



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 •

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.

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.

MUNICIPAL COURT MUNICIPAL JUDGE

Application deadline: Until filled- Duties: Prescribes & adopts rules of practice & procedure not inconsistent with the laws of the state of Kansas; schedules the dockets for the trial & disposition of matters before the court at fixed day or evening times; conducts courtroom proceedings of persons charged with violating municipal ordinances. Arraigns accused persons, advises persons of charges pending against them, possible penalties thereof, & their constitutional rights; appoints counsel to represent defendants; hears & determines violations & assesses penalties; if guilty, commits persons to jail, assesses fines & determines diversion/ probation/ parole status; sets bonds, hears motions & writes legal opinions. Reviews case files of all persons who did not appear in court; determines whether warrants will be issued & for how much; signs warrants, reviews requests for dismissals from prosecutors; reviews request for continuances & acts on same; enters appropriate enforcement orders; possesses information restricted to specific persons. Serves as administrative hearing officer for cases referred from the Human Relations division; develops policies & procedures for maintaining court records in the Court's case management system. Directs & approves the development of the department's annual operating budget; directs & approves the maintenance of the department's equipment & physical facility; coordinates & manages contractual services including indigent defense services & security services for the facility; coordinates with county staff regarding policies & procedures for jail & transport services for inmates & court appearances for defendants in custody. Supervises a small staff. Education: Juris doctor degree from accredited law school. Experience: An attorney regularly admitted to the practice of law in the state of Kansas. Minimum of five (5) years' experience in the active practice of criminal law as a lawyer, judge of a court of record or any court in the state, or as a full-time teacher of law in any accredited law school or any combination with emphasis on trial experience. Familiarity with electronic case filing & tracking preferred. Requirements: Must be a citizen of the United States. Must live within 40-minute drive time. 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. Pay DOQ: \$91,381-146,209/yr.

PARKS & RECREATION DEPARTMENT RECREATION SUPERVISOR

Application deadline: Until filled-Parks & Recreation/Recreation -Duties: Plans, organizes, coordinates, promotes, markets, & supervises year round activities for youth & adults, including instructional programs, special events, athletics, camps, clinics & other leisure programs; may instruct classes, coach teams & lead activities as needed; assists in supervising & aiding with other Parks & Recreation athletic programs; schedules use of, sets up, and/or monitors meeting rooms & facilities for programs, workshops & related activities; coordinates maintenance & upkeep of equipment & facilities; participates in recruitment, hiring, & performance evaluations of part-time & seasonal personnel; plans, coordinates & supervises activities of instructors, leaders, staff & volunteers; evaluates program effectiveness; keeps accurate records of operations; plans & conducts registration for recreation activities; supervises collection of fees & charges for activities; assists the Recreation Superintendent in budget preparation & reviews program expenditures; assists the Recreation Superintendent in Fieldhouse and/or other facility operations; conducts public relations programs to encourage community involvement; serves as liaison with participant groups & organizations. Education: Bachelor's degree in recreation administration, or related field; Certified Parks & Recreation Professional (CPRP) or related certification preferred, or ability to obtain certification within one (1) year from the start date of employment. Experience: Three (3) years' programming experience organizing & coordinating recreation programs required; one (1) year administrative and/or lead supervisory experience preferred. Requirements: Must possess a valid Kansas driver's license. 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, fax machine, printer, recreation equipment, scanner, telephone, two-way radio, & vehicle. Hours: Works variable schedule, including evenings & weekends as needed. Starting Pay DOQ: \$46,176-48,485/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.

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POLICE OFFICER (CONTINUED)

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 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. Examination: Mandatory computerized Dispatcher examination.

PUBLIC WORKS DEPARTMENT**DEPUTY PUBLIC WORKS DIRECTOR / CITY ENGINEER**

Application deadline: Until filled-Public Works/Engineering-Duties: Directs the engineering division & other assigned Public Works divisions. Plans, organizes, directs, supervises & reviews the work of civil engineers, engineering technicians, inspectors, construction coordinator, City surveyor, & GIS supervisor in the design & construction of city-wide infrastructure projects. Extensively coordinates planning & design with private contractors, engineering consultants, & governmental agencies. Administers the activities of the Engineering Division to ensure quality delivery of capital projects, as well as support services to other departments. Anticipates, expedites & resolves problems in a way that enables the Engineering Division to be productive & maximize its resources. Works closely with the Public Works Director to support administrative Public Works Operations; serves as the departmental director in the absence of the Director of Public Works. Plans, organizes, directs, supervises, & reviews other assigned Public Works divisions and/or employees. Prepares & reviews reports, research papers & studies. Directs & coordinates mapping, surveying, contract construction & contract review. Supervises maintenance of engineering records & office engineering work; coordinates field engineering with contractors; reviews maps & plats. Coordinates & implements the development of a large Capital Improvement Program; reviews purchase orders & expenditures. Participates in the development of the annual budget. Prepares & presents requests for City Commission action, Commission information memorandums, & study sessions. Serves as chief enforcement officer of illicit discharge & erosion control enforcement. Education: Bachelor of Science degree in Civil Engineering is required. Must possess a Kansas Professional Engineers license, or ability to obtain license within six (6) months from the start date of employment. Experience: Five (5) years of engineering experience is required. Experience in municipal government is preferred. Requirements: Must possess a valid Kansas driver's license. Must live within 40 minutes' drive time. Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to negligible amount of force constantly to move objects. Works inside 75% of the time. Hours: Monday – Friday 8:00 a.m. to 5:00 p.m. Attends meetings outside of normal office hours. Starting pay DOQ: \$91,381-146,209/yr.

