

## **FACILITIES MAINTENANCE SUPERVISOR – Position #K0237935**

If you're looking for a rewarding career, working alongside dedicated colleagues who share your conservation values and love of outdoor recreation, you'll feel right at home with the Kansas Department of Wildlife and Parks (KDWP). As a member of the KDWP State Parks team, you'll work together to ensure our citizens enjoy and appreciate the state's diverse natural resources. KDWP offers competitive pay; paid sick, vacation, maternity and paternity leave; and first day health insurance and retirement benefits.

We welcome diversity because a diverse workforce makes us stronger. Please take a moment to read the job announcement below and consider the possibilities.

**This unclassified, full-time position is located at Clinton State Park; and works under the direction of and is supervised by Conner O'Flanagan, State Park Manager Supervisor II.**

The incumbent is responsible for coordinating routine maintenance, repairing equipment, trucks, mowers, backhoes, various power tools, and shop equipment, including estimating costs, purchasing and actual repair; acts as lead worker and consultant on repair work; supervises one full-time employee and 8-10 seasonal maintenance staff; directs the work of subordinate personnel in the repair and upkeep of buildings, grounds and equipment; plans or assists in the planning of maintenance and construction projects; plans and calculates material and manpower needs and costs; coordinates with contractors and checks for compliance; installs single or three phase electrical systems, automatic switches, controls, motors, and pumps involved in water and sewage disposal systems; constructs plumbing systems within park facility, including installing and repairing water and sewer lines, traps, showers, lavatories, and stools; repairs, replaces, adjusts electronic equipment, controls, gate valves, pumps, chemical feeders, chlorinators, and related equipment; mixes chemicals and takes water samples to test for compliance with KDHE requirements; maintains accurate records and submits paperwork on a timely basis; maintains working inventory; orders maintenance parts and carpentry supplies as needed.

**BENEFITS:** Beginning hourly wage range, \$18.72/hour - \$19.96/hour; immediate group health and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

**MINIMUM REQUIREMENTS:** High School Diploma or GED Equivalent. Five years of experience in the mechanical or building trades. Education may be substituted for experience as determined relevant by the agency. Prefer an extensive first-hand work experience for institutional and recreational facility upkeep and maintenance, and understand and demonstrate basic noxious weed control processes. The successful candidate must possess and maintain a valid driver's license and pass a background check.

**NECESSARY SPECIAL REQUIREMENTS:** Must be eligible to become certified for potable and wastewater treatment operation, chemical application certification, and have a working knowledge of: programming microprocessor controls, ADA requirements for public recreation facilities, and basic visitor safety standards as applied to a park/recreation environment. Must possess a valid driver's license.

**HOW TO APPLY:** Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle of the page under the Sunflower. From there either **Sign into** your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check your email** and **My Job Notifications** for written communications from the Recruiter.
  - **Email** - the **email** listed on the **Careers>My Contact Information** page.
  - **Notifications** - view the **Careers>My Job Notifications** page

**The following are the required items to apply:**

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, **if applicable**, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) employment application – this is generated from the information which is input into the system
- 5) an Authorization to Release Information form\*\* (this can be found at the following website):  
<https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info>

**\*\*Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.**

**Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications.** Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

**Veterans' Preference Eligible (VPE):** Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

**DEADLINE TO APPLY – Open until filled**

**The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job. Women and minorities are encouraged to apply.**

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the recruiter.