
Important Recruitment Information for this vacancy

- **Job Posting closes: Open until filled**
- **Required documents uploaded by time of position closing**

Agency Information: Kansas Commission on Veterans Affairs Office

www.kcva.ks.gov

About the Position

- **Who can apply: any person who meets minimum qualifications**
- **Classified/Unclassified Service: unclassified**
- **Full-Time/Part-Time: full-time**
- **Regular/Temporary: regular**
- **Work Schedule: M-F / 7:30 - 4**
- **Eligible to Receive Benefits: yes**
- **Veterans' Preference Eligible: unclassified**
- **Search Keywords:**

Compensation: \$15.00. A higher salary may be negotiated based upon relevant skills and experience

** Salary can vary depending upon education, experience, or qualifications.*

Employment Benefits

- Comprehensive medical, mental, dental, vision, and additional coverage
- Sick & Vacation leave
- Work-Life Balance programs: parental leave, military leave, jury leave, funeral leave
- Paid State Holidays (designated by the Governor annually)
- Fitness Centers in select locations
- Employee discounts with the STAR Program
- Retirement and deferred compensation programs

[Visit the Employee Benefits page for more information...](#)

Position Summary & Responsibilities

Position Summary: This position is located at the Kansas Veterans Cemetery at Winfield, Kansas.

Job Responsibilities may include but are not limited to the following:

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,
- 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.

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.
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Qualifications

- **Education:**
- **Licensing & Certification: Must have and maintain a valid driver's license**
- **Minimum Qualifications:**
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 - 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.
- **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,
- 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.
- **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.

Recruiter Contact Information

- **Name:** Sheila Rice
- **Email:** sheila.a.rice@ks.gov
- **Phone:** 785-291-3422
- **Mailing Address:** All documentation needs to be upladed through the state recruitment website.

Job Application Process

- First Sign in or register as a New User.
- Complete or update your contact information on the Careers> My Contact Information page. *This information is included on all your job applications.
- Upload required documents listed below for the Careers> My Job Applications page. *This information is included on all your job applications.
- Start your draft job application, upload other required documents, and Submit when it is complete.
 - Manage your draft and submitted applications on the Careers> My Job Applications page.
- Check your email and My Job Notifications for written communications from the Recruiter.
 - Email – sent to the Preferred email on the My Contact Information page
 - Notifications – view the Careers> My Job Notifications page

Helpful Resources at jobs.ks.gov: “How to Apply for a Job – Instructions” and “How to Search for a Job – Instructions”

Required Documents within 10 days of post offer acceptance:

Upload these on the Careers - My Job Applications page

- Tax Clearance Certificate

Upload these on the Attachments step in your Job Application

Helpful Resources at jobs.ks.gov: “How, What, & Where do I Upload Documents” and “Save Tax Clearance Certificate as a PDF”

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.](#)

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.