



**City of Bonner Springs**  
KANSAS

## **2020 Job Descriptions for City Employees**

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**City Clerk's Office**

# City Clerk

Department: City Clerk

FLSA Status: Exempt

Grade: 15

## General Definition of Work

Performs complex administrative work maintaining and providing proper control of municipal, fiscal, and legal records of the City. Work is performed under the general direction of the City Manager.

Departmental supervision is exercised over Court Clerk, Records Clerk, Tiblow Transit Dispatcher, and Tiblow Transit Drivers.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Serves as custodian of official City records and public documents; performs certification and records legal documents; provides information under the Open Records laws.

Processes Open Records requests ensuring compliance with KORA statutes.

Prepares and reviews ordinances, resolutions, agreements, agendas, and other documents for City Council approval; administers the oath of office to public officials and serves as a Notary Public.

Attends work sessions and City Council meetings; oversees or prepares accurate minutes to record, index, and file for the public record; files ordinances and resolutions; codifies ordinances into the municipal code.

Maintains Records of Appointment process for boards, committees, and commissions; prepares notification of meetings; attends board/committee meetings.

Fields questions and complaints from the general public about municipal ordinances and procedures.

Serves as a designated Public Information Officer; manages the City's social media sites and news releases; responds to citizens and the media; serves as Systems Administrator for City's website.

Prepares and attests special assessment rolls; certifies to County Clerk for collection and monitors collection.

Oversees voter registrations, referrals, and notifications for candidate filing for City Elections; certifies special election questions to the Election Commissioner.

Administers issuance and maintenance of certain licenses and permits.

Reviews and prepares information and follow-up requirements for temporary notes, general obligation bonds, and industrial revenue bonds; ensures contract compliance for various projects, programs, and loans.

Handles cemetery sales and schedules burials; arranges and processes monument inspections and permits; coordinates Memorial Day Ceremony.

Assists in the long-range planning and operations of the cemetery; supervises the maintenance of the cemetery database, grave sales, cemetery deeds and permits.

Verifies monthly and annual reports for fuel storage and usage; serves as Class A Fuel Operator for fuel system.

Schedules and keeps accurate records for vehicle maintenance; assists with ordering vehicles; prepares KDOT reports; prepares monthly and annual City and fuel reports; maintains contract and storage log databases.

Assists in the annual budget process; ensures compliance with State statutes that relate to the State budget.

Manages the City's communication services including cell phones, landlines, long distance, special circuits, and radios.

Administers the City's computer network system; troubleshoots technical problems; maintains computer inventory; assists in long-term plans for computer upgrades and applications.

Performs other duties and activities as assigned.

### **Knowledge, Skills and Abilities**

Thorough knowledge of financial report, investments, purchasing, insurance; working knowledge of mathematics, computer networks, municipal laws and ordinances; extensive computer skills and ability to operate typewriters, computers, photocopiers, and other office equipment; excellent public relation, supervisory, organizational, verbal and written communication skills; ability to interpret data, to understand and anticipate problems, to develop and enforce department policies and procedures, to concentrate on tasks in the presence of distractions and to interpret written instructions, reports, correspondence and financial statements required; ability to establish successful work relationships with entities, employees, City officials, businesses and the public and use good professional judgment, honesty and integrity in decision making; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

Bachelor's degree in public or business management, communications, or related field, and considerable experience in a Deputy City Clerk role with some supervisory responsibilities, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

International Institute of Municipal Clerks - Certified Municipal Clerk (CMC) upon hire.

International Institute of Municipal Clerks - Master Municipal Clerk (MMC) preferred upon hire.

KDOT Reasonable Suspicion Training - Public Transit Program within one year of employment.

Valid driver's license.

# Court Clerk

Department: Courts

FLSA Status: Non-exempt

Grade: 6

## General Definition of Work

Performs intermediate skilled administrative support work providing secretarial and clerical duties for the Municipal Court involving preparation of accurate reports; and assisting the Municipal Judge with general clerical duties. Work is performed under the limited supervision of the City Clerk. Limited supervision is exercised over Records Clerk.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Answers and directs incoming telephone calls for the Police Department and Municipal Court; fields questions, concerns, and complaints from the general public.

Prepares court reports and court dockets, and related municipal records and reports; attends Municipal Court as scheduled; enters data and prepares citations for court.

Creates or copies reports; distributes reports to appropriate personnel, departments, and agencies.

Types correspondence and reports for the Judge; sends notices for failure to appear, failure to pay fines, and to appear in court; sends subpoenas for the Municipal Court; prepares paperwork for appeals to District Court; prepares abstracts of convictions to be sent to the State.

Prepares and vacates bench warrants; files accordingly for Police service.

Contacts attorneys to represent indigent persons and for court continuances

Transcribes taped statements for the Police Department; enters citations, dispositions, and payments into court computer system.

Sends correspondence regarding diversion program to all D.U.I. and open container defendants.

Requests certified copies of driving records; prepares driver's license suspension orders to be sent to the State.

Reserves jail time for defendants committed to County Jail.

Submit bills to Finance Department for payment by court.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of computers, office procedures; working knowledge of all Federal, State, and local laws and ordinances; skill in mathematics; excellent public relation, clerical, organizational, oral and written communication skills; ability to operate typewriters, computers, calculators, photocopiers, and other office equipment; ability to concentrate on tasks in the presence of distractions, to type with accuracy, to understand and anticipate problems, to follow department policies and procedures, and to interpret written instructions, reports, manuals, and records; ability to testify credibly in a court of law; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

## Education and Experience

Associates/Technical degree in business administration, or related field, and moderate experience in a municipal court role, or equivalent combination of education and experience.

**Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Certification through the Kansas Municipal Court Clerk's Association is highly preferred or must be acquired.

# Records Clerk

Department: City Clerk

FLSA Status: *Non-exempt*

Grade: 5

## **General Definition of Work**

Performs intermediate skilled administrative support work and customer service, answering phone calls, data entry, computer records working with the City Clerk and Court Clerk to ensure completion of various reports. Work is performed under moderate supervision.

## **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## **Essential Functions**

Processes, prepares, and archives a variety of documents; ensures compliance with retention schedules. Answers and directs incoming telephone calls; Provides customer service by answering phone and handling in-person inquiries regarding Municipal Court, licensing, and other issues

Collects fines and prepares receipts.

Assists with the processing of Open Records requests ensuring compliance with KORA statutes

Assists in the preparation, submission, and recording of invoices;

Assists with court reports and court dockets, and related municipal records and reports.; Assists Municipal Court Clerk with submittals of documents and reports to appropriate parties.

Processes various licenses including application review and schedules inspections; obtains required approvals

Assists with maintaining databases; enters data for municipal violations, licenses, contract and storage log, and fuel reports.

Assists with maintaining of records for vehicle maintenance and reports.

Updates Records of Appointment for City boards, committees, and commissions;

Attends Municipal Court as needed.

Assists with dispatching of Tiblow Transit calls as needed.

Assumes duties of Municipal Court Clerk in his/her absence.

Performs other duties and activities as assigned.

## **Knowledge, Skills and Abilities**

Thorough knowledge of computers, office procedures; working knowledge of all Federal, State, and local laws and ordinances; Knowledge of Kansas Open Records Act (KORA); skill in mathematics; excellent public relation, clerical, organizational, oral and written communication skills; ability to operate typewriters, computers, calculators, photocopiers, and other office equipment; ability to concentrate on tasks in the presence of distractions, to type with accuracy, to understand and anticipate problems, to follow department policies and procedures, and to interpret written instructions, reports, manuals, and records; ability to testify credibly in a court of law; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

## **Education and Experience**

High school diploma or GED, and moderate experience in a related clerical or secretarial role, or equivalent combination of education and experience. Associates/Technical degree preferred.

## **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires walking and reaching

with hands and arms and occasionally requires standing, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Full Access NCIC User Course within one year of employment.

# Tiblow Dispatcher

Department/Division: City Clerk/Transit

FLSA Status: Non-exempt  
Grade: 2

## General Definition of Work

Under general supervision, performs public transportation scheduling, routing and dispatching duties; operates a variety of communication equipment, including two-way radios; creates, maintains and monitors computerized driver schedules; and responds to requests for service and provides a variety of information to passengers and the general public. Performs administrative support work as needed.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Answers and dispatches Tiblow Transit calls for service; assists drivers in completing calls for service and providing street addresses and directions; ensures smooth transition between morning and afternoon demand response shifts.

Monitors Tiblow Transit daily trip sheets for accuracy; enters data in computer for each trip for all levels of transportation service; performs proper phone use and two-way radio operations.

Assists with maintenance of Tiblow Transit vehicles and log maintenance for each vehicle.

Prepares Tiblow Transit monthly driver and use schedule/calendar.

Perform daily money count; create bank deposit bags and deposit slips.

Perform a wide variety of clerical duties including answering a multi-line phone, receiving and sorting mail, and data entry and typing duties; maintain accurate records, logs and files on transportation services; create monthly reports.

Provide a variety of public transportation information to passengers, the general public and other public agencies; provide quality customer service and respond to public inquiries and requests for service in a courteous manner

Performs routine clerical functions for Tiblow Transit and the City Clerk to file and maintain City records.

Assist clerical support staff with other general office duties as needed.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Working knowledge of Microsoft Access, Excel, and Word; methods and techniques of delivering public transportation and paratransit services to seniors and disabled persons certified under the ADA; methods and techniques of dispatching commercial passenger vehicles; dispatching techniques with the use of two-way radio systems for communicating and receiving information; streets, landmarks, and geography of the City of Bonner Springs; pertinent traffic laws, ordinances, rules and driving courtesies involved in the operation of public transportation vehicles; methods and techniques of providing safe public transportation services; operational characteristics of public transportation vehicles; strong verbal and written communication skills; ability to understand and anticipate problems related to the job responsibilities, to follow department policies, and to interpret written instructions; safely operate passenger transit vehicles in accordance with applicable traffic laws; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

## Education and Experience

High school diploma or GED, and moderate experience in communications, dispatch, or clerical experience, or equivalent combination of education and experience. Associates/Technical degree preferred.

**Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Possession of an appropriate, valid commercial driver's license with passenger endorsement within six months of employment.  
Valid driver's license.

# Tiblow Transit Driver

Department/Division: City Clerk/Transit

FLSA Status: Non-exempt  
Grade: 1

## General Definition of Work

Under general direction, performs manual work providing safe public transport for the elderly, disabled, and general public under the City's Tiblow Transit public transportation service; drives, operates and maintains public transit vehicles; and performs a variety of tasks relative to assigned areas of responsibility.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Drive and operates a passenger van/mini bus and follows a demand/response and/or destination point schedule for providing transportation to the elderly, disabled, and general public; ensures fares are paid. Assists passengers requiring special assistance including operating a wheelchair lift and restraints. Perform pre-trip and post-trip safety and maintenance checks on vehicle; identify defects and needed repair; wash and re-fuel vehicle; check and maintain oil and other fluid levels. Clean and maintain inside of vehicle; search for articles left behind; clean windshield and sweep vehicle as necessary. Operate two-way radio communication system. Maintains daily record of passengers and type of trip including beginning and destination address, beginning and ending mileage, and maintenance issues. Prepare detailed reports on incidents or accidents as required. Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Skill in safely operating required vehicles and equipment; methods and techniques of providing safe public transportation services; operational characteristics of public transportation vehicles; principles and procedures of vehicle maintenance and repair; excellent communication and public relation skills; ability and willingness to learn quickly, operate a passenger van including the wheel chair lift and radio, and to become knowledgeable of the City's street names and address system; ability to read and interpret instructions and reports; maintain an acceptable and appropriate driving record and appropriate license; safety operate passenger transit vehicles in accordance with applicable traffic laws; perform preventative maintenance inspections on vehicles; maintain clean vehicle appearance; maintain a tight time schedule; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

## Education and Experience

High school diploma or GED, and moderate experience driving commercial sized transit vehicle, or equivalent combination of education and experience. Associates/Technical degree preferred.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word;

hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to vibration and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Possession of an appropriate, valid commercial driver's license with passenger endorsement.

## City Manager's Office

# City Manager

Department: City Manager's Office

FLSA Status: Exempt  
Grade: 26

## General Definition of Work

Under policy direction, plans, directs, manages and oversees the activities and operations of the City of Bonner Springs. Work involves setting policies and goals under the direction of the Governing Body; and provides highly complex administrative support to the Governing Body.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Oversees the entire organization making necessary changes to ensure efficient use of personnel, resources, and effective provision of services; addresses deficiencies or problems; provides professional advice on municipal administration to City Council, boards, and staff; receives complaints from staff and the general public and assists in resolving or adjusting errors.

Manages, directs, and supervises all City departments and services to achieve goals within resources; addresses and resolves employee grievances.

Plans and organizes workloads and staff assignments; issues written and oral instructions; assigns duties; examines work for exactness, neatness, and conformance to policies and procedures; studies and standardizes procedures to improve efficiency and effectiveness of operations; directs changes as needed.

