Adjutant General's Department

12/20/2013

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*

Location	*Open	Position	Title	Department	Closing Date
Ft. Riley	**1,2,3**	Unclassified Full-time	**NEW Industrial Mechanical Technician Facilities Maintenance, Fort Riley, KS** https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176343	**Facilities Maintenance Ft. Riley**	Jan 10, 2014
Topeka	**1,2,3**	Unclassified Full-time	**Fire Protection Station Captain, 190th Air Refueling Wing, Forbes Field** https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176317	**190th ANG Topeka**	Until Filled
Topeka	**1,2,3**	Unclassified Full-time	**Physical Plant Supervisor II Civil Engineering, Forbes ANG** https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176197	**190th ANG Topeka**	Dec 31, 2013
Wichita	**1,2,3**	Unclassified Full-time	**Re-Opened Building Systems Technician McConnell ANG, Civil Engineering** https://www.da.ks.gov/ps/pub/reqinfo.asp?id=175620	**McConnell CE Wichita**	January 15, 2014

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.

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**

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.
- 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 .
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, stephanie.k.burdett.nfg@mail.mil.

NEW Industrial Mechanical Technician
Construction Facilities Maintenance Office, Fort Riley, KS
The Adjutant Generals Department

Job Summary: Full time, unclassified with benefits, state position, $16.56 to $21.13 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 1/10/2014.

Inspects, operates, maintains, modifies & repairs mechanical equipment & building systems, i.e. abrasive blast systems, compressors, electric motors, pumps, HVAC etc.; performs PM & seasonal overhauls; and installs & repairs structural components of roll-up doors & overhead hoists. Qualified applicants may apply on line at www.kansasjoblink.com (Req #176343) or complete State of KS Employment Summary and mail to: SHRO, 2800 SW Topeka, Blvd., Topeka, KS. 66611 (785-274-1460) EOE by closing date of 1/10/2014

Minimum and Preferred Qualifications: Requires a high school diploma or equivalent and five (5) years' experience in mechanical and/or building trades. Physical ability to lift and move objects weighing up to 80 pounds is required. Physical and mental ability to work at heights up to 100 ft. is required.

Fire Protection Station Captain
190th Air Refueling Wing, Forbes Field, Topeka, KS.

Requisition # 176317 – Open till filled - Job Summary: Full time, unclassified with benefits, state position, $40,302.08to $62,083.84 annual salary, $13.84 to $16.59 hourly rate based on 2,912 hours per year, salary depending upon qualifications. Hazmat Technician certification incentive is available. 48 hours on/96 hours off, This position is OPEN UNTIL FILLED, so please get your applications in as soon as possible.

Job Description: Directs crew in firefighting, hazardous response and drill activities; assigns vehicle and station maintenance tasks; and prepares reports.

Minimum and Preferred Qualifications: Requires Five (5) years of firefighting experience, including three (3) in airport firefighting; DOD, IFSAC or PROBOARD certifications in Fire Fighter II, Airport Firefighter, Hazmat Operations, Driver/Operator Pumper, ARFF, Tender, Telecommunicator I & II, and Fire Instructor I; Fire Inspector I, Fire Officer I and certification as an EMS First Responder, EMT, or Paramedic; Class "A" or "B" driver's license; successfully complete certification as Fire Officer II, EMT and Haz-Mat Incident Command within 12-18 months. Must maintain certifications commensurate with position throughout employment; and meet DOD medical requirements. PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

++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.**

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 co-workers 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 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.

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

Requisition # 175620 – Closes November 30, 2013 - Full time, unclassified with benefits, state position, $18.71 to $23.00 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 12/31/13.

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.