

Adjutant General's Department

1/22/2015

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 | NEW Plumber Senior https://www.da.ks.gov/ps/pub/reginfo.asp?id=179726 | 190 th CE | Jan 30, 2015 |
| Wichita | 1,2,3 | Unclassified | NEW Building Systems Technician https://www.da.ks.gov/ps/pub/reginfo.asp?id=179725 | 184 th CE | Until Filled |
| Ft. Riley | 1,2,3 | Unclassified | NEW Building Systems Technician https://www.da.ks.gov/ps/pub/reginfo.asp?id=179723 | CFMO | Until Filled |
| Topeka | 1,2,3 | Unclassified | Law Enforcement Officer https://www.da.ks.gov/ps/pub/reginfo.asp?id=179679 | JFHQ Security | Until Filled |
| Topeka | 1,2,3 | Unclassified | Resource Protection Officer https://www.da.ks.gov/ps/pub/reginfo.asp?id=179680 | JFHQ Security | Until Filled |

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 stephanie.k.burdett.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact 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

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 Stephanie Burdett, stephanie.k.burdett.nfg@mail.mil.

Plumbing Senior 190th Civil Engineering - Topeka, KS

Requisition # 179726 - Open until January 30, 2015 - Job Summary: Unclassified, Full-Time, 40 hours per week, \$16.56 - \$18.70 per hour depending upon qualifications. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: This position inspects and tests fuel receiving, storage, and distribution facilities and performs preventive maintenance on fuel systems and components. Performs all phases of liquid fuel system and component maintenance including preventive maintenance, troubleshooting, repair, and modification. Examines motors, diagnoses defects, and makes on-site repairs when possible. Disconnects motors requiring major repair and transports to shop. Uses ohmmeter or megger instrument to test static ground throughout system. Adjusts, aligns, and calibrates gauges and meters to ensure maximum operating efficiency. Participates in cleaning the interior surface of bulk storage tanks, above and below ground, by entering tanks.

How will I be screened? (Required Qualifications): Requires - 2 years experience in maintenance and operation of a Type 3 Fuel system to include;- An in-depth, comprehensive and intensive practical knowledge of Fuel distribution and fuel storage systems.--Extensive knowledge, understanding, and use of the physical properties and hazards associated with the handling of various types of petroleum fuels.--Knowledge of preventive maintenance and inspection techniques as applied to fuel distribution and storage systems.--Knowledge of the troubleshooting, maintenance, and repair of electrical components such as electric motors, disconnect switches, starters, contactors, solenoids, and magnetic switches. Required - 8 week Liquid Fuels Maintenance Course Physical and mental ability to pass a military driver's test is required. The work may require that the employee be certified or able to be certified as qualified for entry into hazardous liquid fuel tanks for inspection, cleaning, and repair. This position requires the ability to apply a thorough and practical knowledge of Fuel Distribution and fuel storage systems, and an extensive knowledge, understanding, and use of the physical properties and hazards associated with the handling of various types of petroleum fuels. Knowledge of preventative maintenance and inspection techniques, troubleshooting, maintenance, and repair of electrical components and the ability to calibrate fuel dispensing systems and tank and pressure gages is critical. This position requires the ability to analyze deficiencies and diagnose malfunctions of system components such as automatic control valves, pumps, and flow meters and skill in the use of all types of hand tools and shop equipment.

Building Systems Technician McConnell ANG – Civil Engineering, Wichita, KS

Requisition # 175620 – Open Until Filled - Full time, unclassified with benefits, state position, \$15.03 - 16.56 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.

Job Description: Qualified candidate will have a valid Master's or Journeyman's Mechanical license and a minimum of 5 years verifiable, extensive hands-on experience troubleshooting and maintaining complex HVAC systems including Chilled Water systems, Geo-Thermal Heat Pump systems, Cooling Towers, Direct Expansion Cooling Systems, Energy Recovery Wheels, Air Handling Units, Direct Digital Control Systems, VFD Motor Controls, Boiler Systems, Circulation Pumps, Refrigerant Reclamation, low voltage control wiring, control valves and dampers etc. Candidate will have a general knowledge and some hands-on experience with plumbing and waste and vent piping. An exceptional qualified candidate will have a general knowledge of facilities' electrical systems including lamp/ballast installation, conduit/conductor installation, motor control and basic electrical troubleshooting skills.

