



EMPLOYMENT OPENINGS

City of Salina offers excellent benefits including retirement & savings plans, health, vision & life insurance, prescription coverage, & paid time off. If requesting Veterans Preference, provide a DD214 copy. Apply at <https://jobs.salina-ks.gov>. Applications are required for each position & must be fully complete & correct. Email is used throughout the hiring process. Contact: Human Resources Department, 300 W. Ash, Room 200, Salina, KS 67401. Email: human.resources@salina.org. Direct Line: (785) 833-8018; Office: (785) 309-5710.

CITY MANAGER'S OFFICE

COMMUNICATIONS / MEDIA MANAGER

Application Deadline: Until filled-City Manager's Office-Duties: Serves as principal media contact & spokesperson, supporting transparent & timely public information. Develops proactive communications/marketing strategies; coordinates responses to media inquiries & emerging issues; oversees content across web, social media, video, print, & other channels; supports public communications during emergencies & incidents. Advises City leadership & departments on communications opportunities, public messaging, & sensitive issues; recommends strategies to bring public attention to & involvement with initiatives. Produces educational & informational news content related to City services, functions, & events; prepares & launches a variety of promotional messages & public awareness campaigns in various formats, including press releases, newsletters, professional journals, website content, public presentations, videos, radio shows, mail campaigns, media outlets, & social media venues to assist in educational & branding efforts. Organizes press conferences; supports emergency public-information operations, including coordination with emergency management; serves as Public Information Officer. Engages & informs citizens by providing timely, accurate, concise & strategic information regarding organizational initiatives, projects, services, & programs; meets with citizens, neighborhood organizations & other groups to answer questions & provide service information. Performs continual assessment & use of analytics to evaluate reach, public understanding, & effectiveness; builds collaborative partnerships with local media, agencies, & organizations. Reviews organizational webpages & other electronic forms of information to make recommendations regarding form of message, content, timeliness, communication approach & grammar. Manages open records requests & approves release of City information in accordance with the Kansas Open Records Act. Direct oversight of division staff. Education: Bachelor's degree in communications, marketing, business, journalism, public relations or related field. Experience: Strong communication skills; demonstrated competency regarding the use of current electronic media & engagement tools, desktop publishing, & graphics software. Three (3) years of public relations, marketing or relevant work experience. Two (2) years of supervisory experience preferred. Requirements: Possession of a valid Kansas driver's license required. Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Works inside with limited work outside. Equipment: Calculator, computer, copy machine, fax machine, printer, scanner, tablet, telephone, & video camera. Hours: Monday – Friday. 8:00 a.m. to 5:00 p.m. Attends meetings outside of normal office hours. Compensation DOQ: Full pay range: \$56,099-89,760/yr. Starting pay range: \$56,099-58,926/yr.

FIRE DEPARTMENT

FIREFIGHTER / PARAMEDIC

Applications accepted for annual hiring pool. Applications deadline: TH 12/31/2026-Fire Department-Duties: Responds to fire alarms & Emergency Medical Systems (EMS) emergencies with a pumper, ambulance, & ladder or rescue company. Performs light & heavy-duty rescue activities using various equipment; uses chemical extinguishers, bars, hooks, lines & other equipment; ventilates burning building; removes persons from danger; performs salvage operations; performs hose evolutions; responds to hazardous material incidents & performs the duties required under operational-level training; raises & climbs ladders. Renders Basic Life Support (BLS) & Advanced Life Support (ALS) emergency care to the sick or injured; recognizes & gives appropriate pre-hospital advanced life support intervention of medical & traumatic emergencies; accompanies patient(s) to hospital. Performs appropriate assessment to include the establishment of immediate priorities of treatment for multiple emergency victims including history taking & physical examination using inspection, palpation, auscultation, evaluation of neurological status, & gathering of vital signs. Participates in Emergency Medical Systems (EMS) & fire drills; attends regular classes in firefighting, emergency medical care, rescue, fire prevention, equipment maintenance & related subjects; studies all assigned material. Assists in training new paramedics; checks all ambulance medications for outdating & clarity. Posts prepared data & records of own activities; completes various reports using computers; completes patient report & billing forms. Education: High school diploma or G.E.D. Requirements: Must be eighteen (18) years of age at start date of employment. Must possess a valid Kansas driver's license. Must obtain a valid Kansas Class B commercial driver's license (CDL) within one (1) year from start date of employment. Successful candidates are prohibited from smoking or using tobacco products at any time, on or off the job. Certification Requirements: National Registry or Kansas Paramedic certification. National Incident Management System (NIMS) 100, 200, 700, 800 certifications. Advanced Cardiovascular Life Support (ACLS) certification & Pediatric Advanced Life Support certification or obtain within one (1) year from start date of employment. Candidate Physical Ability Test (CPAT) within prior year or Salina Physical Ability Test (PAT) during hiring process. International Fire Service Training Association