Develops, interprets, and ensures compliance with all ethical standards of the profession and tenets of the City's Code of Ethics and Personnel Policy Handbook; communicates plans, policies, and procedures to elected officials, staff, and the general public.

Prepares agendas, information, and reports; reviews ordinances; presents items; answers questions and provides professional opinions at meetings of the governing body and City committees; develops, prepares, and submits planning and policy items to the Governing Body for action.

Gathers, interprets, and prepares data for studies, reports, and recommendations; provides leadership and direction in the development of short- and long-range plans.

Advises City Council of financial conditions and current and future City needs including capital improvements, major purchases, and condition of utilities or funds.

Ensures that all areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control.

Oversees the care and management of all City-owned land, property, buildings, and equipment.

Keeps abreast of State and Federal laws and regulations interpreting their impact on the City; ensures that all laws and ordinances are faithfully performed and enforced.

Prepares and submits the annual budget and administers the adopted budget.

Coordinates various activities with other City departments and agencies.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Considerable knowledge of modern policies and practices of public administration, municipal finance, human resources, employment laws, public services, public safety, organizational management, utility management and operations, and community development; exceptional skill in preparing and administering municipal budgets, planning, directing and administering municipal programs, researching issues and developing recommendations; strong verbal and written communication skills; ability to prepare and analyze comprehensive reports; ability to exercise sound and unbiased judgment in evaluating situations and making decisions especially in situations of stress; ability to carry out assigned projects to their completion; ability to operate personal computer (word processing, spreadsheet, database), telephone, copier and fax machines; ability to interpret data, to understand and anticipate

problems, to enforce City policies and procedures, to concentrate on tasks in the presence of distractions, and interpret written instructions, reports, correspondence, and financial statements; ability to establish successful working relationships with entities, employees, City officials, businesses and the public, and use good professional judgment, honesty, and integrity in decision making; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

Bachelor's degree in public or business administration, political science, or related field, and extensive experience as a City/County Manager, Assistant City Manager, or Department Head. Master's degree in public administration or a closely related field is desirable.

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

ICMA-CM preferred.

## Assistant City Manager

Department: City Manager's Office

FLSA Status: Exempt

Grade: 20

### General Definition of Work

Under general administrative direction, performs a wide variety of professional, administrative, supervisory, and specialized duties, which require accuracy, proficiency, confidentiality, and independent judgment in development, projects, and programs. Assists the City Manager in the daily operations of the City; major functional areas covered are Parks and Recreation, Community Development, and Information Technology; and other functional areas as needed. Serves in the role of City Manager in the absence of the City Manager.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

Provide assistance and support to the City Manager; analyze and implement policies and procedures; assist in the preparation of the budget; respond to and resolve public inquiries and complaints.

Supervise, along with the City Manager, the work of lower level support staff; act as City Manager in City Manager's absence.

Assist in developing and implementing the budget and long range goals for the City; monitor the assigned budget and approve expenditures as required.

Coordinate the release of media and public information; maintain contact with various media relations; update media on City or community issues.

Oversees City's communication and Information Technology programs.

Serve as project manager for a variety of special projects; facilitate project activities and resolve problems; develop and submit project reports to the City Manager

Directs, evaluates and confers with Community Development Department and the Parks and Recreation Department staff. Manages and supervises community development and the parks and recreation to achieve goals within available resources. Delegates work to subordinates; provides first-line supervision of departmental staff, approving time sheets, requests for overtime, and time off; Performs annual performance evaluations of staff as appropriate.

Develops, reviews, plans, coordinates, performs, and supervises all functions of the Community Development Department and the Parks and Recreation Department.

Plans, formulates, and recommends short and long-range maintenance and capital improvement programs that will improve city effectiveness, efficiency and environment.

Serve as staff and liaison for a variety of boards and commissions; provide responsible staff support to the City Manager.

Serves as the primary economic development contact for the City; works with City Manager, staff, and outside agencies as necessary.

Encourages and promotes compliance with safety rules, the use of safety equipment, and safety procedures.

Confers and provides input with Department Directors, acting as representative of the City Manager; Assists other departments as directed by City Manager.

Attends workshops and seminars as approved to further develop knowledge, skills, and abilities in order to develop new or to maintain and enhance areas of expertise.

Performs other duties or assumes other responsibilities as apparent or assigned, including the functions of the City Manager in the absence of the City Manager.

### **Knowledge, Skills and Abilities**

Considerable knowledge of research methods and sources of information related to urban growth and development, street, highway, park, recreational, infrastructure, and subdivision planning; knowledge of the principles and methods of public administration; knowledge of economic development practices including experience in tax increment financing and other financial assistance programs; basic knowledge of the organization, functions, and problems of municipal government; considerable knowledge of municipal, county, State and Federal community-related statutes; ability to perform statistical and mathematical techniques; ability to evaluate technical data; ability to effectively write or edit reports and articles to communicate ideas; ability to prepare comprehensive reports and records; ability to develop policies, plans, and procedures; ability to solve a wide range of intellectual and practical problems; ability to comprehend non-verbal symbolism and the abstract concepts. Excellent interpersonal skills are necessary; ability to establish and maintain an effective working relationship with the City Council, Mayor, boards, agencies, departments, coworkers, city consultants, contractors, builders, architects, developers, press, and the general public.; ability to enforce City policies and procedures, to concentrate on tasks in the presence of distractions, and interpret written instructions, reports, correspondence, and financial statements; ability to establish successful working relationships with entities, employees, City officials, businesses and the public, and use good professional judgment, honesty, and integrity in decision making; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

Bachelor's degree in public or business administration, political science, or related field, and extensive experience in community development, public administration or other related municipal experience. Master's degree in public administration or a closely related field is desirable.

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid driver's license.

## Assistant to the City Manager

Department: City Manager's Office

FLSA Status: Exempt

Grade: 13

### General Definition of Work

Under administrative direction, plans and coordinates a variety of professional level administrative activities including employee recruitment and selection, training and employee development, employee benefits, workers' compensation, liability, safety programs, and various other special projects within the City Manager's office; provides highly responsible and complex administrative and management analysis to support decision-making and strategic direction.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

Oversee Human Resources functions of the City recruitment and selection, employee benefits, workers' compensation, liability, and wellness and safety programs.

Administer risk management programs, including workers' compensation, safety, and liability.

Acts as City's Risk Manager tracking all City accidents and liabilities; files claims with property and liability carriers, tracks and files all worker's compensation accidents; prepares worker's compensation reports and audits; tracks necessary safety training ; interface with third party Manager to ensure proper management of claims and losses.

Administer employee benefits including medical, dental, vision, retirement, life, and short and long term disability plans; Coordinate with Finance Department the new employee setup and employee changes for proper payroll.

Conduct a variety of organizational and operational studies and investigations; prepare and present recommendations.

Promotes innovation, critical thinking and creativity in developing approaches and solutions to City needs. Empowers all levels of staff to be proactive and participatory. Promotes, encourages and leads collaboratively in seeking new ways to share resources, ideas and best practices in order to optimize service delivery organization wide.

Prepare and/or review a variety of reports, forms, memos and correspondence; ensure accuracy and compliance with applicable laws and regulations.

Participate in the development and review of the City's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies.

Serve as the liaison for the City Manager's Office with other departments and outside agencies; negotiate and resolve sensitive and controversial issues.

Serve as staff and liaison for a variety of boards and commissions.

Respond to media inquiries, City Council concerns and issues, and community needs; Coordinates with Department Heads or other appropriate parties to respond citizen inquiries.

Confer with department heads and programs managers concerning administrative and operational problems, work plans, and strategic plans; make appropriate decisions or recommendations.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of city management and administration.

Provide responsible staff assistance to the City Manager; completes Special Projects as assigned.

Perform related duties as required

### Knowledge, Skills and Abilities

Thorough knowledge of modern principles, methods, and problems in municipal public administration including organization, personnel, and strategic management systems and procedures; operational characteristics, services, and activities of a comprehensive human resources program; principles and practices of public sector human resources management including labor relations, recruitment and

selection, classification and compensation, training and employee development, employee benefits, workers' compensation, liability, wellness and safety programs, municipal payroll, municipal accounting, and basics of insurance; methods and techniques of investigating employee complaints, including discrimination and harassment; skilled in administering policies; skilled in performing mathematic computations accurately and quickly; strong verbal and written communication skills; skill in the use of personal computer word-processing software and hardware, typewriters, photocopiers, telephone system, and other office equipment; ability to oversee and participate in the management of a comprehensive human resources management program including labor relations, recruitment and selection, classification and compensation, training and employee development, employee benefits, workers' compensation, liability, and safety programs; ability to concentrate on tasks in the presence of distractions, to learn, implement, and/or interpret the Personnel Policy Handbook, employment laws, workers compensation, drug testing and risk management; ability investigate informal and formal complaints and recommend solutions; ability to establish successful working relationships with employees, customers and elected officials, and use good professional judgment, honesty, and integrity in decision making; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

Bachelor's degree in public administration, human resources, or related field, and moderate experience in personnel or human resources, including two years of increasing administrative responsibility, or equivalent combination of education and experience. Master's degree preferred.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid driver's license.

## **Community Development Department**

# City Planner

Department: Community Development

FLSA Status: Exempt

Grade: 16

## General Definition of Work

Performs difficult skilled technical work planning and directing a variety of planning assignments, including short- and long-range planning activities, services, and programs, coordinating zoning ordinance enforcement and activities, Coordinate Geographic Information System (GIS), prepare maps and databases serving as staff support to various boards and commissions, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Assistant City Manager.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Provides professional planning, land use and redevelopment, zoning, and site improvement advice to the City Manager and Assistant City Manager, department directors and staff, the Planning commission and other appointed boards, and the Governing Body.

Evaluates land use, development, or redevelopment proposals for compliance with the comprehensive plan and other plans, and to the zoning, subdivision, floodplain, and other codes and ordinances of the City.

Works with staff to support the Planning Commission, Board of Zoning Appeals, and other departments and agencies. Coordinates planning and development matters with Federal, State, metropolitan, County, municipal, and special-purpose agencies.

Serve as a project manager in the development of various planning projects from conceptual design through final construction; coordinate activities with other City departments and outside agencies.

Manages the preparation of City-wide reviews of infrastructure related to planning, including site plan reviews. Coordinates with other City departments for construction projects.

Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups, and the general public regarding municipal planning and development activities and services.

Oversees and directs the work of consultants, including City Building Official/Inspector.

Conducts site inspections to determine compliance with approved development plans, ongoing compliance with conditions of adopted resolutions, special use permits, and ordinances.

Works with staff and Building Inspector to ensure

Maintains Geographic Information System (GIS) mapping database. Prepare maps for staff reports and update Official City Map and Zoning Map on regular basis.

Manages and administers various programs including: Floodplain Management Program for compliance with FEMA, National Flood Insurance programs, Community Rating System (CRS); tax rebate programs under the Neighborhood Revitalization Plan, and the Earth Change Permit program.

Works with staff to maintain an accurate and complete records of department activities and records relating to zoning, platting, sign permits, occupational licenses, and other permits issued by the Department.

Supports Planning and Zoning Commission and attends meetings.

Prepares reports for submission to Planning Commission for applications for current development, rezoning, special use permits, and other related activities. Reviews and approves sign permits.

Prepares reports and memorandums to Planning Commission, City Council and other City departments to provide updates of progress of different projects.

Coordinates the review and prepare amendments to the Zoning Ordinance, Subdivision Regulations, City Code, Building Codes, business regulations, etc.

Performs other duties and activities as assigned.

### **Knowledge, Skills and Abilities**

Thorough knowledge of municipal ordinances governing zoning and related codes; general knowledge of routine legal procedures related to the enforcement of laws and ordinance; skill and training in GIS, and engineering or construction; ability to review architectural drawings, site plans, and plats; ability to enforce ordinances and regulations with firmness, tact, and impartiality; ability to establish and maintain effective working relationships with property owners, building contractors, attorneys, engineers, City officials, associates and the general public; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

Bachelor's degree in urban planning, public administration, or related field, and considerable experience in municipal public planning, or equivalent combination of education and experience. Master's degree preferred.

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

AICP (American Institute of Certified Planners) upon hire.

CFM (Certified Floodplain Manager) within one year of employment.

Valid driver's license.

## Codes Enforcement Officer

Department/Division: Community Development

FLSA Status: Non-exempt

Grade: 8

### General Definition of Work

Performs intermediate skilled technical work enforcing all City ordinances and issuing code violations related to environmental health, inoperable vehicles, weeds, trash, zoning, and other nuisance complaints; and conducts daily inspections of the community and responds to requests for services from citizens and City staff. Work is performed under the limited supervision of the City Planner.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

Performs a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to health and safety, blight, graffiti, zoning, land use, and other matters of public concern.

Coordinates with Community Development Department, Building Official/Inspector, and Fire Department for enforcement of City Code and associated investigation and resolution.

Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.

