. Directs workers and may participate in the maintenance and repair of driveways, walks, roads, benches, swings, fences, lawns, and in other activities such as spraying, pruning, planting and removing litter pick up in parks, boulevards, and municipal grounds. Perform other duties as assigned or required.

**Physical Requirements:** Position requires moderate to extensive stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.

**Working Conditions:** Work is performed outdoors with exposure to noise, chemicals, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

**Minimum Requirements:** 1). High school diploma or GED. 2). Three (3) years' experience in grounds maintenance or landscaping with at least one year as a lead worker or in a supervisory role.

NOTE: When applying for one of the above listed positions, you must complete an application online at [WWW.SHREVEPORTLA.GOV](http://WWW.SHREVEPORTLA.GOV). There you will find a current listing of open positions. After completing the online application, your application will be received by the Human Resources Department  
For questions or assistance with the online application process, you may call 318-673-5150 or visit Human Resources between the hours of 8:00 a.m. and 3:00 p.m., Monday through Thursday (including the lunch hour), and from 8 a.m. to 12noon on Fridays. (Fax# 318-673-5161).

All postings close at Noon on Friday, August 9, 2013.

FIREFIGHTER / POLICE INQUIRIES CALL Ms. Carol Bradley 318-673-6719