Equal Opportunity Employer / Drug-Free Workplace: We consider applicants for all jobs without regard to race, sex, sexual orientation, gender identity, religion, age, color, national origin, ancestry, disability, or familial status. Applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department at 785-309-5710.

ADA Notice: For needed accommodations, please call 785-309-5745 Office or 785-309-5747 TDD Number between the hours of 8:00 a.m. & 5:00 p.m. Every effort will be made to accommodate known disabilities. For material or speech access, please call at least 5 working days prior to the event.

FIREFIGHTER / PARAMEDIC (CONTINUED)

(IFSAC) or Pro Board certifications for Firefighter I, Firefighter II, Hazmat Awareness & Hazmat Operations, or obtain within one (1) year from start date of employment. Work Type: Very heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Starting Pay DOQ: \$57,741-60,628/yr.

FIREFIGHTER / EMT

Applications accepted for annual hiring pool. Application deadline: TH 12/31/2026-Fire Department-Duties: Responds to alarms of fires & medical emergencies, hazardous materials & other emergencies with a pumper, ladder, rescue, ambulance or support vehicle; performs light & heavy rescue activities including high angle rescue, water rescue, auto extrication, oxygen administration, CPR & rescue equipment operation. Serves on an ambulance for periods of time on a rotating basis, performing EMS duties under varying degrees of supervision; checks vehicles & equipment; carries out Basic Life Support & assists paramedics with Advanced Life Support therapies such as putting ECG monitors on patients, setting up IV supplies. Lays & connects hoses; holds nozzles & directs fog or water streams; raises & climbs ladders; uses chemical extinguishers, bars, hooks, lines & other equipment; ventilates burning buildings by opening windows & skylights or by cutting holes in roofs & by using positive pressure ventilation; extricates victims & removes people from danger; performs salvage operations such as throwing salvage covers, sweeping water & removing debris. Participates in fire drills & attends regular classes in firefighting, rescue, EMS, fire prevention, hazardous materials, first responder, apparatus maintenance & care, & related subjects; progresses in firefighting certification levels; prepares records of own activities. Education: High school diploma or G.E.D. Requirements: Must be eighteen (18) years of age at start date of employment. Must possess a valid Kansas driver's license. Must obtain a valid Kansas Class B commercial driver's license (CDL) within one (1) year from employment start date. Successful candidates are prohibited from smoking or using tobacco products at any time, on or off the job. Certification Requirements: National Registry or Kansas EMT certification. National Incident Management System (NIMS) 100, 200, 700, 800 certifications. Candidate Physical Ability Test (CPAT) within prior year OR Salina Physical Ability Test (PAT) during hiring process. International Fire Service Training Association (IFSAC) or Pro Board certifications for Firefighter I, Firefighter II, Hazmat Awareness and Hazmat Operations, or obtain within one (1) year from start date of employment. Starting Pay DOQ: \$49,878-52,416/yr.

