



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 OFFICIAL

Application Deadline: Until filled-Development Services-Duties: Oversees inspection of buildings & similar structures; reviews plans for code compliance & in accordance with approved plans & specifications; reviews & issues building, mechanical, plumbing, electrical, demolition contractor registration/licenses. Enforces property maintenance codes; oversees inspections of existing buildings to determine hazardous conditions, structural failures or need for maintenance or repair; drafts amendments to building codes & assists with updates via presentation to the Building Advisory Board & City Commissioners. Manages inspection activities in the division as outlined in the Salina Municipal Code; assists in preparation, development & administration of division goals, objectives, policies, & procedures for assigned programs that meets or exceeds the division's accreditation goals; continuously monitors & evaluates Department adherence to the efficiency & effectiveness of Commitment to Customer Service Quality & City Values. Directs daily operations of Building Services Division; monitors inspection schedules, permit activity, plan review workloads, staffing assignments, & operational priorities to ensure efficient service delivery & continuity of operations. Selects, trains, motivates, mentors, & evaluates division staff; develops employees through coaching, professional development, succession planning, & performance management; provides or coordinates staff training & works with staff to correct deficiencies through a timely, accurate & thorough performance review process. Provides training opportunities to inspectors & contractors; meets with & provides code interpretation for building inspectors, property owners, contractors, & design professionals. Advises design professionals, builders, owners of minimum construction standards that conform within adopted building requirements; interacts with contractors, design professionals & developers to maintain dialogue regarding local construction practices, department policies & procedures, & locally adopted codes & amendments. Coordinates with other City departments & divisions to support Development Review Team activities, departmental initiatives, & organization-wide projects. Ensures consistency with division staff in code interpretations; resolves code interpretation discrepancies between staff & the building community; assists design professionals & customers in resolving code conflicts including providing acceptable alternative solutions. Maintains effective communication with staff, customers, contractors, design professionals, City departments, & leadership regarding operational issues, code interpretations, division initiatives, & customer service matters. Researches & prepares reports; assists in annual budget preparation & ensures financial compliance. Education: High school diploma, G.E.D., or equivalent. Bachelor's degree in construction sciences, architecture, or related fields of study. Must possess International Code Council (ICC) Certified Building Official certification within thirty-six (36) months after start date of employment. Experience: Five (5) years of experience in building trades or building inspection with two (2) years supervisory or lead experience. Multi-level certifications in commercial & residential inspections including plumbing, electric, & mechanical inspections. Requirements: Must possess a valid Kansas driver's license. Must live within 40 minutes response time. Hours: Monday – Friday. 8:00 a.m. to 5:00 p.m. Works a varied schedule as needed. Pay Range DOQ: \$82,884-132,616/yr.

FINANCE DEPARTMENT DIRECTOR OF FINANCE & ADMINISTRATION

Application Deadline: Until filled – Finance Department-Duties: Provides leadership & direction for the Finance Department, including Finance, City Clerk & Water Customer Accounting; plans, organizes, directs & evaluates departmental staff; develops & implements goals, policies, & programs for departmental financial, records, & accounting management. Directs the preparation & management of the City budget through City Manager & Commission guidance; develops & establishes controls necessary to assure the accuracy & security of all records & funds; presents reports & makes budget presentations for City Commission, attending City Commission meetings as needed. Establishes & maintains city accounting system including administration of assets & liabilities, accounts payable, purchasing, receipting, utility billing & collections, business licenses & tax collections, cash management, capital improvement program, bond sales, & financial reports & reporting guidelines. Ensures completeness & timeliness of reports, records & related documents including the comprehensive Annual Financial Report; coordinates audit. Evaluates legislation with fiscal implications to the City; directs and/or conducts feasibility & financial impact studies & presents findings & recommendations. Develops meaningful departmental metrics to reflect measurable outcomes; analyzes data on efficiency & effectiveness of programs & services; develops, reviews & monitors organizational financial trends; works collaboratively with other City department directors to provide guidance & identify financial resources for operational & functional needs. Develops & monitors systems of approval for City expenditures. Performs related work & other tasks as necessary as a member of the City Manager's executive management team; perform other duties as assigned. Department head of small department. Education: Bachelor's degree in accounting, business, public administration, or a related field with emphasis on governmental financing and/or accounting. Experience: Five (5) or more years of progressively responsible experience in governmental financing & accounting. Two (2) years supervisory role. Must qualify to be bonded. Requirements: Must possess a valid Kansas driver's license. Must live within the corporate limits of the city. Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Works inside in office setting. Hours: Monday – Friday. 8:00 a.m. to 5:00 p.m. Attends meetings outside regular office hours. Pay Range DOQ: \$105,784-169,257/yr.



