



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.

* FULL-TIME POSITIONS *

DEVELOPMENT SERVICES DEPARTMENT

BUILDING INSPECTOR I-II-III

Application deadline: Until filled-Development Services-Duties: Reviews plans & building applications for residential & commercial improvements for compliance with building & zoning codes & ordinances. Provides information to contractors, architects, developers & public. Receives building code & ordinance violations complaints & investigates. Inspects job site for compliance with building, electrical, plumbing, mechanical & related codes. Checks soil conditions. Works with fire department & performs investigations of fire damage, unsafe buildings & structures, & proposed building moves. Performs final inspections & sanitarians in health features of construction. Files copies of inspection reports; logs & uploads review comments into the City's project tracking management system. Coordinates review with staff & City departments. Processes applications & other permit submittals according to the City's & Department's rules on submittals, performance, project & permit vesting. Qualifications: Must possess a valid Kansas driver's license. High school diploma or G.E.D. Two (2) years of building construction trade and/or inspection experience; may include plan review & interpretation. General knowledge of building & fire codes required. International Code Council (ICC) or similar certification desired. Either a bachelor's degree in Construction Science or three (3) years minimum building construction trade and/or inspection experience; may include plan review & interpretation. Journeyman or master in skill trade required. Either a bachelor's degree in Construction Science & three (3) years minimum building construction trade or inspection experience; may include plan review & interpretation or five (5) years minimum building construction trade or inspection. One (1) certification by International Code Council (ICC) or similar certification such as a building, plumbing, mechanical or electrical inspector. Combination commercial inspector certification through ICC. (May be obtained in the first six (6) months of employment when approved by the Building Official). A master plumbing, mechanical or electrical license based on certification through ICC. (May be obtained in the first six (6) months of employment when approved by the Building Official) Residency Requirement: This position has a 40-minute response time by way of the most direct route & within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro. 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. Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m.; Salary Ranges DOQ: Building Inspector I (\$22.20-23.31/hr.); Building Inspector II (\$23.30-24.47/hr.); Building Inspector III (\$26.98-28.33/hr.)

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 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 (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.

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 / 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 (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 ANIMAL CONTROL OFFICER

Application deadline: Until filled-Parks & Recreation/Animal Services- Duties: Enforces & applies ordinances & regulations of the Salina City Code pertaining to animal control via verbal warnings, written warnings, & citations; chases, apprehends, impounds, & transports domestic, farm, exotic, & wild animals that are stray, injured, & diseased; uses catch poles & traps to capture & impound animals; uses tranquilizer guns to subdue vicious & fractious animals; transports captured animals to the Salina Animal Shelter. Investigates incidents involving animal cruelty, illegal pit bulls, animal bites, & animal nuisances; interviews complainants, victims, & witnesses on possible law, ordinance & regulation violations; identifies, collects, & preserves evidence pertaining to investigations of animal cruelty; identifies owners of animals that are subjects of investigations; testifies in court & at hearings on animal control matters. Inspects pet shops, grooming shops, boarding kennels, animal breeders, catteries, & animal daycare facilities to ensure that animals are being handled in accordance with applicable ordinances & regulations. Issues licenses & permits for dogs & cats residing in Salina City Limits; provides public education on animal control ordinances & regulations & animal care methods/techniques. Establishes quarantines involving rabies incidents & other health concerns as needed; prepares rabies specimens for laboratory tests by decapitating & placing specimens in insulated shipping coolers. Performs first aid on injured animals by applying splints, tourniquets, blankets, muzzles, & other related medical supplies & equipment; performs euthanasia on injured, sick, dangerous, or unwanted domestic, wild & exotic animals by means of lethal injection; picks up dead animals found in public streets & highways; disposes/incinerates animal carcasses. Education: High school diploma or G.E.D. Must obtain Level I & II National Animal Control Association Academy training. Experience: One (1) year animal care experience in animal shelter, veterinary clinic, animal hospital, or other related area including customer service skills to the public preferred. Requirements: Must live within 40 minutes' response time. Must possess a valid Kansas driver's license. Work Type: Moderate, exerting up to 80 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Equipment: Animal shelter equipment, calculator, catch pole, computer, crematorium, electronic tablet, fax machine, laboratory equipment, scanner, temperature gun, telephone, tranquilizer gun, two-way radio, voice recorder, & vehicles. Hours: Shifts vary: 4 x 10-hour shifts/week including nights, weekends & holidays. Shifts may start at 5:00 a.m. & responds to overnight calls. Starting Pay DOQ: \$21.14-22.20/hr.

