

**Division:** Field Investigations Division-Facilities

**Position Type:** Part-Time, Unclassified (At Will), Nonexempt, Benefits Eligible

**Location:** Great Bend, KS

**Compensation:** \$10.68 + \$.30 Building Trades Differential Hourly

The Kansas Bureau of Investigation is accepting applications to fill a Utility Worker. Primary responsibilities for this position include cleaning and maintaining of areas at KBI Great Bend office.

**PRIMARY DUTIES:**

- Clean and disinfect restrooms, urinals, sinks, and partitions, empty wastebaskets and trash containers on a daily basis.
- Sweep and mop floors, dust and clean offices and other work areas as assigned. Strip, wax and buff floors, wash wall and glass enclosures/windows. Vacuum carpeted areas.
- Ensure building and grounds are maintained in a safe and clean manner.
- Assist with removal of snow and ice from walkways using snow shovels and spreading ice melt.
- Assist with building maintenance including painting, repair to damaged walls or ceiling tile, etc.
- Receive shipments and deliver them to the correct area.
- Other duties as assigned

**MINIMUM REQUIREMENTS:**

- Able to lift moderately heavy items to 50 pounds; Lifting waste liners for disposal.
- Ability to use equipment and tools including mops, brooms, buffers, and vacuums.
- Ability to stand and walk for long periods of time.
- Ability to climb ladders and stairs.
- Ability to work outside for prolonged periods of time in hot or cold conditions.

**OTHER REQUIREMENTS**

- As a condition of employment, candidate(s) are subject to a pre-employment process to include a polygraph examination, fingerprint based records check, and comprehensive background investigation, including reference check of past and present employers. The pre-employment process will be waived for current KBI personnel who have previously completed the screening requirements

**HOW TO APPLY**

The application process has **5 REQUIRED STEPS**.

**STEP 1:** Register by completing the online Personal Data Form at <https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/register-personal-data>

*(Skip this step if you already have an Applicant ID number or State ID.)*

**STEP 2:** Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue website at <http://www.ksrevenue.org/taxclearance.html>. If you need assistance with the tax clearance, please contact 785-296-3199.



Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

**The Kansas Bureau of Investigation is an Equal Opportunity Employer**