EMPLOYMENT OPENINGS

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FIRE DEPARTMENT **FIREFIGHTER / PARAMEDIC**

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

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.

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.

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.

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.

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 & 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 POSITIONS •

PARKS & RECREATION DEPARTMENT BASKETBALL OFFICIAL

Part-Time • Temporary / Seasonal

Application deadline: Until filled -Parks & Recreation/ Athletics: Duties: Officiates youth & adult basketball programs. Ensures participation safety by having a strong knowledge of rules, policies & procedures as well as proper game management. Continuously monitors the game to ensure adherence to the rules & sportsmanship among players. Manages conflicts & resolutions between other officials & coaches/parents. Demonstrates, assists, & informs instructions of the rules to participants. Develops problem solving & confrontation management skills. Thoroughly completes accident, incident, & other reports as necessary. Administers basic first aid, if needed. Responds in emergency situations within scope of training. Performs other job-related duties as assigned. Conducts pre-game meetings with team captains & coaches to set expectations & review rules. Maintains clear & effective communication with coaches, players, & fellow officials to manage the flow of the game. Applies rules consistently & make quick, authoritative decisions when infractions occur. Provides constructive feedback to participants post-game & prepare detailed reports on game incidents & outcomes. Maintains strong team building & interpersonal skills to manage relationships & create a positive sporting environment. Education: Eighth (8) grade graduate minimum. High school diploma or G.E.D. preferred. CPR, First Aid, & AED certifications desired. Experience: Must attend official training/clinic sponsored by Salina Parks & Recreation Department and/or be certified in basketball prior to the league season. Prior experience in a similar officiating role is preferred. Volunteer work with sports programs or similar settings. Experience working with children or in a community sports setting. Requirements: Must be fourteen (14) years of age or older. Maintains a level of physical fitness necessary to officiate fast-paced games effectively, with agility & endurance. This is a non-driving position. Must pass background checks. Hours: Works primarily evenings & weekends throughout the year. Fourteen (14) year olds may be scheduled to work between the hours of 7:00 am to 7:00 pm; 7:00 am to 9:00 pm from June 1 to Labor Day. Pay DOQ: \$28.00-32.00/game.

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SOCCER OFFICIAL

Part-Time • Temporary / Seasonal

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.

VOLLEYBALL OFFICIAL

Part-Time • Temporary/Seasonal

Application deadline: Until filled- Parks & Recreation / Recreation: Duties: Officiates youth & adult volleyball programs. Ensures participation safety by having a strong knowledge of rules, policies & procedures as well as proper game management. Demonstrates, assists, & informs instructions of the rules to participants. Demonstrates problem solving & confrontation management skills. Manages conflicts & resolutions between other officials & coaches/parents. Assists in setting up & taking down equipment before & after games, ensuring that the sports facility is clean & organized. Maintains detailed records of game outcomes & any incidents that occur during games. Thoroughly completes accident, incident, & other reports as necessary. Participates in community outreach & promotional activities to encourage participation in sports programs. Administers basic first aid, if needed. Responds in emergency situations within scope of training. Performs other job-related duties as assigned. Education: Eighth (8th) grade graduate minimum. High school diploma or G.E.D. preferred. CPR, First Aid, & AED certifications desired. Experience: Must attend official training/clinic sponsored by Salina Parks & Recreation Department and/or be certified in volleyball prior to the league season. Prior experience in a similar officiating role is preferred. Volunteer work with sports programs or similar settings. Experience working with children or in a community sports setting. Requirements: Must be fourteen (14) years of age or older. Maintains a level of physical fitness necessary to officiate fast-paced games effectively, with agility & endurance. This is a non-driving position. Must pass background checks. Hours: Works primarily evenings & weekends throughout the year. Fourteen (14) year olds may be scheduled to work between the hours of 7:00 a.m. to 7:00 p.m.; 7:00 a.m. to 9:00 p.m. from June 1 to Labor Day. Pay DOQ: \$22.00-26.00/game.

