



Notice of Vacancy

Vacancy Type: External

Recruitment: Open Until Filled

Position: Equipment Operator

Location: Kansas Veterans Cemetery at Fort Riley in Manhattan

Requisition: #205441

Work Schedule (typically) M-F / 7:30-4:00; Position is unclassified; minimum salary is \$15.00 per hour. A higher salary may be negotiated based upon skills and experience.

As an 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,
- assist the cemetery manager with site preparation for funeral and memorial services
- 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,
- on occasion, be required to assist at another state veteran's cemetery location for special services.

Minimum Qualifications and Competencies:

- 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 drug test,
- Knowledge and abilities listed under Minimum Competencies Section.
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Required Knowledge and Abilities (Summary):

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,
- 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

Preferred Qualifications:**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.

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.

HOW TO APPLY:

The application process has 4 REQUIRED STEPS.

STEP 1: Register by completing the online Personal Data Form at:

<http://admin.ks.gov/services/stateemployment-center/job/why-register>. (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at

<https://admin.ks.gov/services/stateemployment-center/sec-home/state-employment/fboxapp>

STEP 3: Submit your online application to the specific agency designated on this job announcement.

STEP 4: Submit additional required documents to the specific recruiter designated on this job announcement

A Tax Clearance Certificate is required for all applicants upon conditional offer. Obtain your certificate by following the instructions at <http://www.ksrevenue.org/taxclearance.html>

Include your name and job requisition number on all correspondence when submitting documents to the designated recruiter.

Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation by the closing date of the vacancy announcement.

Required Documents at the time of conditional offer:

- Online State of Kansas Application form,
- Kansas Tax Clearance Certificate (current),

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:

Each applicant (to include current state employees) 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 at <http://www.ksrevenue.org/taxclearance.html>. 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. Applicants 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.

Recruiter Contact Information:

Name: Brad Droste, Human Resources

Phone: 620-682-7513

Email brad.droste@ks.gov

How You Will Be Evaluated:

Once you complete and submit your application materials, your application will be reviewed to ensure you meet the minimum and any necessary special requirements. Next, your application will be evaluated and rated based on preferred competencies and criteria for the position.

What To Expect Next:

After your application is evaluated and ranked, you may be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome after the selection process is complete. You may call or email the recruiter contact listed to inquire about your application.

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 Commission on Veterans Affairs Office is an Equal Opportunity Employer