

## **GENERAL EMPLOYMENT INFORMATION**

This brochure contains general information regarding Civil Service classifications used by Kansas Department of Wildlife, Parks and Tourism (KDWPT) and is not intended to indicate that vacancies are available.

Included are wildlife, fisheries, law enforcement, and park related classifications providing brief descriptions of duties, minimum qualifications, salary ranges and the State of Kansas Civil Service Basic Salary Plan. For complete job class specifications, please visit <http://admin.ks.gov/offices/personnel-services/compensation-and-classification/job-classifications>.

For KDWPT vacancies, agency application, and information release form, applicants can visit the KDWPT website at <http://ksoutdoors.com/KDWPT-Info/Jobs>. Applicants may view all Kansas civil service job vacancies, register for employment with the State of Kansas by completing a Personal Data Form (available on-line only), and apply directly to agencies, by visiting <https://admin.ks.gov/services/state-employment-center/>. For more information and guidance about State of Kansas employment procedures, visit the above website or you may also contact:

Kansas Department of Administration  
Office of Human Resources  
1000 SW Jackson, Suite 500  
Topeka, KS 66612-1300  
785-296-4278

The Americans with Disabilities Act of 1990 ensures your right to reasonable accommodations. Arrangements will be made if you have a disability that requires accommodation in completing a registration form or other employment materials, in applying for a vacancy, in interviewing and any other employment process. A request for accommodation will not affect your opportunities for employment with the State of Kansas.

## **EQUAL OPPORTUNITY EMPLOYER**

## Public Service Executive

Job Code	Job Title	Pay Grade
4272A4	Public Service Executive I	29
4273A4	Public Service Executive II	32
4274A4	Public Service Executive III	34
4275A4	Public Service Executive IV	36

### CONCEPT:

This class series represents positions which are responsible for managing or directing one or more programs to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Management and program knowledge rather than technical or specialized skills are the essential requirement of this class series. Positions generally provide direction to subordinate associates who are responsible for specific activities or phases of a program. Specifically excluded from this series are administrator positions which execute program directives; positions in which specialized subject-matter or functional competence is a necessary qualification requirement; and executive director positions which have overall responsibility for the performance of program or programs.

The levels of this series are distinguished by the complexity and scope of the areas managed, the degree of accountability for success or failure, and the degree of independence within which incumbents manage. Incumbents are expected to exercise a high degree of stewardship in management of resources for which they are responsible. Incumbents are expected to have knowledge of, and to employ quality management principles such as focus on customer expectations, continuous improvement, team building, coaching, and empowering employees.

### TASKS:

#### PSE I

- Plans, organizes and directs the activities and manages the resources necessary to operate and maintain a program(s) of limited scope; ensures that the work performed in the area of responsibility is in compliance with agency policies; recommends operational policies and procedures; may prepare and manage a budget.
- Confers with agency staff and private and public entities to explain, interpret and discuss programs, laws, rules, regulations, policies and directives; establishes goals and finalizes plans; resolves special problems.
- Promotes public awareness of program(s); responds to the public's requests concerning agency procedures and applicable laws; cooperates with public or community organizations in planning and providing effective services.
- Promotes awareness of total quality management practices including a commitment to bring about positive organizational change through the use of processes, tools, education, recognition, and communication; fosters teamwork using a disciplined problem solving and decision making approach.
- Interfaces with information resource management to gather data, study processes, and identify problems and to utilize technological analytical tools for the purpose of formulating solutions.
- Meets with superiors to obtain approval, information, and direction and to discuss problems relating to administration of services or program content and objectives.
- Prepares or directs the preparation and maintenance of necessary records and reports.
- May develop and establish standards to evaluate the effectiveness of staff; designs initiatives to assist staff in developing and improving their job skills.

#### PSE II

- Plans, organizes and directs activities of a program(s) having multiple sub-programs and or diverse activities; formulates policies, and interprets and directs the application of policies and guidelines; ensures work performed is in compliance with agency policies as well as state and federal law.
- Confers with agency staff to explain, interpret and discuss programs, laws, rules, regulations, policies and directives; establishes goals and finalizes plans; determines adequacy of services; resolves special problems.

- Promotes public awareness of program(s); responds to the public's requests concerning agency procedures and applicable laws; cooperates with public or community groups in planning and providing effective program services; may participate as a member on national, state or local committees and organizations.
- Promotes awareness of total quality management practices including a commitment to bring about positive organizational change through the use of processes, tools, education, recognition, and communication; fosters teamwork using a disciplined problem solving and decision making approach.
- Interfaces with information resource management to gather data, study processes, and identify problems and to utilize technological analytical tools for the purpose of formulating solutions.
- Meets with superiors to obtain information and direction and discuss problems relating to administration of services or program content and objectives.
- Develops strategic plans, with emphasis on performance based customer service; manages program budget(s); may allocate resources.
- May develop and establish standards to evaluate the effectiveness of staff; designs initiatives to assist staff in developing and improving job skills.