ADMINISTRATIVE ASSISTANT I

Application deadline: Until filled-Parks & Recreation / Animal Services-Duties: Greets citizens; answers inquiries & provides customer service in-person & via telephone. Directs public to dog or cat area of their choice. Dispatches calls for Animal Control Officers, logs calls & messages. Processes adoptions, surrenders, reclaims, donations & strays for the facility. Maintains the cash drawer; handles deposit procedures. Performs detailed data entry, prepares reports, & maintains records & files; provides administrative support as needed; sorts & distributes mail. Assists with maintaining inventory of office & routine pet supplies. Education: High school diploma or G.E.D. with business & typing courses. Experience: One (1) year office setting & proficient in Microsoft Office products 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. Equipment: Adding machine, calculator, computer, copy machine, fax machine, printer, radio, & telephone. Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m. Starting Pay DOQ: \$17.39-18.26/hr.

RECREATION LEADER

Application deadline: Until filled-Parks & Recreation/Fieldhouse-Duties: Plans, organizes, coordinates, promotes, markets, & supervises year-round baseball activities for youth & adults, instructional programs, special events, athletics, camps, clinics, & other leisure programs; may instruct classes, & lead activities as needed; assists in coordinating & aiding with other Parks & Recreation athletic programs. Assists in setting up & maintaining Salina Fieldhouse facility for daily operations, rentals, events, & scheduled programs. Schedules use of, sets up, and/or monitors rental space & facilities to include Berkley Family Recreation Area for events, tournaments, programs, & related activities; communicates with community organizations; coordinates with field maintenance staff for use & upkeep of equipment & facilities; checks recreation & athletic equipment in & out; maintains inventory. Plans & conducts registration for recreation activities & rentals; registers program participants; supervises collection of fees & charges for activities; may perform cash handling functions. Participates in recruitment, hiring, & performance evaluations of part-time & seasonal personnel; plans, coordinates & supervises activities of staff, assigners, & coaches; evaluates program effectiveness; maintains routine attendance & participant progress records as necessary; evaluates performance of participants in instructional programs; keeps accurate records of operations. Performs basic clerical & administrative duties including data entry, record keeping, preparing & processing various documents, maintaining files & daily event logs. Answers questions & telephone inquiries; provides basic program information to

RECREATION LEADER (CONTINUED)

participants & the public; verifies membership cards; & serves as public relations ambassador to participants, instructors, & the public. Assists in maintaining facilities by cleaning & sanitizing areas, sweeping & mopping floors, checking & restocking restrooms, arranging equipment, & any other general required maintenance duties; recommends necessary facility repairs or supply needs to the supervisor for activities & programs; may conduct field maintenance, such as lining fields, raking, & minor manual labor. Assists in the enforcement of rules, regulations, & safety precautions of municipal facilities; recognizes, avoids, & reports unsafe acts, conditions, accidents & injuries; maintains discipline at indoor/outdoor recreation facilities; instructs various departmental programs explaining the rules or techniques. Assists the Recreation staff with various tasks to help meet the program services goals; duties will vary according to job assignment. Education: High school diploma or G.E.D. Associates degree or college courses in recreation administration or related field preferred but not required. Certification or ability to obtain certification as a Certified Parks & Recreation Professional (CPRP) desired. Experience: One (1) year work in recreation programming or athletics administration, including youth & adult baseball, or softball leagues & tournaments. One (1) year supervising, scheduling, & training part time temporary/seasonal staff or volunteers. Experience coordinating facility rentals & working with maintenance & grounds on event setup. Proficiency with Microsoft Office computer programs, recreation registration, & POS software (e.g., CivicRec, ActiveNet, or RecTrac). Bilingual (English/Spanish) preferred. 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. Works inside & outside. Equipment: Calculator, computers, computer software, fax machine, printer, scanner, telephone, two-way radio, & vehicles. Hours: Varied schedule to include nights, weekends, and/or holidays. Starting Pay DOQ: \$17.39-18.26/hr.

