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Kansas
Department of
Wildlife and Parks

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Christopher Kennedy, Secretary

Laura Kelly, Governor

FACILITIES SPECIALIST – Position #K0235960

This **unclassified**, full-time position is located at El Dorado State Park, Parks Division; and is directly supervised by David Haga, Facilities Maintenance Supervisor.

Key Responsibilities:

- Work includes performing advanced, skilled work and providing technical expertise and experience in a wide variety of trades, skills and advanced operations: planning (or assisting in the planning) of maintenance and construction projects, estimating material and manpower needed for projects.
- Installing and repairing electrical systems and equipment, microprocessor HVAC controls and systems, programmable switches, telecommunications system components, intrusion and fire alarm systems, solar-powered lights, specialty devices, water and sewer lines, anti-siphon valves and backflow preventers, showers, lavatories, toilets.
- Forming, estimating, ordering, and finishing concrete for buildings, sidewalks, shelters, cabins, boat ramps, playgrounds, trails, and various other facilities to meet special needs, visitor safety standards, and ADA requirements.
- Constructing, maintaining, and painting buildings, shelters, picnic tables, enclosed BBQ grills, and signs.
- Operating, repairing, and maintaining a park-wide water distribution system; serves as lead worker with supervising, directing, scheduling, and evaluating the work of subordinate maintenance personnel, including a medium-sized seasonal workforce as well as federal assistant program workers (Experience Works), and other volunteer resources (community service).
- Operating and maintaining road grading equipment, tractors, mowers, backhoes, various power tools, and shop equipment, including welders and torches.
- Operating equipment to spray insecticides, herbicides, pesticides, and other chemical applications.
- Assisting the public, answering inquiries, knowledge of agency permits and licenses, as well as selling permits and licenses. Maintaining and submitting records and monthly reports, including vehicle use, bulk fuel, propane, water use, traffic counts, visitor use data, inventory verification, and other related items.

Benefits:

- **Salary**: Beginning hourly wage $19.65/hour - $22.03/hour
- **Health and Insurance**: Immediate group health, dental and vision coverage and life insurance coverage.
- **Retirement and Options**: KPERS Retirement plan and optional deferred compensation.
- **Paid Leave**: Holidays, sick leave, vacation leave, and parental leave.

Minimum Requirements:

- **High School Diploma or GED Equivalent required**.
- Three years of experience in the mechanical or building trades.
- Prefer candidates who possess a working knowledge of Park maintenance to include intermediate experience in electrical, construction, and plumbing trades.
- Extensive first-hand work experience for institutional and recreational facility upkeep and maintenance, and understand and demonstrate basic noxious weed control processes.
- Must possess & maintain a valid driver's license and the ability to pass a background check required.

Necessary Special Requirements:

- May be required to obtain a Commercial Driver's License and would be required to pass a State of Kansas Controlled Substance Test for Commercial Drivers prior to appointment. If so, the selected candidate would be subject to random testing for alcohol and controlled substances following employment.
- Must be eligible to become certified for potable and wastewater treatment operation, chemical application certification, and have a working knowledge of: building trade and maintenance tools and ground maintenance and construction equipment, ADA requirements for public recreation facilities, and basic visitor safety standards as applied to a park/recreation environment.

How To Apply: Go to the State Employment Center at https://admin.ks.gov/services/state-employment-center and follow the directions below:

- Click in the middle under the Sunflower. From there either **Sign in**to your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check** your **email** and **My Job Notifications** for written communications from the Recruiter.
    - **Email** - the **email** listed on the **Careers>My Contact Information** page.
    - **Notifications** - view the **Careers>My Job Notifications** page

The following are the required items to apply:

1) a letter of interest
2) a detailed resume; **including a valid e-mail address**
3) transcript material, **if you wish to include them**
4) employment application – this is generated from the information which is input into the system
5) an Authorization to Release Information form** (this can be found at the following website):
https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info

***Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public.* We reserve the right to conduct a background check on all qualified applicants.**

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at https://admin.ks.gov/services/state-employment-center/veterans. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

Disability Hiring Preference: If you are claiming Disability Hiring Preference for the first time please mail a copy of your supplemental security income or social security disability insurance determination letter, letter from a managed care organization or qualified medical professional attesting to the disability, home and community-based services waiver approval letter, or vocational rehabilitation letter from a vocational rehabilitation counselor. These documents can be sent by fax to (785) 296-7712, scanned and emailed to Gustavo.Victoriano@ks.gov, or can be mailed or delivered in-person to ATTN: Disability Hiring Preference Coordinator, Office of Personnel Services, 900 SW Jackson Rm 401-N, Topeka, KS 66612. Visit https://admin.ks.gov/offices/personnel-services/jobs/disabilityhiring-preference for more information.

DEADLINE TO APPLY – Extended to May 1, 2026

The State of Kansas is an Equal Opportunity Employer. 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 recruiter.