### PSE III

- Directs and controls resources necessary to operate and maintain multiple agency programs and activities; establishes and/or approves operating procedures, objectives and goals within broad agency and regulatory guidelines.
- Formulates policies; interprets, directs and/or coordinates the application of policies and guidelines through contractors, vendors, providers, or lower level managers; ensures that the work performed is in compliance with agency policies as well as state and federal laws.
- Establishes performance measures for contractors, vendors, or providers to ensure work is performed according to requirements.
- Develops short and long-range strategic plans including the allocation of resources, establishment of objectives, and strategies to accomplish objectives.
- Develops and maintains budget(s); accountable for program results and effective utilization of physical, financial and or human resources.
- Promotes awareness of program(s); responds to the public's requests concerning agency procedures and applicable laws; cooperates with public or community groups and functions as a liaison for contractors, vendors, or providers in planning and providing effective program services; may participate as a member on national, state or local committees and organizations.
- Uses management systems and tools to continually improve program services and procedures, to determine whether needs are being met; initiates changes to correct deficiencies; and adapts programs and services to meet changing needs.
- Meets with superiors to obtain information and direction and to discuss problems relating to administration of services or program content and objectives; coordinates program efforts with functions and programs of other agencies.
- Develops and establishes standards to evaluate the effectiveness of staff and contractors, vendors, and providers; designs initiatives to assist staff in developing and improving job skills and develops courses of action as necessary for contractors, vendors or providers if established performance measures are not met.
- Promotes understanding of and participation in total quality management practices including a commitment to bring about positive organizational change through the use of processes, tools, education, recognition, and communication; fosters teamwork using a disciplined problem solving and decision making approach.
- Interfaces with information resource management to gather data, study processes, and identify problems and to utilize technological analytical tools for the purpose of formulating solutions.

### PSE IV

- Directs a variety of related programs or major operational units having state-wide or agency-wide impact including all policy development and administration activities.
- Directs the development of budgets; evaluates budget initiative papers; approves justification and explanation of budget recommendations; monitors fiscal responsibility of subordinate managers.
- Develops short and long-range strategic plans including the allocation of resources, establishment of objectives, and strategies to accomplish objectives.
- Serves as the legislative liaison; develops legislative proposals; may prepare and present legislative testimony; continually monitors and reacts to legislative agenda and actions.

- Develops and establishes standards to evaluate the effectiveness of subordinate managers; designs initiatives to assist staff in developing and improving job skills.
- Oversees the preparation of specifications relating to contracts for agency services that are administered by private providers or organizations.
- Serves on the executive management team for the agency; functions as an advisor to senior management with frequent contacts with cabinet-level executives, other agencies' senior management officials, the public, or the media.
- Establishes and guides the directions of teams in developing solutions to identified problems and to continually refine processes, activities and programs of the agency.
- Promotes understanding of and participation in total quality management practices including a commitment to bring about positive organizational change through the use of processes, tools, education, recognition, and communication; fosters teamwork using a disciplined problem solving and decision making approach.
- Interfaces with information resource management to gather data, study processes, and identify problems and to utilize technological analytical tools for the purpose of formulating solutions.

## LEVELS OF WORK

- Class Group consists of four classes.

**Public Service Executive I:** This is managerial work with limited scope in planning, organizing and directing the activities and managing the resources necessary to operate and maintain a program; or assist in the management of a program with diverse sub-programs and or activities. Work involves developing or revising the program(s) operating policies, procedures, objectives and goals within agency or regulatory guidelines; recommending changes to program policies or regulations due to changes in laws, requirements or activities; using management systems and tools to determine, assign and oversee the quality of work; directing and coordinating the program activities, and potentially exercising control over resources for specific phases of a program(s).

**Minimum Requirement:** One year of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

**Public Service Executive II:** This is managerial work planning, organizing and directing the activities and managing the resources necessary to operate and maintain a program or programs that have multiple sub-programs and/or diverse activities. Work involves developing or revising the program(s) operating procedures, objectives and goals within agency or regulatory guidelines; formulating policies, and interpreting and directing the application of policies and guidelines; using management systems and tools to determine, assign, and oversee the quality of work and to direct and coordinate program activities; and exercising control over resources for specific phases of a program(s).

**Minimum Requirement:** Two years of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

**Public Service Executive III:** This is diverse or complex managerial work exercising authority and control over the resources necessary to operate and maintain multiple agency programs and activities. Work involves establishing and/or approving operating procedures, objectives and goals within agency or regulatory guidelines; formulating policies, and interpreting and directing the application of policies and guidelines; using management systems and tools to determine, assign and oversee the quality of work; and coordinating or managing the resources and budgets necessary for operations through contractors, vendors, providers, or lower level managers.