POLICE DEPARTMENT **POLICE OFFICER**

Application deadline: Until filled-Police Department- Duties: Operates an automobile, motorcycle, bicycle or engages in foot patrol in an assigned area to prevent & discover the commission of crime & to enforce criminal & traffic laws & regulations. Performs initial & follow-up investigations of crimes involving adults & juveniles; serves in stakeouts & surveillance; responds to radio & telephone dispatches & appears at scenes of disorder or crime. Intervenes in private or public disputes to protect the public peace & maintain order; investigates complaints; interrogates persons whose actions are suspicious. Uses basic negotiation & crisis intervention skills for handling hostage situations or high-risk warrant executions. Uses forensic tools & methods to support the investigation of crime scenes beyond basic interrogations. Employs reasonable & necessary force to subdue resisting individuals and/or accomplish a lawful police objective; effects arrests; transports prisoners; impounds & tags evidence; issues citations; gives warnings; serves warrants & subpoenas. Uses crime analysis tools to predict, report, & develop strategies to reduce criminal activity in assigned areas. Applies digital analysis skills for investigating technology-related crimes. Utilizes proficiency with body-worn cameras & other recording systems for evidence collection & officer accountability. Uses mobile data terminals & real-time crime center resources. Operates a computer information terminal; may perform service desk duties; handles animal problems. Assists fire department & ambulance personnel in rendering first aid; provides first aid, CPR & other emergency medical assistance; provides general assistance to the public; assists in hazardous material incidents. Notes & reports traffic hazards; assists in controlling traffic at scenes of emergencies; directs traffic; issues citations for parking & moving violations; escorts parades & processions; gives directions & information. Inspects establishments providing alcoholic beverages & entertainment; inspects to assure property protection. Prepares reports of own activities & investigative & operational reports; prepares detailed reports of offenses, accidents, damages to property, arrests & seized property. Appears, testifies & provides credible testimony in municipal, district & federal court. Speaks before school & civic groups as required; conducts community outreach & educational programs to build public trust & awareness on safety issues. Joins in neighborhood meetings or events to address community concerns & foster good police-community relations. Participates in joint training exercises with local fire departments & other emergency services for coordinated response. Participates in annual in-service training for updates on changes to city, state, or federal law impacting local enforcement. Receives in-service certification in cultural competency, ethical policing, & de-escalation techniques. Maintains physical fitness programs & access to mental health resources to support officer well-being. Education: High school diploma or G.E.D. Associate or bachelor's degree in criminology, social work, or related fields; one (1) year of college level coursework preferred. Ability to obtain Kansas Police Officer certification within one (1) year from start date of employment. Experience: One (1) year of work experience involving public contact such as security guard, customer service in de-escalating conflicts, social work, emergency medical technician, & protective services. Multilingual capability or conversational Spanish is desired. Requirements: Must be at least twenty-one (21) years of age at start date of employment. Officers working in specialized positions must live within 40 minutes response time; no residency requirements for new Police Officers. Must possess valid Kansas driver's license. Qualifications Include: United States citizen. No felony conviction, domestic violence related conviction, or other serious misdemeanor convictions. Successful candidates are prohibited from smoking or using tobacco products at any time, on or off the job. Selection Process Includes: In-person Police Officer Selection Test held at the Salina Police Department. Computer voice stress analysis examination. Psychological evaluation. Thorough background check. Three assessment interviews. Physical examination & drug screen. Starting Pay DOQ: \$57,741-60,632/yr.

911 DISPATCHER

Application deadline: Until filled-Police Department-Duties: Responsible for dispatching all police, sheriff, fire, & ambulance operations in the city & county. Monitors radio transmissions & provides necessary support through use of a fixed two-way communications system; monitors a computerized emergency system & dispatches appropriate response. Receives emergency & non-emergency telephone calls for service & dispatches necessary emergency/service response using a two-way communications system. Operates a nationwide computerized database providing inquiry support for authorized requestors; enters a variety of data into a computerized database for the purposes of permanent storage & retrieval. Education: High school diploma or G.E.D. Experience: Requires successful completion of in-service training program in communications related curriculum within six (6) months from start date of employment. Requirements: Must be eighteen (18) years of age or older at start date of employment. No felony conviction, domestic violence related conviction, or other serious misdemeanor convictions. Requires successful completion of in-service training program in communications related curriculum. Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Machines, Tools, Equipment: Calculator, computer, internet, radio, telephone, & typewriter. Selection Process Includes: Must pass selection process that includes assessment interviews, psychological evaluation, computer voice stress analyzer examination, & thorough background checks. Hours: Twelve (12) hour shifts from 6:00 a.m. to 6:00 p.m.; 6:00 p.m. to 6:00 a.m.; 12:00 p.m. to 12:00 a.m. Every other weekend off. Starting Pay DOQ: \$22.20--23.31/hr. Examination: Mandatory completion of computerized Dispatcher examination. Watch email for examination scheduling notifications.

