



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.

DEVELOPMENT SERVICES DEPARTMENT PLANNING INTERN

Temporary/Seasonal • Part-Time

Application deadline: Until filled-Development Services-Duties: Works under the supervision of the Deputy Director of Community & Development Services. Conducts research; drafts & presents an overall public outreach plan for the department. Assists staff in collecting & compiling data for various projects. Conducts research for potential code amendments; conducts field work, collects parcel data & searches land records. Assists planning staff at various planning board meetings & attends Development Review Team meetings. Conducts basic office functions as needed, such as data entry, drafting correspondence, file management, & customer service; may occasionally assist with office duties in other Development Services divisions. Performs other duties as assigned. Education: High school graduate or G.E.D. Enrolled in a current degree program in urban planning, geography, architecture, public administration or related community or urban/rural planning field preferred. Requirements: Must be eighteen (18) years of age or older. Must have strong computer skills with proficiency in Excel. Must have the ability to communicate & work well with staff. Must possess a valid driver's license. Work Type: Light, exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. This is an in-office position in Salina. Hours: Days & hours of work are to be determined with the chosen candidate & the Deputy Director. This position will not exceed 40 hours per week & the internship will not exceed a total of 400 hours. Pay: \$12.00/hr.

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 outdated & 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 (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

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.

PARKS & RECREATION DEPARTMENT **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



EMPLOYMENT OPENINGS

POLICE OFFICER (CONTINUED)

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 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.; 12:00 p.m. to 12:00 a.m.; every other weekend off. Starting Pay DOQ: \$22.20-23.31/hr.

PUBLIC WORKS DEPARTMENT

LANDFILL LABORER

Application deadline: Until filled-Salina Municipal Landfill-Duties: Performs skilled & semi-skilled manual labor in the maintenance & operation of the Salina municipal solid waste landfill. Operates pickups, mowers, litter picker & other light to medium equipment at the municipal solid waste landfill & in various assignments. Trains in the operation of compactors, front-end loaders, & self-propelled scrapers. Trains & assists with the handling of waste processing operations. Looks for & prevents hazardous waste from entering the landfill; extinguishes fires at landfill. Welds, services & makes repairs to equipment; performs maintenance checks on equipment. Maintains landfill roads; fixes fence; mows grounds; cleans & maintains buildings; picks up litter & debris. Prepares minimal records of own activities. Education: High school diploma or G.E.D. Experience: One (1) year of construction work operating light & medium equipment. Horizontal & vertical land construction work desired. Requirements: Must possess a valid Kansas driver's license at hire. Valid Kansas commercial driver's license (CDL) with air brake endorsement & tanker endorsement is desired but not required. The City of Salina may pay enrollment fees & pay hourly wages for well-performing employees to attend CDL training at Salina Area Technical College. 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 outside in varying weather conditions. Machines, Tools, Equipment: Earth scrapers, front-end loaders, litter pickers, mowers, pickups, road sweepers, trash compactors, mechanic's hand & power tools, self-propelled scrapers, tractor mower, weed-eaters, welder, etc. Hours: Monday- Friday, 6:30 a.m.-3:00 p.m. Starting Pay DOQ: \$20.12-21.13/hr.

LANDFILL FACILITY MAINTENANCE WORKER

Temporary/Seasonal • Part-Time

Application Deadline: Until filled-Public Works/Landfill- Duties: Performs manual labor in the maintenance of facilities & outdoor spaces. Operates utility vehicles to perform litter collection duties on municipal landfill property. Mows on flat surfaces & removes weeds around buildings, fences, & other landfill structures; may apply herbicides subject to minimum age requirements. Keeps equipment well-maintained, clean & operational; promptly reports any deficiencies to supervisor. Assists with installation of litter control fences. Cleans shop floors & shop areas. Cleans interiors & exteriors of vehicles & equipment. Prepares minimal records of own activities. Performs other duties as assigned. Education: Eighth grade graduate minimum. Experience: Mowing, outdoor work experience, & some mechanical knowledge required. Grounds maintenance & equipment experience preferred. Must possess a valid driver's license. Requirements: Must be seventeen (17) years of age or older. Must possess a valid driver's license. Work Type: Medium, exerting up to

LANDFILL FACILITY MAINTENANCE WORKER (CONTINUED)

75 pounds of force occasionally, and/or up to 40 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; ability to lift 10-40 pounds frequently. Works outside in possible adverse weather conditions. Equipment: 17-year-olds: Zero-turn mower, weed-eater, utility vehicle, litter pickers, & various non-power-driven hand tools. 18-year-olds: Zero-turn mower, weed-eater, utility vehicle, litter pickers, litter collection utility vehicle, pickups, & various hand tools. Hours: Monday – Friday. 6:30 a.m. – 5:00 p.m. Flexible hours. Starting Pay DOQ: \$15.88 -17.88/hr.

UTILITIES DEPARTMENT

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.