**Minimum Requirements:** Three years of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

**Public Service Executive IV:** This is highly diverse or complex managerial work exercising authority and control over the resources necessary to operate and maintain diversified statewide agency programs and activities. Work involves coordinating the activities and setting the priorities necessary to ensure programs meet the overall mission and goals of the agency, and managing the resources to meet those goals. Work also includes developing and evaluating the effectiveness of subordinate managers in the planning, development and administration of programs.

**Minimum Requirements:** Four years of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13

## Natural Resource Officer

Job Code	Job Title	Pay Grade
2166L1	Natural Resource Officer I	26
2167L1	Natural Resource Officer II	27
2168L1	Natural Resource Officer III	29
2169L1	Natural Resource Officer IV	31

### CONCEPT:

This is specialized work in the enforcement of state laws, rules, and regulations applicable to natural resources conservation.

### TASKS

- Investigates complaints and potential violations and issues warnings and citations; apprehends violators; interviews violators and witnesses; secures evidence through observation and search; and prepares evidence and testifies in court. Investigates accidents and collects evidence and reports findings. Ensures compliance with state and federal laws and regulations.
- Coordinates and participates in park maintenance and development including facilities, utilities, grounds and other public services. Provides direction and oversees seasonal employees in the administration of permit sales, revenue collection, accounting practices, and general office practices.
- Investigates fish and game kills, pollution occurrences, and pesticide poisoning; determines probable source of pollutants and effect on wildlife and environment; obtains and transports samples for laboratory analysis.
- Conducts a variety of surveys related to changing fish and wildlife populations, habitats, movements and patterns in order to predict population trends.
- Provides labor and other assistance in maintenance and management of wildlife habitat and associated facilities on private and public lands.
- Develops and delivers educational and public informational programs to promote wildlife conservation and explain the value of wildlife, parks, and natural resources, recreation, natural history, outdoor safety, ethics and the programs and responsibilities of the agency; corresponds with individuals requesting information on laws, regulations and management techniques; writes technical and non-technical articles for newspapers and for agency and related publications.
- Maintains record of routine and special enforcement activities, including but not limited to arrests and convictions, complaints and actions, and various wildlife and recreation surveys. Compiles reports on hunting, fishing, and park related activities.

### LEVELS OF WORK

- Class Group consists of four classes.

**Natural Resource Officer I** – This is full performance work in the enforcement of state laws, rules, and regulations applicable to natural resources conservation.

**Minimum Requirements:** Bachelor's degree in natural resources and a valid driver's license. Experience may be substituted for education as determined relevant by the agency.

**Necessary Special Requirements:** Certification as a law enforcement officer by the Kansas Law Enforcement Training Commission must be obtained before the employee is given permanent status. This class requires the use of a firearm for law enforcement duties; and therefore, candidates cannot have been convicted 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). Candidates must be a U.S. citizen; 21 years of age at the time of appointment; be able to pass a physical exam administered by the hiring agency; and must take and pass a drug screening test approved by the Office of Personnel Services.

**Natural Resource Officer II – Incumbents at this level perform more advanced work in a specialized area in law enforcement.** Incumbents have obtained the proper certification and have mastered one or more of the following areas: canine officer, field training officer, boating officer, firearms instructor, special investigations, or custody and control instructor. Work may also involve serving as a lead worker in an assigned district. The main focus will be advanced work in natural resources coordination, the enforcement of applicable laws, rules and regulations, management of state fish and wildlife and related resources, public education, and developing and maintaining parks.

**Minimum Requirements:** Bachelor's degree in natural resources, a valid driver's license, and two years of experience in work equivalent to that of a Natural Resource Officer I. Additional experience may be substituted for education as determined relevant by the agency.

**Necessary Special Requirements:** Certification as a law enforcement officer by the Kansas Law Enforcement Training Commission must be obtained before the employee is given permanent status. This class requires the use of a firearm for law enforcement duties; and therefore, candidates cannot have been convicted 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). Candidates must be a U.S. citizen; 21 years of age at the time of appointment; be able to pass a physical exam administered by the hiring agency; and must take and pass a drug screening test approved by the Office of Personnel Services. To be eligible for appointment as a Natural Resources Officer II, employees shall have advanced training in boating enforcement, field training officer, canine training, firearms instruction, and/or custody and control.

**Natural Resource Officer III –** This level is supervisory and administrative. Work includes: Supervising, assigning and reviewing the work of natural resource technicians and specialist responsible for conservation, public education, and enforcement or administration of fish and wildlife programs, laws, rules, and regulations; counsels and advises on work performance issues; coordinates and oversees natural resource specialists for concentrated special enforcement efforts, recommends the development of procedures and policies and oversees related implementation, investigates unusual violations, special complaints, animal damage and environmental concerns; apprehends violators and testifies in court; provides project planning, coordination and labor for maintenance of buildings, fences, signs and information boards on department managed properties; corresponds with individuals requesting information on laws, regulations and management techniques; writes technical and non-technical articles for newspapers and for agency, teaches wildlife management and advises landowners on the proper management of land and waters for wildlife habitat.

