

Adjutant General's Department

12/3/2013

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified Full-time	NEW Physical Plant Supervisor II Civil Engineering, Forbes ANG https://www.da.ks.gov/ps/pub/reginfo.asp?id=176197	190 th ANG Topeka	Dec 315, 2013
Topeka	1,2,3	Unclassified Full-time	Engineering Technician Senior GIS/CAD Focus Civil Engineering, Forbes ANG https://www.da.ks.gov/ps/pub/reginfo.asp?id=176161	190 th ANG Topeka	Dec 15, 2013

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has **4 STEPS**.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to JANICE.L.HARPER5.NFG@MAIL.MIL. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

MEETING MINIMUM QUALIFICATIONS: In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

REQUIRED DOCUMENTS: The following documents must be submitted by the job closing date.

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391

NOTE: On-line application and listing of **other State Vacancies** are available on the Internet, www.jobs.ks.gov

- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, JANICE.L.HARPER5.NFG@MAIL.MIL.

NEW Physical Plant Supervisor II **190th Air National Guard Base – Civil Engineering, Topeka, KS**

Requisition # 176197 – Closes December 31, 2013 - Job Summary: Full time, unclassified with benefits, state position, \$20.13 to \$22.16 per hour commensurate with qualifications and skill level. Standard 40 hour work week scheduled Monday thru Friday between 7:00 AM to 3:45 PM. All application must be received by the closing date of 12/31/2013.

Job Description: Qualified candidate will have Five years' experience in construction or facility maintenance or a four-year degree in engineering or a closely related field, Two years of supervision in construction or facility maintenance, Prefer five years of supervisory experience.

Minimum and Preferred Qualifications: Requires a high school diploma or equivalent and journeyman experience or military training in construction or building trades, must have the ability effectively communicate (both orally and in writing) technical information to senior military personnel, state personnel, other state Agencies, and commercial businesses in order to present critical aspects of maintenance program in responses to data requests. Must have the ability to read, comprehend, and apply pertinent rules and regulations. Have the ability to establish and maintain effective working relationships with coworkers and representatives of other agencies or departments. General trade knowledge (construction) and general building maintenance knowledge desired, Overall comprehensive knowledge of Kansas National Guard functions and roles preferred, Knowledge of and two years active experience with a commercial grade work order system, Knowledge and skills in MS Office software. Must have the ability to organize and clearly express information in concise written form. Physical ability to lift and move objects weighing up to 80 pounds safely is required and the ability Physical and mental ability to pass a military driver's test is required. Physical and mental ability to work at heights up to 100 ft. is required. May be required to return to work or work additional hours on occasion, overtime (FLSA as defined by K.A.R. 1-5-25 applies). Position is subject to call back during non-duty hours.

Engineering Technician Senior **GIS/CAD Focus** **ANG Civil Engineering, Forbes Field, Topeka, KS**

Requisition # 176161 – Closes December 15, 2013 - Full time, unclassified with benefits, state position, \$19.16 to \$25.87 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 12/15/2013.

Job Description: Functions as the cartography, mapping and drafting specialist for the 190th Air National Guard Refueling Wing's Civil Engineering Section, as well as a technical project reviewer with some project design/management responsibilities. The primary work involves cartography/mapping by managing the section's GIS program, including the creation of GIS data layers and databases, the creation and maintenance of metadata in FGDC and Geobase formats, the utilization of GPS for projects requiring site survey inputs, and the maintenance of existing GIS layers and databases. Also maintains CIP and geobased products. Additionally, the work includes site planning, drafting, inspections, quality assurance and limited project design/management tasks. This involves preparing and/or reviewing difficult tracings; performing detailed inking and plotting; making a variety of computations including independent cost estimates; detailing final plans for preliminary sketches; interpreting notes from survey crews; utilizing CAD, creative line drawing and/or a symmetric drawing from library or symbols; reviewing information to assist in ascertaining correct legal descriptions and ownership records; performing technical reviews and onsite inspections; interacting with Wing requestors of GIS products, staff engineers, A & E firms, vendors and NGB geobase and construction staff; preparing design options for engineers approval; creating final drawings and specs; producing a variety of specialty drawings and maps; and training others in the use of drafting and GIS tools.

Minimum and Preferred Qualifications: Requires a minimum of two years of education and/or experience in an undergraduate engineering, engineering technology, or architecture program including or supplemented by, knowledge of basic professional engineering principles and skill in the application of ESRI, Auto CAD, Arc GIS or closely related software programs; normal color vision; ability to safely work at heights up to 70 feet; lift object weighing 50+ pounds; work in strenuous body positions and in extreme temperatures.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.