Responds to complaints about potential violations; performs daily inspections of the community to determine actual violations of City ordinances and codes.

Provides information regarding community assistance programs; educates residents on property maintenance guidelines and other matters of public concern.

Researches public documents to obtain legal information on property and property owners in violation.

Issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.

Maintains records and provides the status of violations as requested or deemed to be important or sensitive.

Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement.

Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.

Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violation.

Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.

Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.

Assists department with answering phones, issuing various permits, and helping customers when necessary.

Performs other duties and activities as assigned.

### **Knowledge, Skills and Abilities**

Thorough knowledge of office procedures, records maintenance, word processing, City codes and ordinances; working knowledge of mathematics; skill is necessary in using MS Word, Access, and Excel software, and practical application of Internet research; excellent public relations, organizational, verbal and written communication skills; ability to operate a vehicle, computer (PC and laptop), digital camera, cell phone, typewriter, fax machine, calculator, and other department equipment; ability to establish successful working relationships with entities, employees, City officials, businesses and the public; ability to use good professional judgment, honesty, and integrity in decision making; ability to understand and anticipate problems, to develop and enforce City codes and ordinances, and to interpret written instructions, maps, manuals, and schematics; ability to testify credibly and possess no Brady/Giglio material to impeach or impair credibility; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED, and moderate experience in municipal code enforcement, or equivalent combination of education and experience. Associates/Technical degree preferred.

### **Physical Requirements**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and lifting and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Possession of, or ability to obtain, State Certified Code Enforcement Officer certification within one year of employment.

Possession of, or ability to obtain, Certified Property Maintenance and Housing Inspector by American Association of Code Enforcement (AACE) or International Code Council (ICC) within one year of employment.

Valid driver's license.

## Administrative Assistant – Community Development

Department: Community Development

FLSA Status: Non-exempt  
Grade: 6

### General Definition of Work

Under general direction, performs a wide variety of responsible and complex administrative, secretarial and clerical support functions for the Community Development Department; and provides information and assistance to the public regarding departmental and City policies and procedures. Work is performed under the limited supervision of the City Planner.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

Ensure the smooth and efficient operation of the department as it relates to administrative duties; disseminate information to appropriate personnel; direct work flow and ensure compliance with departmental guidelines, policies, and procedures.

Serve as a member of the administrative team; participate in problem solving on various issues to enhance the Department's efficiency and operation.

Type and proofread a variety of reports, letters, forms, memoranda, correspondence and statistical charts; type from rough draft or verbal instruction; take and transcribe dictation.

Coordinate the development of staff reports for the assigned department; edit documents, track deadlines and submit for review process.

Attend a variety of meetings; prepare and compile agenda packets; take and prepare minutes; disseminate information as appropriate.

Maintain department filing systems and records; develop and implement filing systems; modify systems as appropriate.

Maintain calendar of activities and events for the assigned department; schedule meetings with elected and appointed individuals, coordinate activities with other City departments, the public and outside agencies.

Update and maintain the Department webpage; post upcoming news and events.

Screen office and telephone callers; respond to and resolve complaints and requests for information on regulations, procedures, systems, and precedents relating to assigned responsibilities; screen, sort, and distribute mail; respond to routine correspondence.

Operate a variety of office equipment including copiers, facsimile machine and computer; input and retrieve data and text; organize and maintain disk storage and filing.

Assist in a variety of department operations; perform special projects and assignments as requested.

Communicate with staffing other departments to exchange information and to coordinate activities and shared programs.

Serves as Permit Clerk in the processing of building permits and schedules daily inspections. Coordinates with the Building Official in reviewing and issuing permits to include: sign, fence, building and other permit; handles cash on a daily basis.

Manages and maintains records for the City's Neighborhood Revitalization Programs; updates records of building, electrical, plumbing, mechanical, and sign permits, environmental code inspections; maintains development files and Planning Commission records; enters data and file documents necessary for tracking Planning activities.

Attends various meetings, takes detailed meeting minutes, and accurately transcribes such minutes, including monthly Planning Commission and Board of Zoning Appeals meetings; prepares Resolutions and other documents, as directed for Planning Commission agendas.

Maintains documents, files and records and assists with departments' records retention

Assists with various safety training activities.

Attends training to remain abreast of current practices and procedures.

Performs other duties and activities as assigned.

### **Knowledge, Skills and Abilities**

Thorough knowledge of office procedures, clerical duties, record maintenance, word processing; working knowledge of bookkeeping and mathematics; skill in the use of computers, calculators, typewriter, fax, and other office equipment; extensive skill in Microsoft Office and ability to learn practical application of the Internet to the position; strong public relations, organization, verbal and written communication skills; ability to establish successful working relationships with entities, employees, City officials, businesses and the public, and use good professional judgment, honesty, and integrity in decision making; ability to understand and anticipate problems, to concentrate on tasks in the presence of distractions, to type with speed and accuracy, and to interpret written instructions, reports, manuals, and correspondence; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED, and considerable experience in a similar role preferably in municipal permit administration, construction or building trades and having some payroll processing experience, or equivalent combination of education and experience. Associates/Technical degree preferred.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

None.

## Recreation Manager

Department/Division: Community Development/Recreation

FLSA Status: Exempt

Grade: 13

### General Definition of Work

Performs difficult administrative work planning, promoting, coordinating, and reviewing the City's Recreation programs, including the Adult and Youth Sports, Aquatic Center, Senior Center, Recreation facilities, and performing related duties as required. Work is performed under the general direction of the Assistant City Manager. Continuous supervision is exercised over personnel within assigned functional areas.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

Oversees Park and Recreation services and activities including recreation programming, Aquatic Center, Community Center and Senior Center operations; recommends and administers policies and procedures in accordance with State and Federal laws and regulations.

Provides oversight of Aquatic Center, Community Center, and Senior Center, and Recreation operations and staff.

Plans, directs, and coordinates the Park and Recreation Department's work plan; meets with staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.

Coordinates Park and Recreation Department activities with those of other departments and outside agencies and organizations; serves as staff liaison and provides assistance to the Parks Board and Bonner Beautiful Commission; prepares and presents staff reports and other correspondence.

Prepares, negotiates, and submits usage and rental agreements.

Administers contracts for programming offered through independent contractors.

Supervises personnel; trains, motivates, and evaluates recreation staff, volunteers, and other associated personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Recommends and administers financial aspects of Department including payroll, budget, and accounts payable; balances and deposits daily receipts.

Promotes and participates in community projects, events, and activities dealing with recreation.

Promotes interest in recreational programs via publicity, marketing, community groups, and public contacts.

Meets with the City departments, public, local civic and community groups, youth groups, the school district, and outside agencies about projects and services; periodically surveys the community to determine needs and interests.

Oversees coordination with other organizations within the City to avoid duplication of programs and competition between programs; attends meetings of various organizations at their request.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation program administration.

Performs other duties and activities as assigned.

### Knowledge, Skills and Abilities

Considerable knowledge of the principles and practices of public recreation including recreational programs, activities, equipment, and park maintenance; thorough knowledge of applicable State and Federal laws regulating parks and recreation facilities and activities, aquatic facility management, and aquatic equipment; working knowledge of mathematics and chemical use; excellent public relations, supervisory, organizational, financial, verbal and written communication skills; skill in evaluating and

motivating employees and volunteers; ability to establish successful working relationships with entities, employees, volunteers, City Officials, businesses and the public and use good professional judgment, honesty, and integrity in decision making; ability to plan and coordinate activities, to understand and anticipate problems, to develop and enforce department policies and procedures, and to interpret written instructions, maps, manuals, and schematics; ability to assess and prioritize park, aquatic facility, and other facility maintenance; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

Bachelor's degree in public administration, recreation, physical education, or related field, and moderate experience in parks or recreation program administration at least three years of which must have been as a supervisor, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms, pushing or pulling and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a quiet location (e.g. library, private offices).

### **Special Requirements**

Certified as an Aquatic Facility Operator (AFO) or Certified Pool Operation (CPO) within six months of employment.

Certifications in first aid, CPR, and AED within six months of employment

Valid driver's license.

# Recreation Coordinator

Department/Division: Community Development/Recreation

FLSA Status: Exempt

Grade: 10

## General Definition of Work

Under limited supervision, responsible for performing activities related to planning, developing, implementing and evaluating recreation and athletic programs and/or coordinating and maintaining City-owned facilities and aquatic facility operations and activities. Duties include supervising staff; recommending and administering budgets; scheduling programs and staff; recommending operational policies and procedures; and, serving as a liaison between facilities/programs and others. Work requires use of independent judgment and discretion

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Plans, coordinates, organizes, and supervises recreation and leisure programs and events for all ages including program development, oversight, promotion, scheduling, staffing and supervision; determines appropriate fees for recreational activities; ensures appropriate equipment and materials are available for the successful operations of assigned program(s).

Develops, plans and manages youth and/or adult sport leagues to include scheduling of games and practices, scheduling officials, securing facilities and holding manager/coach meetings to go over rules and other information; works to coordinate sanctions and tournaments.

Manages and oversees the daily operation and maintenance of the Aquatic Center to include: staffing, developing, coordinating, scheduling and overseeing aquatic programs, open swim times, groups and parties and customer service; complies with local, State, and Federal health and operational regulations; conducts safety inspections.

Develops, plans and manages special recreation and leisure events, trips and camps and develops new programs to meet the needs of the community; may conduct periodic surveys to determine community interest.

Monitors the work of program instructors, event staff, volunteers and/or related personnel, which includes: prioritizing and assigning work; training staff on work methods and procedures; and/or, performing other related activities.

Hires, trains, schedules, evaluates, initiates discipline of assigned staff.

Represents the department with the public and with outside groups, organizations, and agencies; responds to a wide variety of questions, comments, and/or concerns; resolves related complaints.

Prepares and maintains a variety of records and/or reports related assigned programs, including financial reports that summarize and/or outline incoming and outgoing funds and programming plans.

Provides front counter assistance and customer service to the general public, which includes: handling cash, answering telephones, reconciling the cash register and receipts, registering customers for classes and programs, and/or performing other related activities.

Assists with special events, including: setting up and tearing down for events; ensuring applicable equipment and supplies are readily available; and/or, performing other related activities.

Publicizes, markets, and promotes programs and events using a variety of media sources; oversees the distribution and/or dissemination of promotional materials; designs and distributes recreation activity calendar of events and other marketing materials.

Monitors operations to ensure a positive, fun, safe environment; monitors facilities and grounds to ensure they are prepared for scheduled events; contacts and coordinates with maintenance staff as appropriate.

Assists with occasional field preparation.

Conducts talks and presents at civic organization meetings; attends various meetings and conferences to keep abreast of trends and issues within the aquatic and recreational fields.

Performs other duties and activities as assigned.

### **Knowledge, Skills and Abilities**

Thorough knowledge of recreational activities, materials, rules, supplies, equipment, aquatic facility management, aquatic equipment; working knowledge of and strong skill in mathematics; excellent public relations, supervisory, organizational, verbal and written communication skills; considerable knowledge of the occupational hazards and safety precautions of recreation, aquatic and sports programs and activities; considerable knowledge of first aid, CPR, pool chemicals, water quality testing, lifeguarding, water safety and water rescue; ability to develop, implement and manage recreational activities; ability to operate department equipment; ability to plan and coordinate activities, to understand and anticipate problems, to develop and enforce department policies and procedures, to supervise and to interpret written instructions, reports, maps, manuals and schematics; ability to establish successful working relationships with entities, employees, City officials, businesses and the public, and use good professional judgment, honesty, and integrity in decision making; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

Bachelor's degree in recreation with some finance and marketing coursework, or related field, and moderate experience in developing and managing recreation and aquatic programs, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires using hands to finger, handle or feel, frequently requires sitting, speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions and occasionally requires standing, walking, climbing or balancing and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Aquatic Facility Operator (AFO) or Certified Pool Operation (CPO) certification within six months of employment.

Certifications in first aid, CPR for the Professional Rescuer and WSI lifeguard training or equivalent, and AED within six months of employment

Valid driver's license.

# Senior Center Director

Department/Division: Community Development/Recreation

FLSA Status: Exempt

Grade: 10

## General Definition of Work

Performs difficult administrative work providing management and oversight duties for the Senior Center. Work is performed under the general direction of the Parks and Recreation Director. Departmental supervision is exercised over personnel within the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Provides customer service by handling phone calls, emails, in-person questions, and activity registrations; provides tours and orients new patrons; develops policies and procedures; prepares reports.

Prepares and monitors budget and all financial matters regarding the Center, including accounts payable and accounts receivable, accepting and balancing cash, and purchasing equipment.

Meets social, physical, mental, and life needs of seniors through planning and participating in activities and outside resources at the Center and trips to area attractions.

Procures supplies for meals; assists in preparing monthly lunches; schedules resources to visit the Center and organizes community service activities; plans annual fundraiser.

Evaluates facility needs and appearance; arranges for repairs and interior design/decorations; evaluates contractor/vendor bids and quotes.