Minimum and Preferred Qualifications: Requires a high school diploma or equivalent and 60 months verifiable experience in the commercial/industrial heating, ventilation and air conditioning trade. Additional 24 months experience can be in electrical, plumbing and carpentry trades. Certificate/diploma from a reputable trade school in the HVAC trade may be substituted for 12 months of the required 60 months experience. Physical ability to lift and move objects weighing up to 50 pounds safely is required and the ability to work with elevated platforms up to 100 feet in height. Must be able to pass Grade 1 Color Vision Test.

Building Systems Technician Construction Facilities Maintenance Office, Fort Riley,

JOB REQUISITION # 179725 - Job Summary: Full time, unclassified with benefits, state position, \$15.03 - \$16.94 per hour commensurate with qualifications and skill level. Standard 40 hour work week scheduled Monday thru Friday between 7:00 AM to 5:00 PM. **Open until filled, get applications in early as posting will close once position is filled.**

Job Description: Identifies and recognizes the problems affecting equipment, and makes repairs to systems that provide for cooling, heating, filtering, or circulating of air for facilities and equipment. Works on systems utilizing mechanical compression, vapor compression, or absorption as the methods of cooling. Performs the full range of work involved with troubleshooting and repair, overhaul, maintenance, and servicing of industrial air conditioning units, heat pumps, gas fired boilers, split ventilating systems and air drying systems. Diagnoses and locates malfunctions, disassembles, repairs, replaces, or adjusts thermostats, pressure stats, humostats, relays, switches, electronic controls, and other devices. Disassembles and repairs compressors and related components. Services and repairs evaporators, condensers, and receivers. Bleeds systems and replaces refrigerants. Tests for leaks and excessive load conditions. Reconditions, modifies, and fabricates parts. Installs and relocates equipment.

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>.

Observes and tests the operation of heating and cooling systems in order to locate malfunctions in the automatic controls, converters, piping, pumps, and related components. Inspects, adjusts and, as necessary, replaces or repairs thermostats, governors, switches, cut off apparatus, burners, fuel feed flame guard controls, ball bearing, drive gears, gaskets, damaged parts, and electronic and other safety devices. Reassembles and reinstalls components. Uses all hand tools, test equipment and instruments, welding equipment and shop machines. Observes all safety rules and regulations. Subject to call in to perform emergency repairs during off-duty hours.

Minimum and Preferred Qualifications: Qualified candidate will have 2 years of training and/or experience in HVAC pertaining to installation, repair and maintenance of various types of equipment. Training in HVAC, HVAC mechanical systems at the high school level or at an accredited post school academic or vocational institution may be substituted for the required experience at the rate of one-half hour school unit. 90 clock hours or 2 semesters for one month experience with a maximum substitution of 2 years' experience. Physical ability to lift and move objects weighing up to 50 pounds safely is required and the ability to work with elevated platforms up to 100 feet in height. Must be able to pass Grade 1 Color Vision Test.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the 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.

Law Enforcement Officer JFHQ – Security - Topeka, KS

Requisition #179679 - Open until filled - Job Summary: Unclassified, Full-Time, 40 hours per week, \$16.25 an hour with shift differential of \$.50 an hour for a total hourly rate of \$16.75 per hour. **Work hours:** TBD. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: This position provides armed security base-wide, performs access control, asset protection & surveillance monitoring, and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

How will I be screened? (Required Qualifications): Graduate of Kansas Law Enforcement Training Academy or another state's equivalent training program, with current LEO certification. High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

Resource Protection Officer Joint Forces Headquarters Complex – Topeka, KS

Requisition #179680 - Open until filled -Job Summary: Position is a full-time, unclassified, state position, \$14.11 per hour with a shift differential or \$.50 for a total hourly rate of pay of \$14.61 an hour. **Work schedule** TBD. This position is eligible for all benefits offered to State of Kansas employees. This position is open until filled so get your application in as soon as possible.

Job Description: The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

How will I be screened? (Required Qualifications): High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

Preferred Applicants: Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, experience may be substituted for training. LEO Certification may qualify for LEO position (if available). One (1) year armed security/police experience preferred.

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>.