



## EMPLOYMENT OPENINGS

City of Salina offers excellent benefits including: Dental, health, life, disability, & prescription coverage; vacation, sick, & holiday pay; retirement plan. Position descriptions are available at the City of Salina's website at <http://www.salina-ks.gov>. Veterans Preference Eligibility Request forms available. Starting salary is dependent upon qualifications. Contact: Human Resources Department, 300 W. Ash, Room 200, P.O. Box 736, Salina, KS 67402-0736, (785) 309-5710 Office (785) 309-5711 Fax. Text 'City Jobs' to 81680. A link to the latest job openings will be sent to your phone every two weeks. Applications are required for each position & are accepted until 5:00 p.m. on deadline date. Apply at [www.jobs.salina-ks.gov](http://www.jobs.salina-ks.gov). Online applications preferred.

### FLEET SUPERINTENDENT

Duties: Plans, directs, schedules & supervises a central program of maintaining & repairing all automotive & power equipment for the City of Salina; manages the operation, maintenance & repair of the city's fuel site; operates & oversees the city's computerized fleet management software system. Manages the inspection, diagnoses, services & repairs of the city's fleet consisting of automobiles, trucks, graders, rollers, mowers & other mechanical equipment used in road, street, park, utility & police activities; maintains records of equipment history servicing; requisitions parts, supplies & contract work; directs & monitors the inventory & accounting of parts, fuel, oil & equipment; directs billings for fuel charges; drafts specifications for the purchase of new automotive, construction equipment, maintenance supplies & related equipment; supervises a small number of skilled employees; monitors divisional budget along with preparing annual budget estimates; trains, supervises & evaluates performance of subordinate personnel. Education: High school diploma or G.E.D. supplemented with trade school or college level work. Experience: Five years of progressively responsible automotive & equipment mechanical repair experience; two years supervisory capacity desirable. Requirements: Must possess a valid Kansas Class B commercial driver's license (CDL) with air brakes, passenger, & tanker endorsements, or obtain within three months of appointment. Hours: Monday – Friday 7:30 a.m. to 4:30 p.m. Pay: \$44,045 - 70,310/yr.

### FIREFIGHTER / PARAMEDIC

Applications accepted for hiring pool-Duties: Provides advanced life support services & renders medical treatment in emergency situations; engages in fire suppression & fire prevention activities to protect & safeguard lives & property. Education: High school diploma or G.E.D. Certification Requirements: Must be National Registry or State of Kansas certified & maintain certification as a Paramedic including PALS, ACLS, & NIMS 100, 200, 700, 800. Requirements: Must live within 40-minutes response time; must possess a valid Kansas Class B driver's license, or obtain within one year of appointment. Successful candidates are prohibited from smoking or using tobacco products at any time, on or off the job. Pay: \$43,709-69,801/yr.

### POLICE OFFICER

Duties: Protecting, serving, & working with Salina's diverse citizenry & enforcing the law while protecting the constitutional rights of all. Education: High school diploma or G.E.D. Qualifications include: United States citizen; twenty-one (21) years of age at time of appointment; no felony convictions, domestic violence related conviction, or other serious misdemeanor convictions; good physical condition; eyesight: 20/100 correctable to 20/20, no upper acuity limit with contact lenses; ability to obtain Kansas Police Officer certification within one year of appointment. Selection process includes: Written test, two assessment interviews, psychological evaluation, computer voice stress analyzer examination, thorough background check, physical examination, & drug screen. Requirements: Must live within 40-minutes response time; must possess valid Kansas driver's license. Successful candidates are prohibited from smoking or using tobacco products at any time, on or off the job. Written test is held the 3<sup>rd</sup> Saturday of each month. Starting pay: \$41,600/yr.

### FIREFIGHTER / EMT

Applications accepted for hiring pool-Duties: Responds to fire alarms & other emergency calls to protect life & property by combating, extinguishing & preventing fires; gives basic life support care to sick or injured persons; participates in fire prevention programs, inspection, training activities, maintenance of fire & EMS apparatus & equipment & stations. Education: High school diploma or G.E.D. Certification Requirements: CPAT; Firefighter I & Firefighter II certified; Hazmat operations; National Registry or Kansas EMT certified & must maintain EMT certification; NIMS 100, 200, 700, 800. Requirements: Must be eighteen (18) years of age minimum; must live within 40-minutes response time; must possess a valid Kansas Class B driver's license, or obtain within one year of appointment. Successful candidates are prohibited from smoking or using tobacco products at any time, on or off the job. Pay: \$38,563-61,589/yr.

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#### **Equal Opportunity Employer/ Drug-Free Workplace**

We consider applicants for all jobs without regard to race, religion, sex, age, national origin, ancestry, or disability. 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.