**Minimum Requirements:** Bachelor's degree in natural resources, a valid driver's license, and three years of experience in natural resources. Additional experience may be substituted for education as determined relevant by the agency.

**Necessary Special Requirements:** Certification as a law enforcement officer by the Kansas Law Enforcement Training Commission must be obtained before the employee is given permanent status. This class requires the use of a firearm for law enforcement duties; and therefore, candidates cannot have been convicted 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). Candidates must be a U.S. citizen; 21 years of age at the time of appointment; be able to pass a physical exam administered by the hiring agency; and must take and pass a drug screening test approved by the Office of Personnel Services.

**Natural Resource Officer IV –** Managerial work involving assisting in the developing of long range law enforcement plans and preparing and administering a regional law enforcement budget; coordinating and planning special investigations; promoting wildlife conservation; and coordinating educational activities and regional and specialized law enforcement training. The incumbent will implement division and departmental policies as well as assist other divisions in maintaining public areas.

**Minimum Requirements:** Bachelor's degree in natural resources, a valid driver's license, and four years of experience in natural resources. Additional experience may be substituted for education as determined relevant by the agency.

**Necessary Special Requirements:** Certification as a law enforcement officer by the Kansas Law Enforcement Training Commission must be obtained before the employee is given permanent status. This class requires the use of a firearm for law enforcement duties; and therefore, candidates cannot have been convicted 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). Candidates must be a U.S. citizen; 21 years of age at the time of appointment; be able to pass a physical exam administered by the hiring agency; and must take and pass a drug screening test approved by the Office of Personnel Services.

## General Maintenance and Repair Technicians

Job Code	Job Title	Pay Grade
3262N2	General Maintenance and Repair Technician	15
3263N2	General Maintenance and Repair Technician Senior	18

### CONCEPT:

Performs semi-skilled/skilled work in the maintenance of building and grounds.

### TASKS:

- Repairs ceilings and walls by mixing and applying plaster of Paris and spackle, sanding surfaces, painting or varnishing.
- Replaces damaged sheet rock by removing damaged areas, hanging new sheet rock, taping and finishing seams, and painting.
- Checks refrigeration and air conditioning equipment for periodic cleaning, coolant levels, refrigeration levels and proper lubrication.
- Finishes doors, cabinets, or furniture by sanding, filling, and applying final finishes.
- Maintains grounds by seeding, fertilizing, mowing lawns, trimming trees and shrubs, weeding flower beds, removing snow and ice from sidewalks and parking areas.
- Repairs and replaces locks and locking devices in buildings.
- Supervises inmate or other seasonal work crews in a wide variety of construction and maintenance projects in state parks; transports crews to and from work sites, and assigns and reviews work.
- Maintains lake or wildlife area grounds by collecting refuse, mowing grass, and cleaning, painting, and sanitizing facilities and maintains equipment, including vehicles, machinery, and tools.
- Gives information to the public who visit a park or wildlife area concerning regulations, or concerning services and facilities available; makes reports concerning usage of facilities.
- Plants and cultivates grain crops, grasses or tree and shrub plots. Controls vegetation by trimming or removing weeds, trees or shrubbery.
- Installs, repairs and maintains electric door and gate openers (both walk-through and vehicle gates).
- Constructs and repairs roads, fences, signs, dikes, docks, shelter houses, picnic tables and grills, and other outdoor facilities.
- Installs and repairs fire alarms, emergency lights and other electrical sensing devices.  
Drills holes, pulls wire, installs electrical and phone outlets in cellular floors and walls in buildings and grounds.
- Repairs, rebuilds and upholsters furniture.
- Replaces or repairs plumbing fixtures, faucets, valves, fittings, bath and shower facilities, water heaters and related equipment; removes worn, damaged, or leaking items; installs proper replacements or makes repairs in accordance with instructions or trade standards.
- Troubleshoots, maintains, repairs and alters existing secondary electrical circuits. This is accomplished by a) isolating circuits by using test instruments such as volt-ohm meters, recorders, etc. b) testing and inspecting to assure system has proper load distribution and tight and proper connections c) replacing faulty fixtures and other simple elements of an electrical system and appliances d) altering and renewing deteriorating circuits.
- Operates and maintains a surface water treatment plant; repairs, replaces, and adjusts relay and float switches, gate valves, pumps, chemical feeders, chlorinators, and related equipment; mixes chemicals and back washes filters; takes water samples to test for chlorine content and turbidity.
- Operates and maintains a sewage treatment plant and lift stations; repairs, replaces and adjusts gate valves, vacuum pumps, relays, and other apparatus; takes daily flow measurements of wastewater lagoon.
- Makes air ducts, machine guards, metal roofing, and other items; fits and installs assembled products; makes repairs on sheet metal materials.
- Inspects and repairs electrical hydraulic elevators in order to adjust or replace broken or worn parts by having an understanding of electrical circuits, wiring diagrams and schematics, and by using elevator safety precautions and electrical instruments.
- Services, repairs or replaces electrical appliances, motors, fuses, switches and outlets in order to provide efficient and well maintained electrical service by selecting proper materials, reading electrical schematics and using electrical instruments and hand tools.