AUTO TECH II

Application Deadline: Until filled-Public Works/Central Garage: Duties: Performs a variety of skilled mechanical repair work to gas & diesel powered & automotive equipment; carries out a preventive maintenance program. Performs a variety of skilled journeyman mechanical repairs to automotive & power equipment. Repairs and/or replaces electronic components & controls, systems & electrical wiring. Fabricates special equipment & attachments to equipment involving some acetylene & electrical welding; plans & carries out a preventive maintenance program on automotive equipment; maintains small mower & other related equipment; changes oil & filters; performs routine maintenance; conducts tests of equipment; posts records of own activities. Maintains an inventory of parts, tools, equipment, apparatuses & supplies used in the shop; sweeps & cleans areas; may operate medium & heavy equipment. Aids in storm-related activities such as snow removal & flood control operations. Education: High school diploma or G.E.D. Preferred completion of an approved apprenticeship, associate's degree, or certificate in mechanical technology field. May require certification in repairing special equipment. Two (2) earned ASE Certifications towards the ASE Masters Level Certifications are required within one (1) year from the start date of employment. Experience: Four (4) years of related mechanical experience is required. Requirements: Must possess a valid Kansas driver's license at hire. Must possess a valid Kansas Class B CDL driver's license with air brakes, tanker, & passenger endorsements or obtain within one (1)

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AUTO TECH II (CONTINUED)

year from the start date of employment. The City of Salina will pay enrollment fees & hourly wages for employees to attend Class B CDL training. Hours: Monday – Friday, 7:00 a.m. – 4:00 p.m. 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. Maintains landfill sites. 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 of force frequently, and/or up to 10 pounds of force constantly to move objects. Machines, Tools, 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**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.

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.

• Part -TIME & SUMMER POSITIONS •

PARKS & RECREATION DEPARTMENT 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, 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.

PUBLIC WORKS/ CENTRAL GARAGE FLEET ASSISTANT

Temporary / Seasonal

Application deadline: Until filled- Duties: Performs a wide variety of clerical duties, bookkeeping, & semi-skilled automotive repair work involving Central Garage's fleet, parts management, & fuel handling programs. Applies accounting principles in maintaining specialized & complex accounts; assists in maintaining a complete bookkeeping system of moderate difficulty; performs financial record keeping & billing procedures; handles accounts payable documents. Enters data; organizes & maintains account information & balances; files & maintains city vehicle maintenance records. Creates letters, reports, & assigned correspondence; proofreads written documents; handles & interprets technical materials; performs assorted office functions. Provides first-line customer & vendor communications; responds to customer inquiries & assists in-person, via telephone or computer. Requests, maintains, & accounts for materials, supplies, & limited office funds. Performs parts room management; maintains parts room inventory; completes shipping & receiving. Picks-up & returns parts to appropriate vendors; delivers tires to the appropriate vendor for repair; operates motor vehicles for parts & tire pickup & delivery. Washes & details vehicles; assists with tire changes & basic vehicle repairs as needed. Maintains cleanliness of the office, breakroom, parts room & bathroom by sweeping, mopping, dusting, cleaning cabinets & emptying the trash. Operates & handles a variety of vehicles not requiring a Commercial Driver's License (CDL). Education: High school diploma or G.E.D. Post high school courses in typing, bookkeeping, & computer applications. Experience: Two (2) years of experience in clerical work, bookkeeping & accounting duties preferred. One (1) year or more of experience with automotive parts & service or tire technician work preferred. Experience in Microsoft Office, Excel, Outlook & Word desired. Requirements: Must possess a valid Kansas driver's license. Must be eighteen (18) years of age or older. Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 pounds of force constantly to more objects. Works inside & occasionally outside. Machines, Tools, Equipment: Battery powered blower, battery powered tools, brooms, calculator, computer, copy machine, fax machine, printer, hand carts, grease guns, lift tailgate, mops, pressure washer, tablet, telephone, two-way radio, variety of vehicles not requiring a CDL, vehicle jacks & jack stands. Hours: Monday – Friday Starting Pay DOQ: \$16.25-18.25/hr.