Conducts marketing activities; monitors and maintains website and electronic message center; creates and mails monthly newsletter and annual brochure.

Sets agenda and facilitates monthly committee meetings; represents City by presenting to various outside groups.

Attends various workshops pertaining to senior citizen health and welfare issues to maintain up-to-date information about senior related topics.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of crafts, craft supplies, entertainment, and a working knowledge of computers and mathematics; skill using Microsoft Office software or other word processing, spreadsheet, and publishing software;

excellent public relations, organizational, financial, verbal and written communication skills; skill in operating a bus, computer, photocopier, and other office equipment; ability to understand and anticipate problems, to promote the Senior Center and activities, and to interpret written instructions, manuals, and reports; ability to schedule activities, meet deadlines, administer funds and budgets, work well with diverse peoples and interests, and maintain facilities and equipment; ability to plan and prepare meals in large quantities; ability to perform CPR and administer basic first-aid; ability to perform minor health maintenance tasks such as taking blood pressure, pulse, or disseminating health information to older adults; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

## Education and Experience

Bachelor's degree in recreation administration, therapeutic recreation, gerontology, or related field, and moderate experience managing recreational activities for seniors, or equivalent combination of education and experience.

**Physical Requirements**

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and lifting, frequently requires walking, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Employee must have or be willing to obtain CPR training and AED training within 60 days of employment. Valid driver's license.

# Parks and Facility Assistant

Department/Division: Community Development/Recreation

FLSA Status: Non-exempt

Grade: 4

## General Definition of Work

Under moderate supervision, performs intermediate skilled administrative support work providing receptionist/clerical assistance; and assisting with recreation programs and facility management.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Assists customers and greets the general public fielding their questions, concerns, and complaints; answers and directs incoming telephone calls and relays messages.

Performs clerical and administrative duties in support of the Recreation staff; organizes Recreation Office and operation procedures; schedules employees; reviews scholarship applications; maintains scholarship and volunteer files.

Enters data into the computer; balances cash drawer and generates related reports; processes and maintains accounts payable, accounts receivable, invoices, and purchase orders.

Registers customers for activities and records facility reservations; collects forms and fees related to facility use and programs; schedules programs and use of various park facilities; sets up facility and rooms for activities; prepares usage reports and year-end report data for all park facilities.

Monitors activities and attends to disruptive behavior of users; records and monitors accident and incident reports; conducts facility safety and repair inspections.

Monitors and evaluates the facilities and ground maintenance service delivery methods and procedures; makes routine inspections of facilities to determine the need and progress of maintenance and repair; identifies opportunities for improvement and takes appropriate action.

Directs programs as assigned; ensures safety of all participants; verifies all required forms and waivers are completed.

Handles all aspects of the creating, printing, and distributing program information; stocks brochures and information flyers; maintains and updates Recreation Department pages on City's website; prepares information for calendar of events.

Advertises and solicits program participation; contacts entities to schedule events; reserves locations or schedule use of various City facilities; orders required materials; schedules transportation for participants. Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Working knowledge of finances and mathematics; strong telephone communication skills; excellent public relations and organizational skills; skill in use of MS word, Excel, PowerPoint, Publisher, and Internet Explorer; ability to manage activities; ability to answer incoming phone calls and walk-ins, respond to questions from the public, and direct calls or questions to appropriate personnel; ability to understand and enforce building policies and procedures and monitor building and activities; ability to learn and use Recreation software; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

## Education and Experience

High school diploma or GED, and minimal experience in a customer service or clerical role, or equivalent combination of education and experience. Associates/Technical degree preferred.

**Physical Requirements**

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).

**Special Requirements**

None.

# Building Manager

Department/Division: Community Development/Recreation

FLSA Status: Non-exempt

Grade: 6 (Part-time/Seasonal)

## General Definition of Work

Under moderate supervision, performs administrative support work providing receptionist/clerical assistance; and assisting with recreation programs and facility management.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Assists customers and greets the general public fielding their questions, concerns, and complaints; answers and directs incoming telephone calls and relays messages; communicates effectively to Recreation staff.

Enters data into the computer; balances cash drawer and generates related reports.

Registers customers for activities and records facility reservations; collects forms and fees related to facility use and programs; schedules programs and use of various park facilities; sets up facility and rooms for activities.

Monitors activities and attends to disruptive behavior of users; records and monitors accident and incident reports; conducts facility safety and repair inspections.

Ensures safety of all participants; verifies all required forms and waivers are completed.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Working knowledge of finances and mathematics; strong telephone communication skills; excellent public relations and organizational skills; skill in use of MS word, Excel, PowerPoint, Publisher, and Internet Explorer; ability to manage activities; ability to answer incoming phone calls and walk-ins, respond to questions from the public, and direct calls or questions to appropriate personnel; ability to understand and enforce building policies and procedures and monitor building and activities; ability to learn and use Recreation software; progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

## Education and Experience

High school diploma or GED is required.

## Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).

## Special Requirements

First Aid/CPR/AED certification within 6 months of employment.

# Athletic Field Supervisor

Department/Division: Community Development/Recreation

FLSA Status: Non-exempt

Grade: 8 (Part-time/Seasonal)

## General Definition of Work

Under moderate supervision, duties include enforcing all field and league rules and working with spectators, coaches, players, attendants and other staff members to ensure a safe and fun environment for all youth and adult sports and programs. This position will primarily work weekday evenings and weekends.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Supervises opening and closing of all recreation fields, subordinate staff and officials, and supervises the conduct of the participants and patrons.

Ensures league and department rules and policies are followed, resolves issues in relation to league and tournament play; monitors activities and attends to disruptive behavior of participants.

Provides customer service and handles complaints and concerns; and ensures the safety of all participants.

Performs related duties as assigned.

## Knowledge, Skills and Abilities

An ability to establish a positive rapport with all spectators, coaches, players, staff and attendants; an ability to effectively communicate with all spectators, coaches, players, staff and attendants; familiarity with athletics; an ability to recognize safety concerns and provide a safe environment; an ability to work independently and problem solve without direct supervision; must have the ability to read, write and organize materials; and the ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

## Education and Experience

High school diploma or GED and experience in organized recreation programs and working with the public in providing customer service preferred.

## Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work requires exposure to outdoor weather conditions.

## Special Requirements

None.

# Pool Manager

Department/Division: Community Development/Recreation

FLSA Status: *Exempt*  
Grade: 10 (Part-time/Seasonal)

## **General Definition of Work**

Under supervision of the Aquatic Coordinator or their Designee, is responsible for the overall daily operation of the Bonner Springs Aquatic Park. The Pool Manager is responsible for managing the operation of the aquatics facility and the lifeguards/swim instructors.

## **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## **Essential Functions**

Aids in planning, directing and organizing all activities of the aquatic facility. Supervise pool personnel and the daily operation of the pools. Completes required reports and records including incidents, first aid and rescues, accidents, theft, vandalism, payroll, daily attendance daily logs and training logs accurately and on time. Must be able to comply with, and promote, safety and sanitary regulations according to federal, state, county, local and organizational requirements. Make routine inspections of facilities to determine functionality and safety, including pump room, restrooms, concessions and front desk areas, pool deck, and inside and outside the pool perimeter, and report unsatisfactory conditions. Maintains pool chemicals and pool filtering equipment in a safe operating range on an hourly basis. Maintain pool cleanliness, ensuring clear, vacuumed, backwash water, and clean gutters. Displays the knowledge, and has the ability to initiate and perform the Emergency Action Plan, including procedures and skills. Travel to make daily deposits, and transport supplies and equipment.

## **Knowledge, Skills and Abilities**

Establish successful working relationships with entities, employees, volunteers, City Officials, businesses and the public and use good professional judgment, honesty, and integrity in decision making. Plan and coordinate activities, to understand and anticipate problems, to develop and enforce department policies and procedures, and to interpret written instructions and manuals is required. Evaluating and motivating employees, volunteers, and participants. Assess and prioritize aquatic facility maintenance and needs.

## **Education and Experience**

Must be at least 18 years old or older.

Experience as a Lifeguard preferred.

Experience as an Assistant Pool Manager or Pool Manager preferred.

## **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk, stand, and sit; reach with hands and fingers, handle or feel, talk or hear. The employee will occasionally climb or balance; stoop; kneel; crouch; or crawl.

## **Special Requirements**

Must successfully pass a fingerprint-based background check.

Obtain First Aid and CPR certification.

## Front Desk – Aquatics

Department/Division: Community Development/Recreation

FLSA Status: *Exempt*

Grade: 1 (Part-time/Seasonal)

### **General Definition of Work**

Under supervision of the Aquatic Coordinator or their Designee, is responsible for the overall daily operation of the Bonner Springs Aquatic Park. The Front Desk is responsible for collecting admissions fees, program registration and facility rentals.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

Calculates admission fees, receives monies from patrons and provides change, and counts patrons for attendance information. Measures patrons for use of slides. Answers the telephone and responds to patron questions. Performs routine upkeep and cleaning of swimming pool facilities. Performs other related duties as assigned

### **Knowledge, Skills and Abilities**

Knowledge of safety procedures, rules, and regulations for the swimming pool facility. Handle money and working with people. Ability to provide exceptional customer service and problem solving skills. Great communication and following directions. Skill in using a measuring stick.

### **Education and Experience**

Must be at least 15 years old or older.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk, stand, and sit; reach with hands and fingers, handle or feel, talk or hear. The employee will occasionally climb or balance; stoop; kneel; crouch; or crawl.

### **Special Requirements**

Must successfully pass a fingerprint-based background check.  
Obtain First Aid and CPR certification.

# Lifeguard

Department/Division: Community Development/Recreation

FLSA Status: *Exempt*

Grade 4: (Part-time/Seasonal)

## **General Definition of Work**

Under supervision of the Aquatic Coordinator or their Designee, is responsible for the overall daily operation of the Bonner Springs Aquatic Park. The Lifeguard is responsible for the supervision of pool patrons, maintaining training standards, daily pool maintenance and operational activities, and record keeping. This position maintains and improves facilities and programs, while creating and maintaining public awareness, resolving staff and patron issues.

## **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## **Essential Functions**

Ensure the safety of the pool patrons by enforcing the established pool rules and responding to emergencies when they arise. Administer First-Aid or CPR when needed and report all serious accidents to the Pool Manager or Aquatics Supervisor. Complete necessary paperwork at the conclusion of all rescues and accidents. Attend all scheduled shifts and lifeguard in-service meetings. Rule enforcement.

## **Knowledge, Skills and Abilities**

Ability to react calmly and effectively in emergency situations. Skill in the application of lifeguarding surveillance and rescue techniques. Prepare routine administrative paperwork. Knowledge of CPR and emergency medical procedures. Ability to follow routine verbal and written instructions. Knowledge of customer service standards and procedures.

## **Education and Experience**

Must be at least 15 years old or older.

## **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk, stand, and sit; reach with hands and fingers, handle or feel, talk or hear. The employee will occasionally climb or balance; stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must have the ability to perform first aid, CPR, and in-water and out of water rescues as required.

## **Special Requirements**

Must successfully pass a fingerprint-based background check.

Obtain American Red Cross Lifeguard, Waterpark and Bloodborne Pathogen certification.

# Swim Instructor

Department/Division: Community Development/Recreation

FLSA Status: *Exempt*  
\$10.00 per hour

## **General Definition of Work**

Under supervision of the Aquatic Coordinator or their Designee, is responsible for the overall daily operation of the Bonner Springs Aquatic Park. The Swim Instructor is responsible for providing a fun, safe and encouraging learning environment.

## **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## **Essential Functions**

Implements swimming and water safety instructional programs; prepares and delivers technical guidance, age-appropriate and skill-focused lessons based upon participant abilities. Receives and responds to questions, concerns, and complaints from patrons. Provides aquatic safety and supervision for patrons; monitors activities in the water, pool decks, and aquatics facilities to prevent accidents, and to ensure the safety and well-being of patrons. Inspects and maintains swimming and pool equipment for functionality; ensures proper placement and availability in the pool area; recommends maintenance and repair as needed. Performs other duties as assigned.

## **Knowledge, Skills and Abilities**

Ability to adapt teaching methods to work with all age groups. Use swim program to plan and teach lessons. Communicate with participants and parents to ensure they are aware of progress. Complete records and reports. Enforce all aquatic facility policies and procedures.

## **Education and Experience**

Must be at least 15 years old or older.  
Experience teaching and/or knowledge of all swimming strokes.

## **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk, stand, and sit; reach with hands and fingers, handle or feel, talk or hear. The employee will occasionally climb or balance; stoop; kneel; crouch; or crawl.

## **Special Requirements**

Must successfully pass a fingerprint-based background check.  
Obtain First Aid and CPR certification.