**LEVELS OF WORK:**

- Class Group consists of two classes.

**General Maintenance and Repair Technician** – Skilled work in one building or maintenance craft or trade area and semi-skilled in additional building or maintenance trades. At this level, the worker generally assist skilled maintenance and craft workers in any phase of building and grounds, construction and maintenance.

**Minimum Requirements:** Six months of experience in a building trades or mechanical building trade. Education may be substituted for experience as determined relevant by the agency.

**General Maintenance and Repair Technician Senior** – At the senior level, the worker is skilled in two or more crafts or trades areas. The work requires knowledge and experience in a variety of crafts or trades.

**Minimum Requirements:** One year of experience in two or more building trades or mechanical building trades. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13

## Fisheries/Wildlife Biologists

<b>Job Code</b>	<b>Job Title</b>	<b>Pay Grade</b>
8510M1	Fisheries/Wildlife Biologist I	27
8511M1	Fisheries/Wildlife Biologist II	30
8512M1	Fisheries/Wildlife Biologist III	31

### **CONCEPT:**

The primary job duty of employees in this class is to study the origins, behavior, diseases, genetics, and life processes of fish and wildlife and their habitats. May specialize in fisheries or wildlife research and management, including the collection and analysis of biological data to determine the environmental effects of present and potential use of land and water areas.

### **TASKS:**

- Participates in fish and wildlife biology programs on a statewide basis, using a variety of survey techniques and methods.
- Conducts surveys as needed on specific species and publishes findings.
- Involved in the statewide development of research and management programs for threatened and endangered species.
- Prepares applications for federally funded programs.
- Develops research strategies for estimating the population of selected species and for projecting populations based on different conservation options.
- Develops research designs and plans for data analyses.
- Collects, researches and analyzes field data on fish and wildlife populations, harvest, habitat, public attitudes and demands.
- Develops population estimates and projections for selected species.
- Presents analyses and recommendations on conservation practices and assesses introduction of new species and reintroduction of species once native to Kansas.
- Represents the agency on regional, state and national issues regarding wildlife and fisheries research; and represents the agency at specified conferences and workshops.
- Writes technical reports and articles for submission to journals, newspapers and magazines and keeps informed on changes in research techniques.
- Promotes wildlife and fisheries conservation through public speaking and general public contact.
- Speaks before citizen groups on the value of fisheries, wildlife, park, and natural resources and the responsibilities and programs of the agency.
- Conducts ecological reviews of development projects impacting natural resources of the state; formulates ecological recommendations to prevent, minimize or mitigate habitat destruction or degradation and prepare agency response to project reviews.
- Conducts technical training and orientation of agency personnel and delivers educational workshops and lectures.
- Administers grants and provides input on projects, programs and task forces.
- Handles administrative duties with the regional offices including recruiting and training of new staff.

## LEVELS OF WORK

- Class Group consists of three classes

**Fisheries and Wildlife Biologist I** – This is an entry level position for the employee to gain on-the-job experience in collecting, researching and studying of fish or wildlife.

**Minimum Requirements:** Bachelor's degree in fisheries science/management or wildlife science/management.

**Fisheries and Wildlife Biologist II** – This class is a full performance class where the employee can work independently. Employees in this class perform specialized and professional work within an assigned area of the state. Work involves the collection, research and study of fish or wildlife. Employees may record and summarize the information for use in studies or management plans and provide technical expertise when needed. Some positions may include lead worker or supervisory responsibilities.

**Minimum Requirements:** Bachelor's degree in fisheries science/management or wildlife science/management and two years of work experience. Education may be substituted by the agency.

**Fisheries and Wildlife Biologist III** – Employees in this class perform professional management and administrative work in fisheries and wildlife biology and conservation. Duties may include overall responsibility over a region, division, or program within the state. The employee acts as a liaison and agency representative to fisheries and wildlife groups and organizations. Develops budget projections and assists in long range conservation goals and programs within their assigned region and may identify and recommend solutions for unusual and complex problems. Coordinates all education activities within their assigned region.

**Minimum Requirements:** Bachelor's degree in fisheries science/management or wildlife science/management and four years of work experience.

