

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