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 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 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.



EMPLOYMENT OPENINGS

ADMINISTRATIVE ASSISTANT III

Application deadline: Until filled-Police Department- Duties: Keeps & maintains departmental files for accreditation; researches, locates, & creates accreditation proofs of compliance; educates employees on accreditation process; participates in accreditations reviews & attends required accreditation training. Assists with development & maintenance of policies & procedures; assists with administration of departmental accreditation, policy & training software system. Assists with uploading & assigning training through departmental training software; monitors CPOST required training & adds training documentation for sworn officers. Oversees one or more departmental security software systems including assigning permissions & issuing access to secure areas of buildings & grounds. Provides backup for Public Safety Administrator including processing confidential information regarding personnel & proposed actions; processes departmental accounts payable & prepares forms. Creates & maintains departmental forms, booklets, flyers, spreadsheets, presentations & related documents. Assists in the organization of department programs; performs special projects as needed. Handles office mail; screens phone calls; schedules appointments; maintains records for limited office funds; assists with program organization; performs assigned special projects. May lead other administrative support workers. Education: High school diploma or G.E.D. Experience: Requires skills in typing, bookkeeping, computer applications & other clerical functions. Four (4) years of progressively responsible clerical work with strong computer experience desired. Type accurately at or above 40 words per minute. Requirements: Must pass extensive background checks. Hours: Monday – Friday; 8:00 a.m. to 5:00 p.m. 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. Sits about 85 percent of the time. Inside work. Equipment: Copy machine, adding machine, calculator, computer, scanner, tablet, folding machine, binding machine, laminator, telephone, fax machine & typewriter. Starting Pay DOQ: \$19.18-20.14/hr.

POLICE SUPPORT SPECIALIST I

Application deadline: Until filled- Police Department -Duties: Checks & maintains variety of departmental criminal files & data to ensure accuracy prior to permanent storage in records management software; ensures data is entered accurately in accordance with state government guidelines concerning criminal activity & arrests information. Computes departmental statistics; prepares charts, reports, forms & other documents for departmental use; composes & types correspondence; scans & indexes police reports & related documents. Prepares & releases police reports & official responses to court inquiries; handles public report requests & background checks conducted from local records; performs variety of recordkeeping, records management duties, & related tasks for department. Screens incoming telephone calls; provides frontline customer service for general public & all offenders entering department; maintains & accounts for materials & supplies; handles office mail. Education: High school diploma or G.E.D. Experience: Microsoft Word & Excel experience required. Typing skills & other clerical functions. Type accurately at or above 40 words per minute. 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 85 percent of the time. Works inside. Equipment: Adding machine, calculator, computer, copy machine, fax machine, scanner, telephone & typewriter. Hours: Monday – Friday. 7:30 a.m. - 4:30 p.m. Starting Pay DOQ: \$17.39-18.26/hr.

PUBLIC WORKS

LANDFILL OPERATOR I

Application deadline: Until filled-Public Works/Landfill- Public Works/Solid Waste-Duties: Performs skilled & semi-skilled work in the maintenance & operation of the City of Salina's municipal solid waste landfill; operates & maintains medium & heavy equipment such as compactors, dozers, motor graders, front-end loaders, self-propelled scrapers & similar equipment; assists in planning fill cells; moves, levels, compacts & covers solid waste at landfill; looks for & prevents hazardous waste from entering into landfill; mows grounds; collects litter; maintains landfill roads; extinguishes fires at landfill; performs maintenance checks on equipment & makes repairs; welds; prepares minimal records of own activities, including burial logs & special wastes. 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, compactor, earth scraper); horizontal land construction work preferred; must be able to work outside in all weather conditions. Requirements: Must possess valid Kansas driver's license at hire; must obtain a valid Kansas commercial driver's license (CDL) with air brake & tanker endorsement within one (1) year from hire date. 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: Earth scrapers, trash compactors, wheel loader, motor grader, dozer, water truck, roll off truck, tractor mower, weed-eaters, mechanic's hand & power tools, welder, 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.

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.

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 &



EMPLOYMENT OPENINGS

WASTEWATER PLANT OPERATOR I (CONTINUED)

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: 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.