PUBLIC WORKS DEPARTMENT LANDFILL OPERATOR I

Application deadline: Until filled-Public Works/Landfill- Public Works/Solid Waste-Duties: Performs skilled & semi-skilled manual labor in the maintenance & operation of the Salina municipal solid waste landfill. Operates landfill compactors, dozers, motor graders, front-end loaders, wheeled-tractor scrapers, compact track loader (skid steer), roll-off truck, water truck & similar equipment at the municipal solid waste landfill & in various assignments. Moves, levels, compacts & covers solid waste; assists in the planning to fill cells. Looks for & prevents hazardous waste from entering landfill; extinguishes fires at landfill. Welds, services & makes repairs to equipment; performs maintenance checks on equipment. Maintains landfill roads; mows grounds; collects litter. Prepares minimal records of own activities, including burial logs & special wastes. Uses handheld GPS rover to determine final grades of waste & intermediate cover. Occasionally acts as lead operator for a new or subordinate employee. Education: High school diploma or G.E.D. Experience: One (1) year of progressively responsible construction & maintenance work operating light & medium equipment (tractor, loader, skid steer). One (1) year of experience operating heavy equipment (dozer, landfill/ dirt compactor, wheeled-tractor scraper). Horizontal land construction work preferred; must be able to work outside in all weather conditions. Bilingual skills are desired but not required. Requirements: Must possess a valid Kansas driver's license at hire with means of reliable transportation. Must possess a valid Kansas commercial driver's license (CDL) with air brake & tanker endorsements or have related heavy equipment experience & the ability to obtain CDL with air brake & tanker endorsements within one (1) year from the start date of employment. Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Works inside & outside in possible adverse weather conditions. Equipment: Bulldozer, compact track loader (skid steer), front-end wheel loader, landfill compactors, mechanic's hand & power tools, motor grader, roll off truck, tractor mower, water truck, weed-eaters, welder, wheeled-tractor scrapers, etc. Hours: 4 (10 hour days) & quarterly shift change (3-10.5 hours, & 1-8.5 hour days). Starting Pay DOQ: \$21.14-22.20/hr.

SANITATION WORKER I

Application deadline: Until filled-Public Works/Sanitation- Duties: Loads refuse, recycling, & yard waste into sanitation or recycling trucks efficiently. Assists with unloading refuse or recyclables or at designated sites, including landfill or recycling facilities; unloads recyclables from vehicles. Removes litter, debris, & refuse from streets, alleys, & public spaces, ensuring clean & safe environments. Collects bulk waste, including furniture, appliances, & other large items as part of special collection services; ensures proper handling & disposal of hazardous waste & large debris. Performs heavy manual labor in the collection of solid waste. Assists with cleanup & general maintenance activities at landfill or disposal sites, as assigned. Services trucks & equipment as required; repairs refuse carts. Prepares minimal records of own activities. Education: High school diploma or G.E.D. Experience: Experience in manual labor, preferably in waste management, recycling, construction, or other heavy physical labor roles; knowledge of waste disposal or recycling procedures is beneficial. Ability to perform strenuous physical tasks for extended periods, including lifting heavy objects, running designated routes, & enduring outdoor work in adverse weather conditions. Requirements: Must possess valid Kansas driver's license at hire. Must be eighteen (18) years of age or older. Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Works outside in adverse weather conditions. Equipment: Brooms, hydraulic lifts, power washers, sanitation trucks (refuse trucks, recycling trucks, etc.), shovels, rakes & other equipment used in waste collection & maintenance tasks. Hours: Monday – Friday. Shift begins at 7:00 a.m. Starting Pay DOQ: \$18.26-19.17/hr.

UTILITIES DEPARTMENT UTILITIES PLANT SUPERINTENDENTS

Application Deadline: Until filled-Utilities-Duties: Plan, schedule & supervise the operation & maintenance of an advanced utility plants & related equipment. Administer the safety program; investigate accidents & recommend preventative actions. Maintain & enforce a preventative maintenance program; support asset & maintenance management system implementation & use. Develop & implement standard operating procedures, key performance indicators, & performance measures to guide plant operations. Assist in long-range planning, budget preparation, & budget control. Serve as part of department leadership & collaborate with other supervisors to coordinate work across divisions. Liaison with maintenance, laboratory, & operations personnel to ensure that established standards of quality are met. Train & develop operators; set clear expectations & build accountability systems that support performance measures. Prepare employee shift schedules & work assignments; evaluate personnel performance as required.