## Summer Camp Director

Department/Division: Community Development/Recreation

FLSA Status: *Exempt*  
Grade 11: (Part-time/Seasonal)

### **General Definition of Work**

Under moderate supervision, is responsible for implementing and supervising the camp program.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

Daily administration of school age child program. Observe all state regulations, curriculum planning, and participating with the children in daily activities. Maintain children and staff records as prescribed by regulations. Observe all City and Department policies and procedures. Maintain communication with faculty, administration, program parents, co-workers and supervisor, both verbally and written. Performs other duties and activities as assigned.

### **Knowledge, Skills and Abilities**

Good communication skills, knowledge of developmentally appropriate practices. Self-motivated and ability to prioritize personal responsibilities and accomplish job tasks with autonomy from close supervision. Thorough knowledge of summer camp activities, materials, rules, supplies, equipment, etc. Ability to develop, implement and manage summer camp activities. A good, working knowledge of mathematics. Ability to operate department equipment, ability to plan and coordinate activities, to understand and anticipate problems, to develop and enforce department policies and procedures, to supervise and to interpret written instructions, reports, maps, manuals and schematics. The ability to establish successful working relationships with employees and the public, and use good professional judgment, honesty, and integrity in decision making.

### **Education and Experience**

B.S. Degree in Elementary Education, Physical Education, Parks and Recreation, Early Childhood, Child Psychology or related field. One year experience with school age children in an organized setting.

### **Physical Requirements**

Indoor and outdoor setting. The position requires manual labor including lifting and carrying objects, frequent bending, kneeling, jumping, and stooping, ability to operate department equipment, and a high level of physical, emotional, and mental energy. No adverse working conditions exist within this position when working in an office setting with a computer. The out of doors work may encounter adverse weather conditions.

### **Special Requirements**

Must successfully pass a fingerprint-based background check.  
Obtain First Aid and CPR certification before the start of the program.

## Summer Camp Assistant Director

Department/Division: Community Development/Recreation

FLSA Status: Exempt

Grade: 9 (Part-time/Seasonal)

### **General Definition of Work**

Under supervision of the Summer Camp Program Director, is responsible for assisting in the implementation and supervision the camp program.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

Daily administration of school age child program. Observe all state regulations, curriculum planning, and participating with the children in daily activities. Maintain children and staff records as prescribed by regulations. Observe all City and Department policies and procedures. Maintain communication with faculty, administration, program parents, co-workers and supervisor, both verbally and written. Performs other duties and activities as assigned.

### **Knowledge, Skills and Abilities**

Good communication skills, knowledge of developmentally appropriate practices. Self-motivated and ability to prioritize personal responsibilities and accomplish job tasks with autonomy from close supervision. Thorough knowledge of summer camp activities, materials, rules, supplies, equipment, etc. Ability to develop, implement and manage summer camp activities. A good, working knowledge of mathematics. Ability to operate department equipment, ability to plan and coordinate activities, to understand and anticipate problems, to develop and enforce department policies and procedures, to supervise and to interpret written instructions, reports, maps, manuals and schematics. The ability to establish successful working relationships with employees and the public, and use good professional judgment, honesty, and integrity in decision making.

### **Education and Experience**

Must be at least 18 years old or older. High school Diploma or GED. At least three months of job-related experience working with school-age children.

### **Physical Requirements**

Indoor and outdoor setting. The position requires manual labor including lifting and carrying objects, frequent bending, kneeling, jumping, and stooping, ability to operate department equipment, and a high level of physical, emotional, and mental energy. No adverse working conditions exist within this position when working in an office setting with a computer. The out of doors work may encounter adverse weather conditions.

### **Special Requirements**

Must successfully pass a fingerprint-based background check.  
Obtain First Aid and CPR certification before the start of the program.

# Summer Camp Lead Counselor

Department/Division: Community Development/Recreation

FLSA Status: Exempt

Grade: 3 (Part-time/Seasonal)

## General Definition of Work

Under supervision of the Summer Camp Program Director or their Designee, is responsible for leading camp activities and supervision of youth in the camp program.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Prepare, set-up, and clean-up activities. Lead group through daily schedule while assuring the safety of participants at all times. Promotes safe behaviors and improves the quality of children's interaction with one another. Participates in all activities with participants and serves as a role model. Observe all state regulations and all City and Department policies and procedures. Attends all required trainings. Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Good communication skills, both written and verbal. Working knowledge of summer camp activities, materials, rules, supplies, equipment, etc. Ability to develop and implement summer camp activities. Ability to operate department equipment, ability to plan and coordinate activities, to understand and anticipate problems, enforce department policies and procedures, to supervise and to interpret written instructions, reports, maps, manuals and schematics. The ability to establish successful working relationships with employees and the public, and use good professional judgment, honesty, and integrity in decision making.

## Education and Experience

Must be at least 18 years old or older. High school Diploma or GED. Job-related experience in working with school-age children.

## Physical Requirements

Indoor and outdoor setting. The position requires manual labor including lifting and carrying heavy objects, frequent bending, kneeling, jumping, and stooping, ability to operate department equipment, and a high level of physical, emotional, and mental energy. No adverse working conditions exist within this position when working in an office setting with a computer. The out of doors work may encounter adverse weather conditions.

## Special Requirements

Must successfully pass a fingerprint-based background check.  
Obtain First Aid and CPR certification before the start of the program.

## Summer Camp Counselor

Department/Division: Community Development/Recreation

FLSA Status: Exempt

Grade: 2 (Part-time/Seasonal)

### General Definition of Work

Under supervision of the Summer Camp Program Director or their Designee, is responsible for assisting in the leading camp activities and supervision of youth in the camp program.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

Assist in the preparation, set-up, and clean-up of activities. Assist in leading group through daily schedule while assuring the safety of participants at all times. Promotes safe behaviors and improves the quality of children's interaction with one another. Participates in all activities with participants and serves as a role model. Observe all state regulations and all City and Department policies and procedures. Attends all required trainings. Performs other duties and activities as assigned.

### Knowledge, Skills and Abilities

Good communication skills, both written and verbal. Some knowledge of summer camp activities, materials, rules, supplies, equipment, etc. Ability to implement summer camp activities. Ability to operate department equipment, to understand and anticipate problems, to follow department policies and procedures, interpret written instructions, reports, maps, manuals and schematics. The ability to establish successful working relationships with employees and the public, and use good professional judgment, honesty, and integrity in decision making.

### Education and Experience

Must be at least 16 years old or older.

### Physical Requirements

Indoor and outdoor setting. The position requires manual labor including lifting and carrying heavy objects, frequent bending, kneeling, jumping, and stooping, ability to operate department equipment, and a high level of physical, emotional, and mental energy. No adverse working conditions exist within this position when working in an office setting with a computer. The out of doors work may encounter adverse weather conditions.

### Special Requirements

Must successfully pass a fingerprint-based background check.  
Obtain First Aid and CPR certification before the start of the program.

## Parks and Recreation Intern

Department/Division: Community Development/Recreation

FLSA Status: *Non-exempt*  
\$9.00 per hour

### **General Definition of Work**

Under supervision of the Parks and Recreation Department, this seasonal position serves as a training ground for undergrad level students enrolled in a parks, recreation, and tourism program (or comparable) with emphasis on becoming a parks and recreation professional. The employee performs skilled and semi-skilled activities assigned by their supervisor. This employee should possess good communication, organizational, computer and public relations skills.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

Plan, organize, coordinate and conduct a new special event or programs or “revamp” a current event or program.

Assume responsibility for current leagues and programs and assist department staff with implementation of these offerings. Create news releases and attractive fliers for the department.

Spend time in each sector of the department learning job functions and responsibilities. These sectors include: Aquatics, Senior Center, Tourism, Park Maintenance, Recreation, Facilities, and Administration. Attend all meetings assigned by the department including: Park Board meetings and City Council meetings.

Represent the City in a professional manner, including dress, punctuality and enthusiastic participation in the working situation. Must be willing to spend the time to get the job done right, which includes nights and weekends

Performs other duties and activities as assigned.

### **Knowledge, Skills and Abilities**

Working knowledge of finances and mathematics; strong telephone communication skills; excellent public relations and organizational skills; skill in use of MS word, Excel, PowerPoint, Publisher, and Internet Explorer; ability to manage activities; ability to answer incoming phone calls and walk-ins, respond to questions from the public, and direct calls or questions to appropriate personnel; ability to understand and enforce building policies and procedures and monitor building and activities; ability to learn and use Recreation software; progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED is required. Must be currently enrolled in coursework related to parks and recreation.

### **Physical Requirements**

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally

requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).

**Special Requirements**

None.

## Fire Department

## Deputy Fire Chief

Department/Division: Fire/EMS

FLSA Status: Exempt  
Grade: 16

### General Definition of Work

Under general direction, provides leadership and direction with the responsibility of performing professional level work in planning, coordinating, monitoring, evaluating and overseeing the operations of emergency medical care while ensuring compliance with applicable statutes and administrative rules; coordinates assigned activities with other Departments and outside agencies, and related work as apparent or assigned. Provides support to the Fire Chief in planning, managing, and overseeing the activities, training, and operations of the Fire Department including emergency medical services, fire suppression, fire prevention, hazardous materials response, disaster preparedness, and related programs, services, and operations. Continuous supervision is exercised over all personnel within the team.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

Oversees delivery of Advanced Life Support (ALS) level emergency medical services; Assists in the management of additional Fire Department services and activities including fire suppression, fire prevention, hazardous materials response, disaster preparedness, and related programs, services, and operations.

Performs duties of HIPPA Compliance Officer, Privacy Act Officer, and Infection Control program administrator.

Oversees ambulance billing, and serves as liaison and subject matter expert for all ambulance activities and billing.

Manages fire department ambulance licensure requirements and other related certifications in accordance with State and National Registry requirements and maintains records related to certifications. Prepares and maintains special reports, letters, proposals, and records on fire activities; receives and evaluates a variety of documents, reports, electronic Patient Care Report, and statistical information for the Department.

Ensures all medical equipment on ambulances and fire apparatus are appropriate and in good working order and that medical supplies are at an appropriate inventory level.

Provides direction to fire personnel in the administration of the EMS program, along with related training. Provides complex administrative and management support as well as staff assistance to the Fire Chief; directs and conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate; prepares and presents staff reports and other necessary correspondence.

Explains, justifies, and defends Department programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.

Establishes, within Department and City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

Advances the Department through appropriate training by planning, preparing and presenting EMS educational programs with objectives and content which ensures compliance with State and Department programs and requirements. Oversees and/or records all completed training.

Assists in planning, directing, and coordinating, through subordinate level staff, the Fire Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures. Staffs an ambulance at the Paramedic level as needed, and to conduct periodic evaluations of personnel and assess proficiency.

Responds to emergency alarms and may assume command of field operations; performs a management role in the direction of assigned personnel and equipment at the scene of emergencies involving fire, all types of accidents, hazardous materials incidents, and life-saving and rescue work. Participates in the development and administration of the Department budget; participates in and approves the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures and implements budgetary adjustments as appropriate and necessary. Oversees and controls the purchasing, maintenance, and inventory of all fire related equipment, vehicles, and property including communication equipment, vehicles and related equipment, computer equipment, and safety equipment; manages and supervises the apparatus and equipment maintenance program. Participates in managing the development and implementation of Departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures. Participates on a variety of boards, commissions, and committees; represents the Fire Department to other Departments, elected officials, and outside agencies; coordinates assigned activities with those of other Departments and outside agencies and organizations. Assists in directing disaster preparedness and other fire prevention programs to minimize the loss of life and property within the community. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire prevention and suppression. Serves as acting Fire Chief as assigned; acts on behalf of the Fire Chief in the absence of same.

### **Knowledge, Skills and Abilities**

Comprehensive knowledge of fire ground tactics and strategy; emergency incident management, specifically the Incident Command System (ICS); principles of incident safety; automatic and mutual aid agreements; hazardous materials incident management; and confined space and technical rescue techniques; comprehensive knowledge of fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation; comprehensive knowledge of the principles and practices of disaster preparedness, response, and recovery and the methods and techniques of emergency medical response; thorough knowledge of program development and administration and the preparation and administration of a municipal budget; thorough knowledge of governmental codes, ordinances, and regulations and Civil and Criminal codes as they relate to the functions of the fire Department; ability to exercise sound judgment in emergencies; ability to effectively supervise personnel in fire and emergency situations; ability to establish and maintain effective working relationships with elected officials, consultants, vendors, associates and the general public.

### **Education and Experience**

Bachelor's degree with coursework in fire administration, emergency health care, fire science, public administration, or related field and extensive experience working as a Fire Officer with at least five years in a supervisory role, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions, frequently requires walking and sitting and occasionally requires standing, climbing or balancing and stooping, kneeling, crouching or crawling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral

communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to fumes or airborne particles, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, working with explosives and wearing a self-contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### **Special Requirements**

CPR/First Aid Certification.

Kansas Paramedic Certification.

Certified CPR/First Aid Instructor.

Certified Firefighter I and II.

Certified Fire Service Instructor I.

Certified EMS Instructor/Coordinator.

Certified Advanced Cardiac Life Support.

