



# 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](mailto:human.resources@salina.org). Direct Line: (785) 833-8018; Office: (785) 309-5710.

## **FIRE DEPARTMENT** **FIREFIGHTER / PARAMEDIC**

Applications deadline: Until filled-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 (IFSA) 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**

Application deadline: Until filled-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 (IFSA) 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.

## **MUNICIPAL COURT** **COURT CLERK**

Application deadline: Until filled-Municipal Court-Duties: Makes entries to & maintains court docket & case files. Records & files cases & appropriate information & disposition of cases Sets up court dates with defendants. Receives, receipts & accounts for fines & bonds payments & exonerations. Handles in-person & phone inquiries & requests for assistance. Prepares, submits & receives records, reports & other appropriate data to/from other agencies & departments. Maintains financial records & deposits money. Prepares warrants & subpoenas; prepares video dockets. Assists defendants in understanding court procedures. Uses clerical supplies & equipment; trains new clerical employees. Works with exercises discretion when handling confidential information. Provides assistance to & acts as secretary for the Judge during court. Education: High school diploma or G.E.D. Experience: Two (2) years of general office work. Two (2) years in court or legal setting are preferred. 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, copy machine, computer, fax machine, printer, scanner, & telephone. Hours: Monday – Friday. Scheduled as five 8-hour days or four 10-hour days. Starting Pay DOQ: \$19.18-20.14/hr.



# EMPLOYMENT OPENINGS

## LEGAL ASSISTANT I / II

Application deadline: Until filled-Municipal Court/City Prosecutor's Office-Duties: Greets, assists & provides customer service for visitors of the Prosecutor's Office; evaluates, answers, & directs public inquiries. Types & proofreads a variety of routine to complex documents including general correspondence, reports, memorandums, letters, forms, & motions from notes, brief instructions, or printed materials. Responds in person, by telephone, or email to indigent defense counsel & private counsel, victims, pro se defendants, & other government agency personnel to answer questions & address any concerns. Serves as victim/witness assistant for the Prosecutor's Office; initiates contact with victims or witnesses to ensure criminal justice process understanding & their rights; provides information concerning hearing dates, dispositions & community resource availability; works with victims to determine if restitution is appropriate; gathers supporting documentation & prepares notices of restitution. Researches prior criminal & driving history & downloads relevant information for the prosecutor's review; follows up with jurisdictions as needed; researches, reviews & downloads police reports, notices to appear, booking sheets, & bonds; requests additional follow-up from & provides support for law enforcement, Animal Services, & Development Services; downloads, reviews & submits drug/alcohol evaluations & submits to the Judge. Subpoenas witnesses in a timely & efficient manner & tracks service of the subpoenas; reviews, updates, & finalizes witness lists for trial docket; performs follow-ups with victims/witnesses who don't appear. Coordinates & maintains schedules; reviews & processes journal entries & other Court documents; prepares case files, subpoenas, & other related District Court reviews journal entries & jury questionnaires; ensures deadlines are met. Processes & reviews office mail & confidential information regarding personnel & court activities. Education: Associate's degree in criminal justice, paralegal studies, or a related field. Experience: Two (2) - four (4) years of experience in legal system, court, or legal office involving interpretation of records, legal & factual research, & drafting legal documents. 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. Sits about 75% of the time. Equipment: Calculator, computer, copy machine, fax machine, printer, scanner, & telephone. Hours: Monday – Friday. 8:00 a.m. - 5:00 p.m. Starting Pay DOQ: Legal Assistant I: \$19.18-20.14/hr.; Legal Assistant II: \$20.12-21.13/hr.