UTILITIES PLANT SUPERINTENDENTS (CONTINUED)

Active participation in City's Continuous Process Improvement (CPI) Program. Utilize computer-based software as necessary to complete assignments. Assist in preparing, analyzing, & filing paper & digital operational, state, & federal reports. Receive & process complaints & take appropriate actions. Operate the plant in the event of a temporary operator shortage. Respond to after-hours emergencies as needed. Responsible for supervising plant operators & assigned personnel. Education: High school diploma or G.E.D. Possession of a Kansas Class IV Wastewater or Water Supply System Operator Certificates or obtain certifications within one (1) year after Kansas Department of Health & Environment (KDHE) examination eligibility. Experience: Five (5) years of progressively responsible experience in water treatment, wastewater treatment, or related work. Experience with lime-softening water treatment and/or advanced wastewater treatment with biological nutrient removal (BNR). Two (2) years of experience in a supervisory capacity, including developing staff & implementing SOPs & KPIs. Requirements: Must live within 40 minutes' response time. Must possess a valid driver's license. Starting Pay DOQ: \$64,943-66,851/yr.

UTILITY WORKER I

Application deadline: Until filled-Utilities/Water & Wastewater-Duties: Performs semi-skilled & skilled labor in the maintenance & operation of a water distribution & transmission system/wastewater collection system. Performs minor electrical & mechanical maintenance. Maintains wastewater pumps, motors & controls. Installs, repairs, cleans, taps, fits & inspects wastewater/water pipelines; installs & repairs wastewater/water valves, manholes, & fire hydrants; installs & repairs chemical feed pumps & piping. Performs custodial work such as cleaning, painting, lawn mowing & snow removal. Education: High school diploma or G.E.D. Experience: Two (2) years maintenance of mechanical & electrical equipment, or related work preferred. Requirements: Must live within 40 minutes' response time. Must possess valid Kansas driver's license. Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Machines, Tools, & Equipment: Computer, iPad, telephone, two-way radio, test equipment, multimeters, megohmmeters, chlorometers, personal gas monitors, pickups, dump trucks, tanker trucks, crane trucks, jackhammers, air moles, air compressors, wheeled & tracked excavators, skid loaders, hand & power tools, sewer cleaning equipment & inspection equipment. Hours: Monday-Friday, 8:00 a.m. – 5:00 p.m. & after-hours calls. Starting Pay DOQ \$24.47-25.69/hr.

WASTEWATER PLANT OPERATOR I

Application deadline: Until filled-Utilities-Duties: Keeps daily logs of shift operations. Utilizes monitoring equipment & maintains records. Draws samples for laboratory analysis. Performs preventive maintenance on equipment. Performs custodial work such as cleaning & painting. Receives & addresses customer concerns. Education: High school diploma or G.E.D. Must possess or obtain a Kansas Class I Wastewater Facility Operator Certificate within two (2) years from date of hire. Experience: Two (2) years' mechanical & electrical equipment maintenance or related work preferred. Must have ability to understand & apply mathematical concepts accurately. Requirements: Must be eighteen (18) years of age or older. Must possess a valid Kansas driver's license. Must live within 40 minutes response time. Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. May work outside in adverse weather conditions. Machines, Tools, & Equipment: Computer, hand & power tools, Lockout/Tag-out equipment, telephone, test equipment, trucks, vehicles, & other safety equipment needed for a safe job site. Variable Shifts: Monday – Friday Includes some weekends. 8:00 a.m. to 5:00 p.m. 12:00 a.m. midnight to 12:00 p.m. noon. 12:00 p.m. noon to 12:00 a.m. midnight. Starting Pay DOQ: \$24.47-25.69/hr.

WATER PLANT OPERATOR I

Application Deadline: Until filled-Utilities-Duties: Performs skilled work in the operation of an advanced water treatment plant, distribution system. Keeps daily logs of shift operations; utilizes monitoring equipment & maintains records. Draws samples for laboratory analysis. Performs preventive maintenance on equipment. Performs custodial work such as cleaning, painting & mowing. Receives & addresses customer concerns. Education: High school diploma or G.E.D. Kansas Class I Water Supply System Operator Certificate or must obtain within two (2) years from employment start date. Experience: Two (2) years of mechanical & electrical equipment maintenance, or related work preferred. Requirements: Must live within 40 minutes' response time. Must possess valid Kansas driver's license. Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Manual labor. Equipment: Computer, hand & power tools, Lockout/Tag-out equipment, telephone, test equipment, trucks, & vehicles. Hours: 6:00 a.m. - 6:00 p.m. Starting Pay DOQ: \$24.47-25.69/hr.