Certified Pediatric Life Support (PALS).

Certified HAZMAT Operations.

Valid driver's license in the State of Kansas.

# Paramedic

Department/Division: Fire/EMS

FLSA Status: Non-exempt  
Grade: 11

## General Definition of Work

Performs difficult advanced technical work providing advanced life support and emergency medical treatment to sick and injured persons in a pre-hospital setting. Work is performed under the limited supervision of the Chief. Continuous supervision is exercised over EMT.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Provides advanced life support services to the sick and injured, including driving ambulance, operating necessary equipment, assessing patient condition, providing appropriate treatment, relaying information to medical personnel, and safely transporting patient to medical facility.

Communicates the status of the patient to other EMS providers and hospital staff; creates accurate and detailed records and/or reports for each EMS call; cleans and restocks ambulance and equipment following usage.

Operates radio communication equipment and performs radio and pager checks on a daily basis.

Cleans and provides general maintenance work in the routine upkeep of department facilities and equipment on a daily basis.

Maintains inventory of station supplies and assists with the purchasing of supplies.

Participates in developing and presenting public awareness and training programs.

Assists in developing plans for special assignments.

Assists the Chief in developing annual budget, assessing department needs related to staffing and equipment, materials, etc., as requested or directed.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of paramedic care techniques, including EKG interpretation, cardiac monitor, defibrillator, IV therapy, advanced airway skills and drug administration; thorough knowledge of City, State, and Federal emergency medical service codes and regulations, modern EMS techniques, procedures, and equipment; working knowledge of mathematics; skill in use of personal computer; excellent public relation, organizational, personnel management, verbal and written communication skills; ability to operate all department vehicles and equipment; ability to verbally communicate the status of the patient to other EMS providers and hospital staff; ability to reassure patients and bystanders by working in a confident and efficient manner to accomplish required tasks; ability to read and interpret written, verbal, and diagnostic form instructions; ability to demonstrate good judgment and remain calm during high stress situations; ability to calculate weight and volume ratios and read small print under life threatening time constraints; ability to accurately discern street signs and addresses, interview patients, family members and bystanders, and record all relevant information in prescribed format; ability to establish good working relationships with employees, City officials, and the public; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

## Education and Experience

Associates/Technical degree in emergency medical service technology, or related field, and considerable emergency medical experience in an ALS transport service, or equivalent combination of education and experience.

## **Physical Requirements**

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions and occasionally requires sitting and climbing or balancing; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, exposure to outdoor weather conditions and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## **Special Requirements**

State certification in Mobile Intensive Care Technician (MICT), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) or Pediatric Education of Prehospital Professionals (PEPP) upon hire.

CPR and Advanced Life Support certification training upon hire; Firefighter I and II and Haz Mat training within one year of employment.

Valid driver's license.

# EMT

Department/Division: Fire/EMS

FLSA Status: Non-exempt  
Grade: 6

## General Definition of Work

Performs intermediate skilled human support work providing emergency medical treatment and basic life support to sick and injured persons in a pre-hospital setting. Work is performed under the limited supervision of the Paramedic. Limited oversight is exercised over Volunteer Positions.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Provides basic life support services to the sick and injured, including driving ambulance, operating necessary equipment, assessing patient condition, providing treatment, relaying information to other medical personnel, and safely transporting patient to appropriate medical facility.

Communicates the status of the patient to other EMS providers and hospital staff; creates accurate and detailed records and/or reports for each EMS call; cleans and restocks ambulance and equipment following usage.

Operates radio communication equipment and performs radio and pager checks on a daily basis.

Cleans and provides minor to moderate maintenance work in the routine upkeep of department facilities and equipment, including inspecting and maintaining departmental equipment on a daily basis, and which can include running electrical and coaxial cables, installing electronic devices, and repairing or installing station appliances.

Assists Fire Department with secondary firefighting tasks, such as pulling hoses, catching hydrants, and medical response.

Maintains an inventory of station supplies and assists with the purchasing of supplies.

Assists in developing plans for special assignments; prepares reports as assigned.

Participates in developing and presenting public awareness and training programs; assists in the training of new staff.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of applicable local, State, and Federal regulations related to emergency medical services and emergency medical procedures; working knowledge of equipment maintenance and mathematics; general knowledge of cardiology and pharmacology; strong organizational, communication, and public relation skills; ability to accurately and efficiently operate a computer, printer, ambulance, radio, oxygen equipment, and other medical equipment, i.e. spine boards, life aid, splinting and extrication equipment; ability to read and interpret maps, manuals, reports, and understand verbal and written instructions; ability to verbally communicate the status of the patient to other EMS providers and hospital staff; ability to reassure patients and bystanders by working in a confident and efficient manner to accomplish required tasks; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

## Education and Experience

High school diploma or GED, with some college coursework in emergency medical service technology preferred, and minimal experience in emergency medical experience in an ALS transport service, or equivalent combination of education and experience. Associates/Technical degree preferred.

## **Physical Requirements**

This work requires the regular exertion of over 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and lifting, frequently requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling and occasionally requires sitting, climbing or balancing and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, exposure to outdoor weather conditions and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## **Special Requirements**

State Emergency Medical Technician certification upon hire.

CPR and Basic Life Support certification training upon hire.

Valid driver's license.

## Administrative Assistant - Fire

Department: Fire

FLSA Status: Non-exempt

Grade: 6

### General Definition of Work

Under general direction, performs a wide variety of responsible and complex administrative, secretarial and clerical support functions for the Fire Department. Work is performed under the limited supervision of the Fire Chief.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

Ensure the smooth and efficient operation of the department as it relates to administrative duties; disseminate information to appropriate personnel; direct work flow and ensure compliance with departmental guidelines, policies, and procedures.

Serve as a member of the administrative team; participate in problem solving on various issues to enhance the Department's efficiency and operation.

Type and proofread a variety of reports, letters, forms, memoranda, correspondence and statistical charts; type from rough draft or verbal instruction; take and transcribe dictation.

Coordinate the development of staff reports for the assigned department; edit documents, track deadlines and submit for review process.

Attend a variety of meetings; prepare and compile agenda packets; take and prepare minutes; disseminate information as appropriate.

Maintain department filing systems and records; develop and implement filing systems; modify systems as appropriate; oversees maintenance records for all vehicles, equipment, and facilities.

Maintain calendar of activities and events for the assigned department; schedule meetings with elected and appointed individuals, coordinate activities with other City departments, the public and outside agencies.

Update and maintain the Department webpage; post upcoming news and events.

Screen office and telephone callers; respond to and resolve complaints and requests for information on regulations, procedures, systems, and precedents relating to assigned responsibilities; screen, sort, and distribute mail; respond to routine correspondence.

Operate a variety of office equipment including copiers, facsimile machine and computer; input and retrieve data and text; organize and maintain disk storage and filing.

Assist in a variety of department operations; perform special projects and assignments as requested.

Communicate with staffing other departments to exchange information and to coordinate activities and shared programs.

Maintains data for ambulance bill submission to Kansas Setoff Program; records EMS bill payments, scans bill payments and forwards to billing company.

Verifies monthly and annual reports for fuel storage and usage; serves as Class A Fuel Operator for fuel system.

Assists in the planning, designing, and scheduling of department training; coordinates for and obtains required training material and equipment; maintains all personnel training files.

Works with and provides support for fire safety presentations.

Acts as daily point of contact for department with vendors, sales representatives, and other organizations; coordinates with other Fire Departments and agencies.

Assists with various safety training activities.

Attends training to remain abreast of current practices and procedures.

Performs other duties and activities as assigned.

**Knowledge, Skills and Abilities**

Thorough knowledge of computers; excellent public relations, organizational, oral, and written communication skills; strong computer skills and ability to use Microsoft Office, Microsoft Word, Excel, and Power Point and any other department specific software; the ability to establish productive working relationships with peers, supervisors, and members of the public and to maintain a professional public profile; ability to interpret written instructions; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

**Education and Experience**

High school diploma or GED, and considerable experience in a clerical or administrative Public Safety support position, or equivalent combination of education and experience. Associates/Technical degree preferred.

**Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Valid driver's license.  
Class A Fuel Operator

## Police Department

# Chief of Police

Department: Police

FLSA Status: Exempt  
Grade: 22

## General Definition of Work

Performs complex advanced protective services work enforcing applicable laws and ordinances and providing general protection of life and property within the City; supervising department personnel; and administering the City law enforcement program. Work involves setting policies and goals under the direction of the City Manager. Departmental supervision is exercised over all personnel within the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Maintains responsibility for serving and protecting the public by ensuring Police personnel enforce applicable laws, are properly equipped and trained, and that staff and resource levels are adequate; develops programs for the recruitment and retention of Police Department personnel.

Plans, directs, and exercises supervision over the personnel of the Police Department, including developing and enforcing department rules and regulations, preparing evaluations, and counseling employees on disciplinary and job performance matters.

Directs the investigation of criminal offenses and internal investigations; corrects the department's response to calls for service.

Interprets and clarifies new laws and ordinances for subordinate officers.

Fields questions and complaints from the public regarding police service and animal control; assigns the investigation of these complaints.

Develops and maintains good relationships and coordination with other police, fire, and EMS departments as well as other City, County, State, and Federal agencies and courts.

Provides staff assistance for special events and school.

Researches and collects data; prepare reports; provides recommendations on matters as directed by the City Manager.

Recommends equipment purchases and authorizes departmental purchases and requisitions.

Operates patrol vehicles, computers, firearms, radio equipment, cameras, surveillance equipment, and other law enforcement equipment.

Provides testimony in court or other legal proceedings.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Comprehensive knowledge of the laws, rules, statutes, and court decisions relating to the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification, and radio communication; comprehensive knowledge of controlling laws and ordinances; demonstrated ability to lead and direct the activities of law enforcement personnel; ability to evaluate the effectiveness of the police operation and to institute improvements; ability to prepare and review reports; ability to be resourceful and have sound judgment in emergencies; ability to have integrity and use tact; ability to operate personal computer including some knowledge of applicable software packages; ability to establish and maintain effective working relationships with other City officials, law enforcement agencies, media, associates, and with the general public; ability to testify credibly in a court of law; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

**Education and Experience**

Bachelor's degree in criminal justice, public administration, or related field, and extensive experience in a progressively responsible supervisory law enforcement role with two years of experience as a Police Commander, or equivalent combination of education and experience.

**Physical Requirements**

This work requires the frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires lifting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

**Special Requirements**

State Peace Officer's Standards and Training (KPOST) upon hire.

Graduation from an advanced command staff college or FBI National Academy preferred.

Valid driver's license.

## Major

Department: Police

FLSA Status: Exempt  
Grade: 20

### General Definition of Work

Performs complex advanced protective services work in the administration of the Police Department assigning, directing, and reviewing activities of department personnel. Work is performed under the general direction of the Police Chief. Divisional supervision is exercised over all daily operations and personnel.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

Performs operational command and reviews work of all department personnel; supervises Sergeants and Officers; conducts evaluations and counsels employees on disciplinary and job performance matters; coordinates and supervises the training, assignment, and development of subordinate personnel; determines case priorities; observes member activities to ensure department standards are met.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for the Department; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures

Reviews written reports for clarity, accuracy and completeness; documents, coordinates, communicates, and maintains professional investigation files; reviews and forwards documents related to fugitive apprehension, warrants, and mental patient transports.

Keeps patrol personnel advised of criminal or suspected criminal activities; determines personnel deployment practices for emergencies including tactical, field situations, and ongoing criminal investigations.

Investigates or assigns and oversees investigations of citizen and departmental complaints; performs internal administrative investigations on department personnel.

Oversees the Bonner Springs Police Department's K9 Resource and Field Training Program; ensures all training and legal requirements are met; oversees the on-boarding of new employees.

Maintains department equipment and inventory; makes recommendations for replacements and upgrades.

Oversee and participate in the development of administration of the department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Reviews and evaluates various departmental programs and operations.

Prepares reports and records.

Testifies credibly in a court of law.

Assumes responsibilities of Police Chief in his or her absence or as directed.

Performs other duties and activities as assigned.

### Knowledge, Skills and Abilities

Thorough knowledge of applicable Federal, State, and local laws and ordinances, investigative, interview, crime scene search, and law enforcement techniques, computer applications; working knowledge of mathematics; excellent public relations, supervisory, organizational, financial, analytical, verbal and written communication skills;

Ability to operate patrol vehicles, computers, firearms, radio equipment, cameras, surveillance equipment, and other law enforcement equipment; ability to prepare and administer a budget; ability to establish successful working relationships with entities, employees, City officials, businesses and the public; ability to use good professional judgment, honesty, and integrity in decision making; ability to train and supervise subordinate personnel; ability to perform investigations, train, and enhance the capabilities of

all operational staff; ability to gather and preserve evidence; ability to understand and anticipate problems; ability to enforce applicable Federal, State, and local laws and ordinances, and interpret written instructions, maps, manuals, and reports; ability to testify credibly in a court of law; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

Bachelor's degree in criminal justice or sociology/psychology related degree, or related field, and extensive experience in law enforcement with at least two years of supervisory experience, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and lifting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), working with explosives, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

State Peace Officer's Standards and Training (KPOST) upon hire.  
Valid driver's license.