WATER CUSTOMER ACCOUNTING CUSTOMER ACCOUNT REPRESENTATIVE

Application deadline: Until filled-Water Customer Accounting-Duties: Duties: Maintains & balances the water customer accounting records. Prepares & enters data in the computer for customers. Receives customer service requests & enters into computer. Answers inquiries & provides customer service in-person & via telephone. Prepares water customer accounting financial statements. Makes deposits, reconciles cash drawers. Routinely handles a large amount of money. Education: High school diploma or G.E.D. Experience: Two (2) years of experience in bookkeeping, customer service or clerical work preferred. Must have excellent telephone communication skills & the ability to handle multiple tasks in a busy office. Ability to type minimum of 40 wpm. 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. This position sits about 75 percent of the time. Machines, Tools, Equipment: Computer, copy machine, fax machine, inserting machine, printer, telephone, & ten-key calculator. Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m. Starting Pay DOQ: \$18.26-19.17/hr.

* PART-TIME POSITIONS *

PARKS & RECREATION DEPARTMENT SOCCER OFFICIAL

Part-Time • Intermittent

Application deadline: Until filled-Parks & Recreation-Duties: Presides over soccer games & enforces the rules at recreational or competitive events. Maintains concentration on the game & reacts quickly to rule violations. Keeps track of time & calls for halftime or any other breaks in play. Makes sure that the field is safe for play including checking for holes, ruts, or other hazards on the field. Makes sure that all players are familiar with the rules of the game & enforces penalties for violations. Calls fouls & misconduct on players, coaches, or spectators. Assigns penalties for infractions, misconduct, & injuries, as needed. Determines whether a kick should be retaken due to an infraction such as an offside violation or an illegal kick. Determines whether a goal has been scored, whether there was a violation on the play, & signaling a score or a violation. Recognizes when an injury requires that a player be removed from the field or when a player appears to be in pain but is able to continue playing. Makes calls regarding whose ball it is when the ball goes out of bounds as well as offside. Uses a flag or hand gesture to signal calls such as offside & possession of the ball. Administers basic first aid, if needed. Responds in emergency situations within scope of training. Education: Eighth grade graduate. CPR & First Aid certifications desired. Experience: Knowledgeable in the game of soccer. Previous officiating experience & working with children preferred, but not required. Requirements: Must be fourteen (14) years of age or older. This is a non-driving position. Hours: Evenings & weekends; part-time; flexible. Pay DOQ: \$24.00-28.00/game.

PUBLIC WORKS DEPARTMENT TRAFFIC CONTROL LABORER

Temporary/Seasonal

Application deadline: Until filled-Public Works/Traffic Control- Duties: Traffic Device Maintenance & Installation: Participates in the installation, maintenance, & repair of critical traffic control devices, including but not limited to stop signs, yield signs, & traffic signals, ensuring compliance with national & state safety standards while enhancing public visibility. Roadway Marking: Plays a key role in the painting & repainting of essential road markings, covering complex layouts like school zones & bike lanes, utilizing reflective materials to optimize nighttime & inclement weather visibility, thereby aligning with broader municipal safety protocols. Sign Replacement & Visibility Assurance: Engages in evaluating & replacing degraded traffic signs, meticulously adjusting for optimal driver visibility, factoring in local environmental conditions like frequent sun direction changes or natural obstructions, contributing to informed & safe navigation. Equipment Operation & Care: Operates a variety of tools & machinery used in traffic control tasks, including paint machines, drills, & saws, while ensuring all equipment is properly maintained & stored. Education: Eighth grade graduate minimum. High school diploma or G.E.D. preferred. Experience: Six (6) months to one (1) year of work experience with wood, metal, or concrete painting projects. Work Type: Heavy, exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force continually to move objects. Works entire shift outside in varying weather conditions. Requirements: Must be eighteen (18) years of age or older. Must possess valid driver's license. Must pass background checks. Must be prompt & available to work shifts. Must have the ability to work independently with little supervision. Equipment: Variety of tools & machinery used in traffic control tasks, including paint machines, paint rollers, paint brushes, drills, saws & vehicles. Hours: Monday-Friday from 7:30 a.m.-4:00 p.m.; 40 hours per week available. Position typically works from June–August or for a total of 950 hours per season. Pay: \$16.00/hr.

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.