



CITY OF JACKSON, MISSOURI POSITION ANNOUNCEMENT

The City of Jackson, Missouri is currently accepting applications for the position of

PUBLIC WORKS TECHNICAL ASSISTANT (PART TIME)

Responsibilities include assisting implementation of MS4 stormwater program, inspecting installation of street, sewer, and water infrastructure, using GPS equipment, and researching records.

A high school diploma and one or more years of technical training in a construction-related field are required, with ability to read and understand construction plans, maps, land records and deeds, including those hand-written in cursive script. Ability to use Microsoft Office for spreadsheets and documents, and ability to learn other proprietary software programs are also necessary. Work environment includes outdoor construction sites.

Hourly Salary - \$23.00
Average 20-25 hours per week

Applications are available at City Hall, 101 Court Street, Jackson, MO, 63755 or online at www.jacksonmo.org. Completed applications/resumes can be submitted to J.J. Wiseman at City Hall or emailed to jwiseman@jacksonmo.org. Applications will be accepted until position filled.

Before final appointment, applicant will be required to complete a drug test, background investigation, and routine physical.

The City of Jackson reserves the right to notify only those individuals selected for an interview as to the status of their application for employment. EOE/ADA/M/F/V