



## Safety & Health Specialist

### Employer

Winfield Correctional Facility  
1806 Pinecrest Circle  
Winfield, KS 67156  
620-705-6021

### Job Description

**Position:** Safety & Health Specialist

**Job Opening ID:** 214903

**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=213108&PostingSeq=1](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=213108&PostingSeq=1)

**Job Posting closes:** Until filled

**Required documents uploaded by:** Until filled

**Agency Information:** Winfield Correctional Facility

[www.doc.ks.gov/facilities/wcf](http://www.doc.ks.gov/facilities/wcf)

### **About the Position:**

**Who can apply:** External and Internal candidates that meet the minimum requirements

**Classified/Unclassified Service:** Unclassified

**Full-Time/Part-Time:** Full-Time

**Regular/Temporary:** Regular

**Work Schedule:** M-F, 7:30 a.m. – 4:00 p.m.

**Eligible to Receive Benefits:** Yes

**Veterans' Preference Eligible:** Yes

**Search Keywords:** WCF, Winfield, S&H, Inspector

### **Compensation:**

**Entry Level Salary Rate:** \$21.13 starting salary

**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 responsible for ensuring that Winfield Correctional Facility and Wichita Work Release Facility meet or exceed all sanitation, safety, and fire regulations that are applicable to the facility during normal and emergency operations

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

- Monitor & guide weekly fire safety, industrial safety and health, and sanitation inspections.
- Conduct monthly routine inspections on an established timely basis.
- Ensure compliance to applicable health, safety, and fire codes, policies, and procedure.
- Make recommendations to correct deficiencies and re-inspect to ensure correction.
- Coordinate maintenance of the fire protection system
- Review and investigate claims of injuries, monitor compliance with safety regulations.
- Prepare and submit reports and logs in timely manner.
- Schedule, accompany, and/or participate in outside regulatory agencies audits/inspections.
- Prepare plan of correction reports
- Provide guidance and training to staff and offenders in the area of Health & Sanitation, Fire Prevention, and Industrial Safety
- Provide oversight to the introduction, storage handling, issuing, and disposal of all hazardous materials and tools.
- Review relevant policies and procedures and make recommendations to the PCM.

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

#### **Qualifications:**

##### **Licensing & Certification**

- Valid Driver License

##### **Minimum Qualifications:**

- Two (2) year's work experience in occupational safety programs.
- *Education may be substituted for experience as determined relevant by the agency. Please contact recruiter for more information*
- Free from felony convictions

**Preferred Qualifications:** *(May be used to screen applicants)*

- Ability to conduct difficult and specialized occupational safety inspections.
- Ability to meet and deal with people and to exercise tact in securing compliance with safety, sanitation and labor laws, rules, and regulations.
- Ability to prepare clear and concise written and oral reports
- Working knowledge of ACA, State Health, OSHA, and Fire Safety standards/regulations

*Post-Offer, Pre-employment Requirements:*

- Take and pass a Drug Screening Test, Medical Screening, and TB Screening

**Recruiter Contact Information Name:** Leslie Aldridge,

**HRP1 Email:** [Leslie.Aldridge@ks.gov](mailto:Leslie.Aldridge@ks.gov)

**Phone:** 620-705-6020

**Mailing Address:**

1806 Pinecrest Circle,  
Winfield, KS 67156

**Job Application Process:**

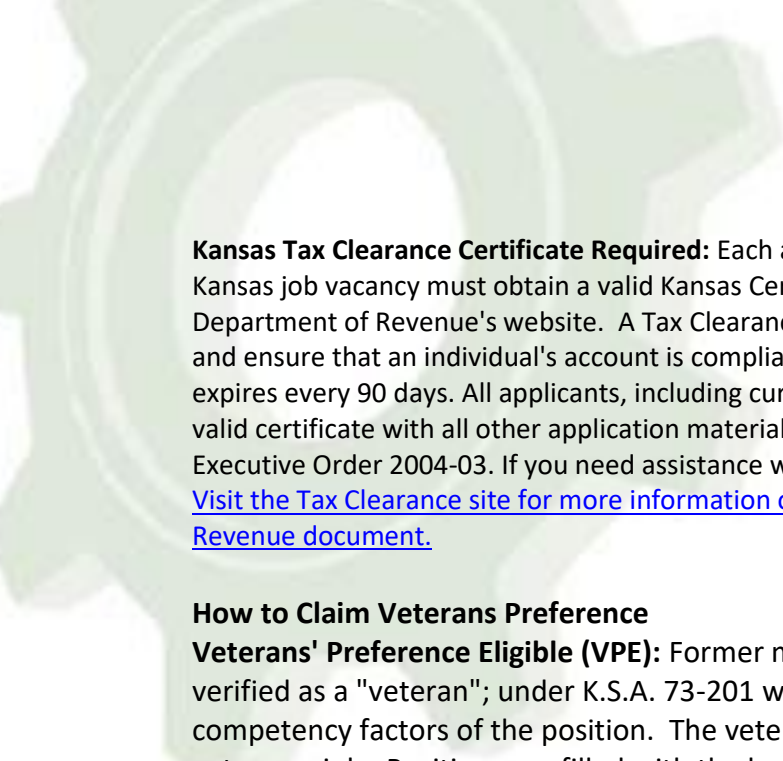
- First **Sign in** or register as a **New User**.
- **Complete or update your contact information** on the Careers> My Contact Information page. \*This information is included on all your job applications.
- **Upload required documents** listed below for the Careers> My Job Applications page.
- Start 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](http://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:**

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

Helpful Resources at [jobs.ks.gov](http://jobs.ks.gov): “How, What, & Where do I Upload Documents” and “Save Tax Clearance Certificate as a PDF”



**Kansas Tax Clearance Certificate Required:** Each applicant (even non-residents) applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. All applicants, including current state employees, are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199. [Visit the Tax Clearance site for more information on and where to obtain this Kansas Department of Revenue document.](#)

### **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 determined 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.