GOLF COURSE MAINTENANCE WORKER

PARK & FACILITY MAINTENANCE I, II, III

Part-Time • Temporary/Seasonal

Application deadline: Until filled-Parks & Recreation/Municipal Golf Course-Duties: Performs manual labor in the care & maintenance of Salina Municipal Golf Course. Performs planting & maintenance of trees in golf course including removing trees, shrubs, & stumps. Maintains turf & grounds on fairways & greens including seeding, watering, top dressing, planting flowers, weed removal, painting, fence repair, dirt work & related duties. Assists in the installation & maintenance of irrigation systems. Recognizes plant diseases & takes appropriate action to counteract. May perform some concrete work. Performs janitorial duties in & around the golf course. Works on special projects & assignments. Administers basic first aid, if needed. Responds in emergency situations within scope of training. Education: Eighth (8th) grade graduate minimum. High school diploma or G.E.D. preferred. CPR & First Aid certifications desired. Positions II/III: May require a state pesticide applicator's license. Experience: Position I: Lawn maintenance or golf course work preferred. Previous experience with non-powered hand tools used to maintain grounds at the golf course. Position II/III: Two (2)-three (3) years' work in construction, maintenance, mowing, or golf course work. Supervisory experience preferred. Previous intermediate to advanced experience with tools & equipment used to maintain grounds at the golf course. Equipment: Non-powered hand tools, hammers, wrenches, screw drivers, shovels, rakes, blowers & handheld non-powered clippers & edgers, as assigned. Requirements: Sixteen (16) year olds will work in a non-driving capacity. Seventeen (17) year olds & older must possess a valid driver's license to operate utility vehicles & golf carts on city property & non-public access passageways. Pay DOQ: I: \$8.25-9.25/hr.; II: \$9.25-10.50/hr.; III: \$10.50-13.00/hr.

PUBLIC WORKS DEPARTMENT

LANDFILL ATTENDANT

Part-Time • Permanent

Application deadline: Until filled-Salina Municipal Landfill- Duties: Opens & closes scale house for operations; unlocks & locks facility perimeter gate. Directs customers to proper unloading area for waste disposal within the landfill. Coordinates with landfill equipment operators to efficiently manage traffic flow & prevent congestion at unloading points. Monitors waste types & materials to ensure only permissible waste is accepted in compliance with environmental regulations. Reads scale meters & records weights of solid waste coming to the landfill. Provides guidance & instructions to customers on acceptance criteria, recycling facilities, & fees. Enforces regulatory statutes set by KDHE which govern our facility & operational standards. Enforces city policies & resolutions set by City of Salina commission & staff. Resolves customer concerns or directs them to the appropriate personnel regarding non-technical issues or inquiries. Performs clerical duties for landfill operations. Processes charges & payments for waste disposal; provides receipts & tickets as required. Prepares monthly summaries; maintains landfill users reports. Cleans buildings & tends to the surrounding grounds; picks up litter as needed. Education: High school diploma or G.E.D. Experience: One (1) year of experience as a cashier or in a role with related financial responsibilities. One (1) year of administrative work & customer service experience; proficient computer skills. Requirements: Must possess a valid Kansas driver's license. Must successfully pass a criminal background check. Hours: Rotating work schedule every 2 months, 3 days/week. Mon.-Wed. 6:45 a.m. - 5:00 p.m. & Thurs.- Sat. 7:45 a.m. - 2:30 p.m. 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, pen, pencil, printer, radio, telephone & vehicles. Benefits: Part-time position is eligible for certain employee benefits. Starting Pay DOQ: \$17.39-18.26/hr.

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