# Captain

Department: Police

FLSA Status: Exempt  
Grade: 17

## General Definition of Work

Performs complex advanced protective services work in the administration of the Police Department assigning, directing, and reviewing activities of department personnel. Work is performed under the general direction of the Chief of Police or his/her designee. Divisional supervision is exercised over all daily operations and personnel.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Performs operational command and reviews work of all department personnel; supervises Sergeants, Corporals and Officers; conducts evaluations and counsels employees on disciplinary and job performance matters; coordinates and supervises the training, assignment, and development of subordinate personnel; determines case priorities; observes member activities to ensure department standards are met.

Coordinates and Establishes Departmental Schedule

Manage and participate in the development and implementation of goals, objectives, policies and priorities for the Department; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures

Keeps patrol personnel advised of criminal or suspected criminal activities; determines personnel deployment practices for emergencies including tactical, field situations, and ongoing criminal investigations.

Investigates or assigns and oversees investigations of citizen and departmental complaints; performs internal administrative investigations on department personnel.

Maintains department equipment and inventory; makes recommendations for replacements and upgrades.

Oversee and participate in the development of administration of the department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Reviews and evaluates various departmental programs and operations.

Prepares reports and records.

Testifies credibly in a court of law.

Assumes responsibilities of Police Chief in the absence of both the Chief of Police and Major.

Provides oversight and technical work of all department technology and Kansas Criminal Justice Information System Requirements.

Works with both Private and Governmental Agencies relating to technology assets of the police department.

Oversees and Manages Department Vehicle Fleet

Oversees and manages the Police Departments Drone and K9 Program

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of applicable Federal, State, and local laws and ordinances, investigative, interview, crime scene search, and law enforcement techniques, computer applications; working knowledge of mathematics; excellent public relations, supervisory, organizational, financial, analytical, verbal and written communication skills;

Ability to operate patrol vehicles, computers, firearms, radio equipment, cameras, surveillance equipment, and other law enforcement equipment; ability to prepare and administer a budget; ability to establish

successful working relationships with entities, employees, City officials, businesses and the public; ability to use good professional judgment, honesty, and integrity in decision making; ability to train and supervise subordinate personnel; ability to perform investigations, train, and enhance the capabilities of all operational staff; ability to gather and preserve evidence; ability to understand and anticipate problems; ability to enforce applicable Federal, State, and local laws and ordinances, and interpret written instructions, maps, manuals, and reports; ability to testify credibly in a court of law; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

Bachelor's degree in criminal justice or sociology/psychology related degree, or related field, and extensive experience in law enforcement with at least two years of supervisory experience, or equivalent combination of education and experience. Information Technology, Fleet Management, and Budgeting training and experience preferred.

### **Physical Requirements**

This work requires the frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and lifting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), working with explosives, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

State Peace Officer's Standards and Training (KPOST) upon hire.  
Valid driver's license.

# Sergeant

Department: Police

FLSA Status: Non-exempt

Grade: 15

## General Definition of Work

Performs difficult protective service work supervising activities of an organizational unit of the Police Department or an assigned shift; participating in and assisting with accident and criminal investigations; and instructing and directing the work of subordinate officers. Work is performed under the general direction of the Major/Assistant Chief. Continuous supervision is exercised over Police Officers and Police Corporals.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Plans, directs, coordinates, supervises the activities and personnel of a division of the Police Department; directs roll calls and inspects officers and equipment; assigns cases for investigation, and advises and assists investigators in handling cases; inspects the work of subordinates by personal observation in the field and through written and oral reports.

Coordinates training for employees; evaluates subordinate personnel on their performance, attitudes, morale, and leadership abilities; provides counseling and guidance to subordinate personnel on various tactical, operational, administrative, and personnel matters; conducts internal investigations in conjunction with the Office of Professional Responsibility.

Recommends and drafts policies/procedures for department and evaluates existing policies/procedures; enforces and takes corrective action regarding violations of department policies and procedures.

Reviews and analyzes work and crime statistics; informs subordinate personnel of new laws, court decisions, department policies, and police problems and issues.

Implements, coordinates, and supervises special department programs.

Promotes good relations, cooperation, and exchange of information with various City, County, and State agencies, and other police departments.

Manages critical events such as hostage/barricade incidents, demonstrations, local emergencies/disasters, high profile visits; serves as Watch Commander on assigned shifts.

Requisitions supplies and equipment; reviews invoices and purchase orders for correctness and completeness.

Assists in preparation of the Police Department budget.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of applicable Federal, State, and local laws and ordinances, firearms, CPR, law enforcement techniques, computer applications; working knowledge of mathematics; excellent public relations, supervisory, organizational, verbal and written communication skills; ability to operate a patrol vehicle, computer, firearm, radar equipment, and other law enforcement equipment; ability to judge distances, to understand and anticipate problems, to enforce applicable Federal, State, and local laws and ordinances, and to interpret written instructions, maps, manuals, and reports ; ability to testify credibly in a court of law and possess no Brady/Giglio material to impeach or impair credibility; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs. Ability to obey and comply with all City ordinances and policies.

**Education and Experience**

Associates/Technical degree in law enforcement, criminal justice, or related field, and considerable experience in law enforcement with supervisory experience, or equivalent combination of education and experience.

**Physical Requirements**

This work requires the frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and lifting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), working with explosives, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

State Peace Officer's Standards and Training (KPOST) upon hire.

Must meet at minimum the essential functions and qualifications of Corporal and Patrol Officer of the City of Bonner Springs.

Valid driver's license.

## Corporal

Department: Police

FLSA Status: Non-exempt

Grade: 13

### **General Definition of Work**

Performs intermediate protective service work directing the activities of a Police Patrol squad; conducting traffic and regulatory activities, detective investigations, and training. Work is performed under the limited supervision of the Sergeant. Limited supervision is exercised over Patrol Officers.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

Supervises and trains entry level officers; calls roll at the beginning of the shift; inspects appearance of Police Officers; plans, schedules, supervises, reviews, and evaluates work of subordinates; maintains attendance, leave, and other administrative records; assists Police Officers during investigations and at crime scenes; ensures applicable regulations and procedures are followed.

Performs patrol or investigative duties during a specific period in assigned police equipment; receives and responds to complaints and requests for Police assistance; responds to major police, fire, and accident calls; organizes personnel and equipment to respond to the scene of emergencies and disturbances.

Reviews and critiques departmental policies and procedures; evaluates and provides quality control of incident reports; drafts general and special orders, training bulletins, etc.

Conducts staff studies to determine personnel allocations, beat area distribution, and shift times.

Orders and/or restocks department supplies.

Participates in various public education and awareness or public relations events or programs.

Assumes the duties and responsibilities of a Police Sergeant, especially those on the street, during the Sergeant's absence.

Performs other duties and activities as assigned.

### **Knowledge, Skills and Abilities**

Thorough knowledge of applicable Federal, State, and local laws, firearms, law enforcement techniques, computer applications; working knowledge of chemicals for drug testing, and mathematics; excellent public relations, organizational, supervisory, verbal and written communication skills; ability to administer CPR, operate alcohol detection device, patrol vehicles, computers, firearms, radar and communications equipment, and other law enforcement equipment; ability to judge distances, to understand and anticipate problems, to enforce Federal, State, and local laws and ordinances, and to interpret written instructions, maps, manuals, and reports; ability to make minor repairs to patrol vehicles (check fluids, change bulbs and tires, etc.); ability and willingness to change shifts as acting supervisor in exigent situations; ability to testify credibly in a court of law and possess no Brady/Giglio material to impeach or impair credibility; ability to pass physical fitness standard established by the Bonner Springs Police Department; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED with some college coursework in law enforcement, criminal justice, and moderate experience in law enforcement, or equivalent combination of education and experience.

Associates/Technical degree preferred.

**Physical Requirements**

This work requires the regular exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, pushing or pulling, lifting and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), working with explosives, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

**Special Requirements**

Must meet at minimum the essential functions and qualifications of Police Officer of the City of Bonner Springs.

State Peace Officer's Standards and Training (KPOST) upon hire.

Valid driver's license.

# Police Officer

Department: Police

FLSA Status: Non-exempt  
Grade: 10

## General Definition of Work

Performs intermediate protective service work protecting and serving the citizens, businesses, and property-owners of the City by preserving order and enforcing applicable Federal, State, and local laws. Work is performed under the moderate supervision of the Sergeant.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Performs patrol duties during a specific period in assigned police equipment; examines premises of unoccupied buildings to detect any suspicious conditions; investigates suspicious conditions and complaints; intervenes in domestic disputes; search for, collects, and identifies evidence found at crime scenes; makes arrests of individuals in violation of laws and ordinances.

Operates patrol vehicles, computers, firearms, radio equipment, cameras, surveillance equipment, and other law enforcement equipment; communicates with dispatchers.

Assists in investigating traffic crimes; enforces traffic laws and issue traffic citations for violations.

Assists in complex investigations of criminal activity.

Prepares required reports; delivers verbal and written information.

Appears and testifies in court.

Assists or acts as Animal Control Officer as needed or in his/her absence.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Working knowledge of or ability to develop a working knowledge of applicable Federal, State, and local laws, firearms, law enforcement techniques, computer applications; working knowledge of chemicals for drug testing, and good skill and working knowledge of mathematics; excellent public relations, organizational, verbal and written communication skill; ability to learn to administer CPR, operate patrol vehicles, computers, firearms, radar and communications equipment, and other law enforcement equipment; ability to judge distances, to understand and anticipate problems, to enforce applicable Federal, State, and local laws; ability to interpret written instructions, maps, manuals, and reports; ability to testify credibly in a court of law and possess no Brady/Giglio material to impeach or impair credibility; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

## Education and Experience

High school diploma or GED, and no previous law enforcement experience is required. Employee is expected to acquire the necessary information and skills to perform the job well within one year of employment. Associates/Technical degree preferred.

## Physical Requirements

This work requires the frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and lifting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth

perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), working with explosives, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Graduation from a recognized Kansas Law Enforcement Training Center is preferred.

Graduation from a Kansas Law Enforcement Training Center within one year of employment is required.

Must meet all requirements as required annually to maintain full time Kansas Law Enforcement Officer certification.

Valid driver's license.

# Animal Control Officer

Department: Police

FLSA Status: Non-exempt  
Grade: 5

## General Definition of Work

Performs intermediate technical work impounding and containing stray or nuisance domestic and wild animals; and enforcing all City ordinances related to animal control and order among the City's domestic animal population. Work is performed under the moderate supervision of a Sergeant.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Handles animal nuisance and lost and found pet service calls; resolves related issues; writes reports for various animal violations such as running at large, nuisance, and dog bites etc.

Patrols the City and enforces all City animal ordinances; issues citations; testifies in court for animal citations issued.

Maintains complete records on all animals impounded, returned to owners, transferred to boarding facility, and euthanized.

Removes dead and injured animals from public roadways having them picked up and disposed of.

Transports adoptable animals not claimed by an owner to Great Plains.

Keeps updated records of the number of animals impounded, returned, transferred, and euthanized.

Receives monthly bills for animal boarding and medical care; collects monies owed for any animals impounded and issues City tags for animals when needed.

Maintains website page answering questions and writing comments; updates with pictures and current information regarding all animals impounded.

Assists other staff with various tasks such as answering phones, serving as crossing guard, retrieving equipment, materials, and supplies; assists with fire, ambulance, or traffic control as directed; helps with various activities related to public events.

Maintains a working relationship with both vet clinics and Bonner Animal Rescue.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Working knowledge of mathematics; strong technical aptitude; excellent public relations, organizational, verbal, and written communication skills; ability to work with animals; ability and willingness to learn about animal control methods, tranquilizers, radio equipment and dispatching; ability to learn the proper and safe operation of department vehicles, tranquilizer guns, and other animal capture equipment; ability to establish successful working relationships with entities, employees, City officials, businesses, and the public; ability to use good professional judgment, honesty, and integrity in decision making; ability to understand and anticipate problems, to enforce City ordinances regarding animals and nuisances, and to interpret written instructions, maps, manuals, and reports; ability to be self-directed and self-motivated in performance of required duties, and proactive in keeping informed of new techniques, policies and procedures related to job requirements; ability to testify credibly and possess no Brady/Giglio material to impeach or impair credibility; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

## Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

**Physical Requirements**

This work requires the frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires standing, climbing or balancing, tasting or smelling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Possession of, or ability to obtain, Animal Control Officer Certification and Animal Cruelty and Investigative Training within one year of employment  
Valid driver's license.

