



Important Recruitment Information for this vacancy

- **Position:** Facilities Maintenance Supervisor - HVAC
- **Job Opening ID:** 213868
- **Direct Link:**
https://jobs.sok.ks.gov/psp/sokhrprdcg/APPLICANT/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL_GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=213868&PostingSeq=1
- **Job Posting closes:** Open Until Filled

Agency Information: Winfield Correctional Facility
www.doc.ks.gov/facilities/wcf

About the Position

- **Who can apply:** Candidates who meet the minimum qualifications
- **Classified/Unclassified Service:** Unclassified
- **Full-Time/Part-Time:** Full-Time
- **Regular/Temporary:** Regular
- **Work Schedule:** Monday - Friday, 8:00 am - 4:00 pm
- **Eligible to Receive Benefits:** Yes
- **Veterans' Preference Eligible:** Yes
- **Search Keywords:** KDOC, WCF, Winfield, Cowley, Maintenance, HVAC, Supervisor

Hourly Pay Range: \$21.65 hourly starting pay

In addition, this position earns a \$0.30/hr trades differential.

Note: Salary can vary depending upon education, experience, or qualifications.

Employment Benefits

- Comprehensive medical, mental, dental, vision, and additional coverage
- Sick & Vacation leave
- Work-Life Balance programs: parental leave, military leave, jury leave, funeral leave
- Paid State Holidays (designated by the Governor annually)
- Fitness Center

- Employee discounts with the [STAR Program](#)
- Retirement and deferred compensation programs

[Visit the Employee Benefits page for more information...](#)

Position Summary & Responsibilities

Position Summary:

This position is a skilled multi-crafter position in facility's installation, maintenance, repair, and renovations of building and equipment relative to the HVAC/Electrical needs. Primary focus of the position is in the HVAC trade. Shares supervision responsibilities of the Electrical/HVAC Department and residents assigned to work in the area.

Job Responsibilities may include but are not limited to the following:

- Supervise, instruct, and direct residents assigned to work in the HVAC Department
 - Provide training and monitor residents in day-to-day operations
 - Ensure proper safety training
- Ensure facility HVAC systems and related equipment are maintained, preserved, and functioning effectively through repairs and upkeep
- Maintain records of time, supplies and equipment orders, and records of job orders
- Establish and maintain a preventative maintenance schedule
- Determine needs and plan for maintenance or repair projects
- Perform work to ensure assigned tasks are completed
- Contribute positively to the teamwork of the Maintenance Department

View the full Position Description and Essential Functions by contacting the Recruiter listed below.

Qualifications

- **Licensing & Certification:**
 - Valid Driver's License
- **Minimum Qualifications:**
 - Five years of experience in the mechanical or building trades
 - *Education may be substituted for experience as determined relevant by the Agency.*
 - Successfully pass a criminal background check and be free from felony convictions
- **Preferred Qualifications:**
 - Knowledge of the standard practices in the HVAC/Electrical trade.
 - Knowledge of safety measures and occupational hazards of the HVAC/Electrical trades.
 - Ability to read, interpret and work from sketches, blueprints and specifications.
 - Ability to keep careful and thorough records.
 - Ability to plan, organizes, assign and approve or otherwise supervise the work of skilled craft workers.
 - Skill in the use and operation of tools, machines and equipment commonly used in HVAC/Electrical trades at the skilled craft level.
 - Skill in evaluating, analyzing and resolving HVAC/Electrical problems.
 - Customer service oriented and possess the ability to work positively with a variety of individuals
- **Post-Offer, Pre-employment Requirements:**
 - Take and pass a drug screening, medical screening, and TB screening, all provided by the Agency

Recruiter Contact Information

- **Name:** Leslie Aldridge, Human Resource Professional I
- **Email:** Leslie.Aldridge@ks.gov
- **Phone:** 620/705-6020
- **Mailing Address:** 1806 Pinecrest Circle, Winfield, KS 67156

Job Application Process

- First Sign in or register as a New User.
- Complete or update your contact information on the Careers> My Contact Information page. *This information is included on all your job applications.
- Upload required documents listed below for the Careers> My Job Applications page. *This information is included on all your job applications.
- Start your draft job application, upload other required documents, and Submit when it is complete.
 - Manage your draft and submitted applications on the Careers> My Job Applications page.
- Check your email and My Job Notifications for written communications from the Recruiter.
 - Email – sent to the Preferred email on the My Contact Information page
 - Notifications – view the Careers> My Job Notifications page

Helpful Resources at jobs.ks.gov: “How to Apply for a Job – Instructions” and “How to Search for a Job – Instructions”

Required Documents for this Application to be Complete

Upload these on the Careers - My Job Applications page

- EPA Certificate
- DD214 (if you are claiming Veteran’s Preference)

Helpful Resources at jobs.ks.gov: “How, What, & Where do I Upload Documents”

How to Claim Veterans Preference

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 competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determine by the hiring manager.

[Learn more about claiming Veteran’s Preference](#)

Equal Employment Opportunity

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. 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 agency recruiter.