

Notice of Vacancy

Vacancy Type: External
Recruitment: Open until filled – Agency reserves the right to close this position without notice.
Position: Equipment Operator
Location: Fort Dodge Veterans' Cemetery
Requisition: 193238
Pay: Unclassified

Work Schedule (typically) M-F / 7:30 - 4; may vary for purposes of training, a funeral or other reasons determined essential by the manager. Minimum salary is \$13.50 per hour. A higher salary may be negotiated based upon experience and education relevant to the position.

As the Equipment Operator you will:

- have the opportunity to be a team member of a state veterans cemetery in Kansas,
- be responsible for the care and upkeep of buildings, grounds, maintenance and equipment to include mowing and weed control,
- assist the cemetery manager with site preparation for funeral and memorial services, and
- operate a backhoe to dig casketed gravesites; prepare graves for interments; backfill and tamp graves by hand in some cases; set and re-align headstones.

Physical Demands:

- Considerable physical exertion is frequently required involving lifting and moving objects weighing over 50 pounds,
- Requires moderately heavy efforts in reaching, bending in the use of equipment and vehicles,
- Subject to strains from vibration and jolting from equipment,
- May require long periods of physical labor such as digging graves by hand or leveling graves,
- Requires lifting, bending, twisting and stooping on a repetitive basis,
- Work is performed outside, subject to extreme heat and inclement weather conditions and requires long hours on mowers and tractors in a variety of weather conditions.

Minimum Requirements:

- Six months of experience in equipment operation. Education may be substituted for experience as determined relevant by the Kansas Commission on Veterans Affairs.
- Must have valid driver's license at the time of appointment. Must retain an appropriate vehicle operator's license,
- Must successfully pass post offer drug test,
- Knowledge and abilities listed under Minimum Competencies Section.

Minimum Competencies:

You must have a knowledge of:

- traffic regulations and the practices followed in the care, routine maintenance and safe operation of equipment used,
- operation of motor equipment sufficient to detect abnormal operation, and
- work related agency operations, safety standards and procedures.

You must have the ability to:

- communicate, verbally and in writing,
- establish and maintain effective working relationships with fellow employees and the general public,
- operate light to heavy construction and maintenance equipment,
- make minor repairs as well as perform preventative maintenance and servicing of equipment operated,
- perform manual labor in projects related to the operation of motorized equipment,
- acquire and retain an appropriate vehicle operator's license with required endorsements. and

- submit your completed application by the closing date of the announcement (See How to Apply Section).

Preferred Criteria:

Knowledge of:

- agri-chemical usage and application,
- plant species, size and shape, and suitability for proposed site,
- cemetery rules and regulations, policies and procedures,

Ability to:

- read, interpret and work from sketches, blueprints and specifications,
- complete concise and accurate reports and records,
- work cooperatively with the team.

Post-Offer, Pre-employment Requirements

As authorized by the 2018 Kansas Legislature, effective July 1, 2018, K.S.A. 75-4362 is amended to designate all positions with the Kansas Commission on Veterans' Affairs office, to include both the Kansas Soldiers' Home and Kansas Veterans' Home as Safety Sensitive positions and subject to the drug testing program. All applicants with a conditional offer of employment on or after July 1, 2018, shall be required to submit to a drug screening test.

Performance Standards:

To be successful, the expectation is that a candidate will be able to competently perform the routine tasks of the position.

Recruiter Contact Information:

Name: Kim Tatum, Human Resources

Email: kcvao.jobs@ks.gov

Phone: (620)705-6220

Mailing Address: 1208 North College, Winfield, KS 67156

NOTE: A paper application process is available. Call number above for assistance with this process.

Required Documents for this Application to be Complete:

On your Careers - My Job Applications page, verify these documents are present and valid. Upload or delete and replace if needed:

* Current Tax Clearance Certificate

Kansas Tax Clearance Certificate Required: Each applicant (even non-residents) applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. All applicants, including current state employees, are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

[Visit the Tax Clearance site for more information on and where to obtain this Kansas Department of Revenue document.](#)

Job Application Process:

- **Sign in** to your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page.
- **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

See the helpful links below to assist in completing your application:

- Instructions:

- [Job Search](#)
- [Create an Account](#)
- [Apply](#)
- [Frequently Asked Questions](#)

Equal Employment Opportunity

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.

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 agency recruiter.