# Facilities Specialist

**Job Code**  
3271N2

**Job Title**  
Facilities Specialist

**Pay Grade**  
21

## CONCEPT:

This is work as a master craftsman or a specialist in multiple crafts or trades. Work requires highly specialized knowledge, experience and ability to independently perform and complete projects requiring a variety of crafts and trades including electrical, carpentry, plumbing, HVAC, sheet metal and painting. Plans, develops and coordinates large-scale projects and programs. May serve as team leader or project lead worker.

## TASKS:

- Conducts all aspects of a job performing multiple crafts or trades on construction or renovation projects from start to finish at the master craftsman level. Reads, interprets and works from blueprints and specifications and provides estimates, equipment, materials and costs needed to assure repair and changes can be completed with available funds and manpower.
- Serves as lead worker or team leader for special projects and remodeling or renovation, such as HVAC, electrical, plumbing, welding, physical plant, carpentry, sheet metal, and painting.
- Troubleshoot, maintain, repair and alter existing secondary circuits and primary, 15KV, electrical distribution systems, and installs new according to plan in accordance with N.F.P.A. code requirements. Installs, maintains, calibrates and repairs electronic equipment. Recommends suitable electronic materials and components. During renovation upgrades, installs new electrical distribution system to include; breaker panels, bus/ducts, race ways, branch conduit and circuitry.
- Replaces or repairs or installs plumbing fixtures, faucets, valves, fittings, bath and shower facilities, water heaters and related equipment; removes worn, damaged, or leaking items; installs proper replacements or makes repairs in accordance with instructions or trade standards and ADA requirements.
- Alters/installs building systems such as electrical, HVAC, plumbing, electronic climate control and high end refrigeration systems, rough and finish carpentry which includes installation, removal, replacement of walls, floors partitions and ceilings, finish cabinetry and mill work, formica, application of epoxy and other adhesives, laying, finishing and refinishing flooring, hanging, taping and finishing sheetrock, painting including color tinting and matching, and lock system installation.
- Alters, fabricates, or installs building systems such as air ducts, air handling equipment, volume dampers, fire/smoke dampers, diffusers, laboratory fume hoods, environmental controls, VAV and CAV boxes, any type of air distribution equipment.
- Engineers, designs and fabricates any and all sheet metal products from blue prints, field surveys or combination of both. Makes field modifications when necessary to ensure proper installation and function. Repairs or modifies existing sheet metal systems.
- Installs, tests and calibrates HVAC controls (pneumatic and electric/electronic) for valves, dampers, etc. Balance and document air distribution systems for supply, return, exhaust and other unique applications. Installs and tests plumbing devices for coils (reheat, chilled water, steam etc.)
- Services, repairs or replaces electrical appliances, motors, fuses, switches and outlets in order to provide efficient and well maintained electrical service by selecting proper materials, reading electrical schematics and using electrical instruments and hand tools.
- Completes interior and exterior finish work with paint, plaster, stains, tints, wall coverings, and other appropriate finishes based on remodeling or restoration plans in buildings of a wide range of styles, ages, etc. Completes carpentry and masonry repairs or matches existing/antique structures, etc. in advance of application of appropriate finishes (oil- and water-based paints and stains, as appropriate) to window frames, doors, cabinetry, floors, walls, interior trim, and decorative moldings.

## LEVELS OF WORK

- Class Group consists of one class.

**Minimum Requirement:**

Five years of experience in the mechanical or building trades. Education may be substituted for experience as determined relevant by the agency.

**Necessary Special Requirements:**

Some positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties; possess a valid driver's license; and/or have an EPA approved CFC and general refrigerant reclamation certification.

REF: 12/13

# Environmental Associate

**Job Code**  
8501C3

**Job Title**  
Environmental Associate

**Pay Grade**  
25

## CONCEPT:

The primary duty of employees in this job class involves the performance of a variety of technical duties in support of environmental protection and preservation programs. These duties may be performed within an office setting or in the field. Employees perform technical support activities such as maintaining and calibrating equipment; assisting in all phases of data and/or sample collection, testing and measurement; record keeping and data entry/retrieval, and participation in report writing.

## TASKS:

- Operates and maintains environmental field testing and sampling equipment necessary to obtain needed data and information. Maintains the records of samples collected and records results.
- Enters, maintains and retrieves environmental data on computer systems for use in reports and analysis by other technical or professional staff.
- Collects and compiles data from questionnaires, engineering and inspection reports; may collect other source materials concerning systems and operations.
- Prepares correspondence, related illustrated materials, and technical reports that serve as the legal basis for validating compliance or noncompliance.
- Explains department responsibilities and procedures to parties requesting information.
- Collects environmental quality data to meet program objectives.
- Inputs and maintains data for agency or program GIS maps.
- Assists applicants in applying for environmental permits, licenses and grants.
- Develops and maintains environmental program related databases.
- Assists with contracts and grant proposals relating to specific projects or programs.
- Reviews permits and makes recommendations to the approval or denial of those permits.
- Provides or analyzes environmental documents or data for federally mandated reports.
- Prepares and answers correspondence from other agencies and the general public.
- Enforces federal and state laws, rules, and regulations relating to specific environmental programs or projects.
- Approves or denies routine applications or permits related to specific environmental projects or programs.
- Monitors and performs follow-up actions in cases where environmental violations were found.
- May work with contractors during environmental permitting
- May conduct environmental field surveys.
- Informs the public and property owners by giving informational or educational presentations on specific environmental projects and programs.
- Researches environmental issues having a broad impact on projects or programs
- Goes out in the field to assist with handling complaints.
- Conducts physical measurements related to water environment appropriations and water resource management.
- May handle response program by coordinating activities and monitoring program's main phone or emergency hotline.