## PARKS & RECREATION DEPARTMENT ANIMAL WELFARE COORDINATOR

Application deadline: Until filled-Parks & Recreation/Animal Services-Duties: Coordinates & manages volunteers. Works with confidential information regarding personnel, operations, & actions within the office. Manages vaccine records & revaccination schedule for animals. Manages & delivers medications for all shelter animals in a humane manner; creates medical sheets for animals receiving medical care; logs all medical care in each animal's record. Maintains records & compiles reports; handles correspondence; coordinates office mailings; maintains files & systems. Coordinates & maintains the D.E.A. (Drug Enforcement Agency) standards for the handling & documentation of controlled substances. Works with the veterinarian to schedule & prepare for surgery; ensures the facility is properly supplied & ready for surgery which includes drawing up medications for surgery, injections, drawing blood, & intubation of animals. Performs and/or supervises euthanasia as required; investigates potential rabies & other exposures. Encourages, promotes & facilitates adoptions, plans for & coordinates efforts with volunteers & approved fosters. May help with customer service at front desk including intakes, outcomes, showing animals to community members, & dispatching animal control officers. May assist with dog walking & kennel tech duties. Education/Training: High school diploma or G.E.D. National Animal Care & Control Association Safe Shelter training, Fear Free Shelter Training, & Trap & Release Training completed within six (6) months from start date of employment. Proven proficiency on euthanasia methods verified & approved by a licensed veterinarian within six (6) months from start date of employment. Experience: Two (2) years of experience working with domestic animals or in a related field. Experience working as a veterinary technician is desirable. Requirements: Must possess a valid Kansas driver's license. Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Moderate amount of walking required. Works inside & outside. Equipment: Animal Services equipment, calculator, computer, fax machine, scanner, telephone, two-way radio, & vehicles. Hours: Monday – Friday, variable hours. Works variable schedule including early mornings, evenings & weekends, as needed. Starting Pay DOQ: \$19.18-20.14/hr.

## PARKS & RECREATION SUMMER EMPLOYMENT Temporary/ Seasonal & Intermittent

Application deadline: Until filled- Parks & Recreation-The City of Salina is accepting applications for part-time & summer employment in the Athletics, Ball Fields, Kenwood Cove Water Park, Lakewood Discovery Center, Municipal Golf Course, Parks & Forestry divisions. Education: High school graduates unless otherwise designated. Requirements: Work, salary, & hrs. vary depending on games. Go to our job board for position descriptions.

## 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

## **POLICE OFFICER (CONTINUED)**

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 communication 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 nineteen (19) 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 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. every other weekend off. Starting Pay DOQ: \$22.20-23.31/hr.

## **UTILITIES DEPARTMENT**

### **WASTEWATER PLANT SUPERINTENDENT**

Application deadline: Until filled-Utilities-Duties: Plan, schedule & supervise the operation & maintenance of an advanced wastewater treatment plant & related equipment. Administer the safety program; investigate accidents & recommend preventative actions. Liaison with maintenance, laboratory, & operations personnel to assure the treated wastewater meets established standards of quality. Prepare employee shift schedules & work assignments; evaluate personnel performance as required. Assist in preparing, analyzing, & filing paper & digital operational, state, & federal reports. Maintain & enforce a preventative maintenance program. Assist in long-range planning, budget preparation, & budget control. Receive & process complaints & take appropriate actions. Operate the plant in the event of a temporary operator shortage. Active participation in City's Continuous Process Improvement (CPI) Program. Utilize computer-based software to evaluate & analyze facilities operations to achieve compliance with all relevant federal, state, & local regulations including environmental guidelines. Responsible for supervising a group of wastewater plant operators & assigned personnel. Education: High school diploma or G.E.D. Possession of or obtain a Kansas Class IV Wastewater Operator Certificate within one (1) year after Kansas Department of Health & Environment (KDHE) examination eligibility to obtain certification. Experience: Five (5) years of progressive experience with advanced wastewater treatment or related work preferred. Two (2) years of experience in a supervisory capacity preferred. Requirements: Must live within 40 minutes' drive time. Must possess a valid Kansas driver's license. Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m. Respond to after-hours emergencies as needed. 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. Works inside & outside. Equipment: Computer based SCADA & asset / preventative maintenance software program, computers, digital laboratory & maintenance test equipment, confined space equipment & lock-out/tag-out equipment, hand & power tools, tablets, telephone, trucks, two-way radio, & vehicles. Starting Pay DOQ: \$63,670-66,851/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.

### **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: Works on shift: 8:00 a.m. - 5:00 p.m.; 12:00 p.m. – 12:00 a.m.; 12:00 a.m. – 12:00 p.m. Includes some weekends. Starting Pay DOQ: \$24.47-25.69/hr.