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# EMPLOYMENT OPENINGS

## ENGINEERING TECH II (PAVEMENT MANAGEMENT)

Duties: Position is responsible for implementation & maintenance of pavement management system; requires ability to effectively assess condition of both asphalt & concrete pavements, prioritize locations in need of maintenance, & suggest appropriate maintenance options that best increases the lifespan of the pavement with cost effective solutions; performs technical engineering drafting, design, surveying & construction inspections; administrative support; maintains records & asset management; daily customer service. Education: High school graduate or G.E.D.; completion of two year engineering course or related course work. Experience: Three years in engineering technical work & drafting. Requirements: Must possess valid Kansas driver's license & have, or be able to obtain, CDL within 180 days of employment. Pay: \$15.77 -25.16/hr.

## MASTER TECHNICIAN

Duties: Performs a variety of skilled mechanical repair work to gas & diesel powered automotive & heavy equipment for the City of Salina's Central Garage; overhauls engines, carburetors, differentials, pumps & apparatuses; repairs starters, generators, distributors, hydraulic systems & electrical wiring; replaces points, condensers & backing plates; re-packs wheel bearings; fabricates special equipment & attachments to equipment involving acetylene & electrical welding; plans & carries out a preventive maintenance program on automotive & heavy equipment; aids in storm-related activities such as snow removal & flood control operations. Education: High school diploma or G.E.D.; completion of an approved apprenticeship, associate's degree, or certification in mechanical technology field; eight earned ASE Certifications toward the ASE Masters Level Certification. Experience: Two years as Auto Tech II, or ten years related mechanical experience; must be able to operate test equipment, mechanic's hand & power tools, grinding equipment, gas & electric welding equipment, impact tools & electronic diagnostic equipment. Requirements: Must live within 40-minutes' drive time; must possess a valid Kansas Class B commercial driver's license (CDL) with air brakes, tanker, & passenger endorsements, or obtain within three months of appointment; must be able to exert up to 100 lbs. of force occasionally & 50 lbs. of force frequently. Pay: \$15.77-25.16/hr.

## UTILITY WORKER I

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 years maintenance of mechanical & electrical equipment, or related work preferred. Requirements: Must live within 40-minutes response time; must possess a valid Kansas Class A commercial driver's license (CDL) with air brakes & tanker endorsements, or obtain within three months of appointment. Hours: Monday-Friday 8:00 a.m. to 5:00 p.m. & after-hours calls. Starting pay: \$15.77/hr.

## MAINTENANCE WORKER II

Duties: Performs a variety of skilled & semi-skilled work in the operation, repair & maintenance of City of Salina's buildings, equipment, streets, & flood control facilities; operates & maintains light & medium equipment, including tandem trucks & other trucks over 28 ton capacity; operates street sweepers, backhoes, front-end loaders, rollers, boom trucks & related equipment; loads & hauls equipment, sand & gravel, asphalt & other construction & maintenance materials; patches streets; performs snow removal & removes storm debris; uses a variety of hand & power tools; performs minor welding & concrete work; mows & trims trees, grass, weeds & shrubbery; services & performs minor repairs to equipment. Education: High school diploma or G.E.D. Experience: Two years of progressively responsible work in the construction, maintenance & repair of public facilities or similar activities; may require a pesticide license. Requirements: Must live within 40-minutes response time; must possess a valid Kansas Class B commercial driver's license (CDL) with air brakes & tanker endorsements. Hours: Monday-Friday 7:30 a.m. to 4:00 p.m. Pay: \$13.66-15.30/hr.

## ADMINISTRATIVE ASSISTANT II

Duties: Serves as lead front office reception & customer service representative; prepares contract documents; serves as key staff member & liaison assistant for the Saline County Solid Waste Management Committee; helps prepare, validate & enter the Division's line item budgets; performs wide variety of other clerical & accounting duties; continually communicates via phone, radio, & in-person with customers & staff; maintains financial, personnel & operational records; inputs data into a complex automated bookkeeping system; processes accounts payable & payroll; files & maintains Division's records. Education: High school diploma or G.E.D., including post high school courses in business, typing, bookkeeping, computer applications & other clerical functions. Experience: Four years of progressively responsible clerical work; two years bookkeeping. Requirements: Knowledge of AS400 & Microsoft Office suite including Access, Excel & Outlook preferred. Hours: Monday-Friday 7:30 a.m. to 4:30 p.m. Pay: \$12.37-19.75/hr.

## SANITATION WORKER / DRIVER

Duties: Performs heavy manual labor in the collection of refuse and/or recycling materials; operates medium equipment & heavy duty trucks. Education: Eighth grade graduate. Experience: One year sanitation work or experience with small trucks & light equipment in construction, maintenance, or related activities; must be able to work outside in all weather conditions; heavy manual labor & outside work experience desired. Requirements: Must possess a valid Kansas Class B commercial driver's license (CDL) with air brake endorsement; must be able to perform heavy manual labor & run designated routes; must be eighteen (18) years of age or older. Work Type: Heavy manual labor, exerting up to 100 pounds of force occasionally, up to 50 pounds for force frequently, and/or up to 10 pounds of force constantly to move objects. Starting pay: \$12.37/hr.