## LEVELS OF WORK

- Class Group consists of one class.

## Minimum Requirements:

Two years of relevant technical experience in an environmental field and/or program. Education may be substituted by the agency as necessary.

## STATE PARK MANAGER

Job Code	Job Title	Pay Grade
8513M1	State Park Manager I	28
8514M1	State Park Manager II	30

### CONCEPT:

The primary duty of employees in this class involves the management of the daily activities in parks to ensure that the conservation, operation, construction, maintenance and public services are achieved and maintained.

### TASKS:

- Plans, assigns, reviews, and evaluates the work of a staff responsible for all phases of park operations, including conservation, construction, maintenance, and public services.
- Manages all financial operations of a wildlife area or park by preparing annual budget requests, approving the purchase of all supplies and equipment, and directing the sale of park permits, the collection and accounting of income, and the transfer of revenues.
- Assesses and evaluates area needs and operations; prepares reports and recommendations concerning area facilities, visitation, development, modification, and the effective use of staff and resources. Coordinates area operations with other state and federal agencies. Administers leases for share crop farmers, concessions, and private businesses on the area.
- Cooperates with Conservation Officers to enforce laws, rules, and regulations; investigate nuisance and criminal complaints; detect, apprehend, and arrest violators; and participate in safety and rescue operations. Coordinates all law enforcement activities with the Law Enforcement Division and other state agencies.
- Oversees the construction, maintenance, and repair of area buildings, facilities, and equipment. Estimates materials, prepares specifications, procures materials and tools, and schedules and inspects projects.
- Oversees habitat development work including vegetation control, regulation of water levels in lakes, timber management, planting and cultivating grain crops, grasses, and shrubs to provide food and shelter for wildlife.
- Prepares and submits requests for purchase of supplies and equipment.
- Assists in scientific field studies, surveys, and experiments relating to birds, fish, wildlife, and recreational use.
- Promotes wildlife conservation through public speaking, writing articles for newspapers, magazines, and bulletins and by general public contact. Speaks before citizen groups on the value of wildlife, parks, and natural resources, and the programs and responsibilities of the agency.
- Assists Local Sheriff Departments, Fire Departments, Ambulance and Medical calls, Kansas Highway Patrol, KBI, Corps of Engineers, Game Wardens, and Fisheries and Wildlife Biologist.
- Overview of leases on Department lands to ensure they are in compliance with Federal and State guidelines.
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### LEVELS OF WORK

- Class Group consists of two classes.

**State Park Manager I** – This is the full performance level where the employee has overall managerial responsibility for the park and its daily operations.

**Minimum Requirements:** Bachelor's degree in park or natural resource management or other related degrees as determined by the Department and one year of related work experience. Education may be substituted by the Department.

**Necessary Special Requirements:** Position in this class requires the employee to be certified as a law enforcement officer by the Kansas Law Enforcement Training Commission. Certification must be obtained before the employee is given permanent status. The employee must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and annual training as required by K.S.A. 74-5607a. This class requires the use of a firearm for law enforcement duties; therefore, to be eligible for appointment to a position in this class, candidates cannot have been convicted of a misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services.

**State Park Manager II** – This is the advanced level. Employees in this class have higher complexity in their day to day activities because of the size and diversity of the park they are maintaining.

**Minimum Requirements:** Bachelor's degree in park or natural resource management or other related degrees as determined by the Department and three years of related work experience. Education may be substituted by the Department.

**Necessary Special Requirements:** Position in this class requires the employee to be certified as a law enforcement officer by the Kansas Law Enforcement Training Commission. Certification must be obtained before the employee is given permanent status. The employee must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and annual training as required by K.S.A. 74-5607a. This class requires the use of a firearm for law enforcement duties; therefore, to be eligible for appointment to a position in this class, candidates cannot have been convicted of a misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services.



Kansas Civil Service Basic Pay Plan (effective June 21, 2015)  
Basic Steps (Hourly Rates)

PG	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
7	7.56	7.77	7.96	8.18	8.35	8.56	8.76	9.00	9.24	9.44	9.69	9.93	10.15	10.43	10.68
8	7.96	8.18	8.35	8.56	8.76	9.00	9.24	9.44	9.69	9.93	10.15	10.43	10.68	10.92	11.21
9	8.35	8.56	8.76	9.00	9.24	9.44	9.69	9.93	10.15	10.43	10.68	10.92	11.21	11.48	11.79
10	8.76	9.00	9.24	9.44	9.69	9.93	10.15	10.43	10.68	10.92	11.21	11.48	11.79	12.04	12.35
11	9.24	9.44	9.69	9.93	10.15	10.43	10.68	10.92	11.21	11.48	11.79	12.04	12.35	12.66	12.98
12	9.69	9.93	10.15	10.43	10.68	10.92	11.21	11.48	11.79	12.04	12.35	12.66	12.98	13.29	13.61
13	10.15	10.43	10.68	10.92	11.21	11.48	11.79	12.04	12.35	12.66	12.98	13.29	13.61	13.95	14.30
14	10.68	10.92	11.21	11.48	11.79	12.04	12.35	12.66	12.98	13.29	13.61	13.95	14.30	14.66	15.03
15	11.21	11.48	11.79	12.04	12.35	12.66	12.98	13.29	13.61	13.95	14.30	14.66	15.03	15.38	15.75
16	11.79	12.04	12.35	12.66	12.98	13.29	13.61	13.95	14.30	14.66	15.03	15.38	15.75	16.16	16.56
17	12.35	12.66	12.98	13.29	13.61	13.95	14.30	14.66	15.03	15.38	15.75	16.16	16.56	16.94	17.39
18	12.98	13.29	13.61	13.95	14.30	14.66	15.03	15.38	15.75	16.16	16.56	16.94	17.39	17.79	18.26
19	13.61	13.95	14.30	14.66	15.03	15.38	15.75	16.16	16.56	16.94	17.39	17.79	18.26	18.70	19.16
20	14.30	14.66	15.03	15.38	15.75	16.16	16.56	16.94	17.39	17.79	18.26	18.70	19.16	19.65	20.13
21	15.03	15.38	15.75	16.16	16.56	16.94	17.39	17.79	18.26	18.70	19.16	19.65	20.13	20.58	21.13
22	15.75	16.16	16.56	16.94	17.39	17.79	18.26	18.70	19.16	19.65	20.13	20.58	21.13	21.65	22.16
23	16.56	16.94	17.39	17.79	18.26	18.70	19.16	19.65	20.13	20.58	21.13	21.65	22.16	22.72	23.31
24	17.39	17.79	18.26	18.70	19.16	19.65	20.13	20.58	21.13	21.65	22.16	22.72	23.31	23.87	24.48
25	18.26	18.70	19.16	19.65	20.13	20.58	21.13	21.65	22.16	22.72	23.31	23.87	24.48	25.05	25.68
26	19.16	19.65	20.13	20.58	21.13	21.65	22.16	22.72	23.31	23.87	24.48	25.05	25.68	26.29	26.98
27	20.13	20.58	21.13	21.65	22.16	22.72	23.31	23.87	24.48	25.05	25.68	26.29	26.98	27.61	28.31
28	21.13	21.65	22.16	22.72	23.31	23.87	24.48	25.05	25.68	26.29	26.98	27.61	28.31	29.03	29.73
29	22.16	22.72	23.31	23.87	24.48	25.05	25.68	26.29	26.98	27.61	28.31	29.03	29.73	30.46	31.22
30	23.31	23.87	24.48	25.05	25.68	26.29	26.98	27.61	28.31	29.03	29.73	30.46	31.22	31.98	32.78
31	24.48	25.05	25.68	26.29	26.98	27.61	28.31	29.03	29.73	30.46	31.22	31.98	32.78	33.55	34.42
32	25.68	26.29	26.98	27.61	28.31	29.03	29.73	30.46	31.22	31.98	32.78	33.55	34.42	35.25	36.13
33	26.98	27.61	28.31	29.03	29.73	30.46	31.22	31.98	32.78	33.55	34.42	35.25	36.13	37.00	37.95
34	28.31	29.03	29.73	30.46	31.22	31.98	32.78	33.55	34.42	35.25	36.13	37.00	37.95	38.86	39.84
35	29.73	30.46	31.22	31.98	32.78	33.55	34.42	35.25	36.13	37.00	37.95	38.86	39.84	40.83	41.81
36	31.22	31.98	32.78	33.55	34.42	35.25	36.13	37.00	37.95	38.86	39.84	40.83	41.81	42.90	43.91
37	32.78	33.55	34.42	35.25	36.13	37.00	37.95	38.86	39.84	40.83	41.81	42.90	43.91	45.02	46.14
38	34.42	35.25	36.13	37.00	37.95	38.86	39.84	40.83	41.81	42.90	43.91	45.02	46.14	47.29	48.47