# Records Specialist

Department: Police

FLSA Status: Non-exempt  
Grade: 7

## General Definition of Work

Performs intermediate administrative work preparing, processing, and retrieving police records, data, and reports; answering questions and providing information and assistance to police staff, law enforcement agencies, and the general public; and providing general clerical assistance to department personnel. Work is performed under the moderate supervision of the Major/Assistant Chief. Continuous supervision is exercised over Records/Evidence Technician.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Assists the public and other law enforcement agencies at the counter and over the telephone; responds to questions, complaints, and requests; provides information regarding departmental procedures and regulations involving police records, criminal violations, and impounded vehicles; directs callers to appropriate parties as necessary.

Completes, collects, organizes, and distributes forms, informational materials, and other paperwork for departmental staff, courts, and law enforcement agencies; checks forms, records, reports, and files for accuracy and completeness.

Receives and tracks subpoenas received from the District Attorney's Office; coordinates officer court appearances.

Reviews, processes, maintains, and updates a variety of files, records, and databases related to warrants, citations, arrests, criminal cases, investigations, wanted persons, stolen auto and property; employee training records, employee performance evaluations, driver's license information, vehicle registration, and related police data.

Researches, retrieves, compiles, and copies information from police records and citations; prepares records for court packages; performs background checks; processes others requests for information from the public and other law enforcement personnel.

Compiles, tabulates, and verifies information and statistical data pertaining to arrests, cases, and other departmental operations; prepares related statistical and summary reports for use by police personnel and the court system.

Electronically scans, indexes, and files accident, crime, and arrest reports, warrants, citations, and other police data; organizes records in alphabetical, numerical, chronological, or subject matter classification. Arranges meetings; coordinates travel arrangements; takes phone messages; types, completes, and distributes a variety of letters, memoranda, notifications, and general correspondence; accepts payments for traffic violations and court fines; sorts and distributes departmental mail.

Assures department compliance with legal guidelines for release of information; researches laws to confirm departmental guidelines are consistent with State and Federal law.

Assists the Municipal Court Clerk with various duties or assumes duties in his/her absence.

Provides credible testimony in a court of law.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of modern office administration, computer information systems, techniques of supervision and employee development; thorough knowledge of business English, correspondence formats, and composition; working knowledge of computer operations and various software applications related to word processing, data entry, spreadsheets, police records management systems, and NIBR reporting; skill in the operation of a variety of office machines, to include personal computer, fax machine, microfilming equipment; ability to exercise initiative, independent judgment; ability to act resourcefully

under varying conditions; ability to maintain strict confidentiality related to sensitive administrative and legal information; ability to relate well with co-workers, supervisors, public officials, attorneys, police officers, other employees and the general public; ability to provide leadership and direction to subordinates, establish priorities, organize assignments, and assign tasks; ability to testify credibly in a court of law; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED, and considerable experience in a clerical/secretarial role including one year of experience in police records management, or equivalent combination of education and experience. Experience in State Electronic Reporting and Record Management software preferred. Associates/Technical degree preferred.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

NIBR Training preferred.

National Crime Information Center certification within six months of employment.

Possession of Notary Public designation within six months of employment.

Valid driver's license.

## Evidence Clerk

Department: Police

FLSA Status: Non-exempt  
Grade: 5

### General Definition of Work

Performs intermediate administrative support work receiving, organizing, preserving, securing, releasing and/or disposing of property and evidence confiscated by the Police Department. Work is performed under the moderate supervision of the Police Records Specialist.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

Maintains responsibility for the receipt, custody, safekeeping, release, purging and destruction of all property and evidence received through the Police Department; transports evidence to and from the lab and/or court; releases property to officers for court appearances.

Reviews, edits, and produces accurate arrest and police records and reports for the Court Clerk, Kansas Bureau of Investigation, or other entities and personnel; prepares police reports and crime complaints for attorneys, courts, and victims.

Enters evidence information and data relating to citations and warning tickets into PMI system.

Maintains police records management filing system; keeps appropriate records in accordance with legal and departmental requirements.

Receives and processes payments for requests for police, crash and arrest reports, traffic violations, court fines, background checks, and public information requests; prepares daily transmittal of cash and credit card receipts.

Provides administrative support for the department; answers incoming calls and walk-in customers; completes and mails reports and information to various approved agencies; prepares statistical reports.

Maintains inventory and upkeep of all equipment assigned; maintains a clean and orderly evidence/property storage facility.

Testifies credibly in a court of law.

Assists the Municipal Court Clerk and Police Record Specialist with various duties or assume duties in his/her absence.

Performs other duties and activities as assigned.

### Knowledge, Skills and Abilities

Thorough knowledge of computers with the ability to enter and retrieve data; working knowledge of office procedures and ability to learn regulations and tasks related to the operation and maintenance of a police property room; skill in ability in preparing timely and accurate reports, including the use of basic mathematics used in reports; excellent public relation, clerical, organizational, oral and written communication skills; ability to operate computers, calculators, photocopiers, and other office equipment; ability to concentrate on tasks in the presence of distractions, to type with accuracy, to understand and anticipate problems, to follow department policies and procedures, and to interpret written instructions, reports, manuals, and records; ability to testify credibly in a court of law; ability to establish and maintain effective working relationships with employees, officials, and the public; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### Education and Experience

Associates/Technical degree in criminal justice, or related field, and moderate experience in a clerical role preferably in law enforcement, or equivalent combination of education and experience.

**Physical Requirements**

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, lifting and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Property and Evidence Certification (IAPE) within six months of employment.  
Records Management certification within six months of employment.

## Public Housing Authority

# Housing Authority Director

Department: Public Housing Authority

FLSA Status: Exempt  
Grade: 12

## General Definition of Work

Performs complex administrative work managing daily operations of federally funded housing programs; enforcing department policies; ensuring compliance with laws and regulations; and resolving resident concerns. Work involves setting policies and goals under the direction of the City Manager. Departmental supervision is exercised over Maintenance Technician.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Selects applicants; conducts interviews and completes verification process to determine approval or disapproval of admittance to housing programs; conducts initial, annual, and move-in or move-out inspections; performs calculations for rental amounts for initial admission and recertification; conducts outreach efforts to potential residents; attends to daily tenant needs and problems; collects rent.

Fields questions, concerns, and complaints from tenants, families, and the public concerning the housing programs and facilities.

Conducts evictions in coordination with contract attorney and in compliance with local, State, and Federal laws.

Identifies the need for repairs and on-going improvements or preventive maintenance; receives orders for and schedules maintenance work; oversees all maintenance work ensuring completion is done correctly and in a timely manner.

Performs solicitations and contracts for services/goods in compliance with local, State, and Federal requirements; approves payments to vendors.

Maintains data relating to tenant account receivables, work orders, occupancy, and wait lists; utilizes HUD online reporting systems.

Plans and coordinates budget for capital improvement programs; oversees related programs and projects; prepares information for financial reports; manages annual budget in accordance with HUD requirements.

Completes annual, semi-annual, and quarterly HUD reporting requirements

Maintain files, both electronic and paper, including the file retention system; updates website.

Performs after-hours response by phone or in person as needed for emergencies.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of public housing rules and regulations including the Kansas Landlord Tenant Act; thorough knowledge of computer applications, clerical skills, and office procedures; excellent verbal and written communication, organizational, supervisory, financial and public relations skills; working knowledge of building and facility maintenance, materials, and equipment; working knowledge of and skill in mathematics; ability to learn Housing and Urban Development rules and regulations; ability to operate Teletype Devices for the Deaf, computers, printers, typewriters, photocopiers, and other office equipment; ability to work after-hours on emergency calls; ability to ensure compliance with the Department of Housing & Urban Development and Federal regulations, to understand and anticipate problems, to develop and enforce department policies and procedures, and to interpret written instructions, reports, manuals, and budgets; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

**Education and Experience**

Associates/Technical degree in business administration, property management, or related field, and moderate experience preferably in property management, or equivalent combination of education and experience. Bachelor's degree preferred.

**Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Valid driver's license.

# Building Maintenance Technician

Department: Public Housing Authority

FLSA Status: Non-exempt

Grade: 6

## General Definition of Work

Performs intermediate skilled trades work maintaining and repairing public housing facilities and grounds in accordance with local and Federal requirements; oversees and evaluates the work of contractors; and performs a variety of tasks relative to the assigned area of responsibility. Work is performed under the general direction of the Housing Authority Director.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Performs preventative maintenance, repairs and replacements to occupied and vacant units such as painting, flooring installation, plumbing, sheet rocking, carpentry, and mechanics.

Troubleshoots, diagnoses, and corrects minor failures to air conditioning, heating units, water heaters, and electrical and plumbing problems.

Performs preventative maintenance, repairs, and replacements throughout building grounds, exteriors, and interior common areas of properties.

Performs maintenance repairs and replacements resulting from annual inspections.

Performs grounds keeping duties including removing litter, brush and weeds, trimming trees, mowing, maintaining or installing landscaping, cleaning dumpster sites, and snow removal.

Oversee roof maintenance program; inspect condition of roofs; clean roof gutters and drains.

Performs janitorial/custodial duties at Vaughn-Dale apartment building.

Reviews and prioritizes work orders; documents completion of work orders including material usage and pricing.

Assists in determining cost estimates for current and future maintenance and capital needs; maintain maintenance records and files.

Assists in the scheduling, monitoring, and documenting contractor presence on job sites.

Purchases, organizes, and maintains material and tool inventory.

Provides required notifications and documentation to residents as required by law.

Maintains vehicles including performing and/or scheduling preventative maintenance; updates and maintains vehicle records.

Assists Director with inspections as needed.

Respond to public inquiries in a courteous manner, provide information within area of assignment; resolve complaints in an efficient and timely manner.

Performs after-hours response by phone or in person as needed for emergencies.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of equipment maintenance, materials used in building and grounds maintenance, minor repairs; working knowledge of mathematics, cleaning and maintenance material, woodworking, and electrical and plumbing systems and repairs; strong mechanical and technical aptitude; excellent verbal and written communication and public relations skills; basic computer skills; ability to operate hand tools, floor buffers, steam cleaners, snow blower, mowers, and other department equipment; ability to understand manuals and schematics, maintain safety, interpret and act upon written and verbal instructions; ability to maintain a cooperative and professional work relationship with residents and the public; ability to work after-hours on emergency calls; ability to maintain work space in neat, clean and orderly appearance; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be

committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED, and moderate experience in plumbing, HVAC, carpentry, and electrical, or equivalent combination of education and experience. Associates/Technical degree preferred.

### **Physical Requirements**

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires walking, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and repetitive motions and occasionally requires sitting and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; no special hearing perception is required; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather) and exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Possession of or ability to obtain HVAC certification is preferred.  
Valid driver's license.

## Public Works Department

# Public Works Director

Department: Public Works

FLSA Status: Exempt

Grade: 22

## General Definition of Work

Performs complex professional work providing leadership, fiscal management, and direction to the Department of Public Works being responsible for the design, construction, and maintenance of the City's transportation infrastructure, water production and distribution, wastewater collection and treatment facilities, storm water infrastructure, waste management, building maintenance, and cemetery. Work involves setting policies and goals under the direction of the City Manager. Departmental supervision is exercised over all personnel within the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Assumes full management responsibility for all Public Works Department services and activities.

Manages the development and implementation of Public Works goals, objectives, policies, and priorities for each service area.

Plans, directs, and coordinates through subordinate level supervisory and managerial personnel, the Department of Public Works work plan; assigns projects and areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Select, train, motivate and evaluate Public Works personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Manage and participate in the development of administration of the department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Evaluate and forecast the City's public work needs; development and design capital improvement projects.

Manage and administer engineering consulting and construction contracts; review work to ensure compliance with specifications; inspect construction of work; recommend modifications; process payment requests.

Review as-built plans, plans, plats, specifications and related documents; ensure compliance with codes, ordinances and standards; ensure that records and files are updated to incorporate changes; revise maps as appropriate.

Represent the Public Works Department to other City Departments, elected officials, and outside agencies; coordinate Public Works department activities with those other departments and outside agencies.

Explain, justify, and defend Public Works Department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

Provide staff assistance to the City Manager; serve as staff on a variety of boards and committees; prepare and present staff reports and other necessary correspondence.

Attend and participate in professional group meetings; stay well-informed of new trends and innovations in the field of public works.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Comprehensive knowledge of the theory, principles, practices, and techniques of public works, traffic engineering, municipal water and sewers engineering, and public works and utilities maintenance functions; thorough knowledge of all applicable Federal, State, and local law, codes, and regulations

governing the administration of public works and public utilities functions and activities; thorough knowledge of the principles and practices of public administration, including budgeting, purchasing, maintenance of public records, organization and functions of an elected City Council, and City personnel rules and policies, principles and practices of management and supervision; ability to plan, direct, and integrate broad comprehensive public works and utilities programs and activities; ability to analyze complex engineering and maintenance issues and problems; ability to evaluate alternative solutions and to develop sound conclusions, recommendations, and courses of action; ability to present proposals and recommendations clearly and logically in public meetings; ability to understand, interpret, explain, and apply Federal, State, local law and regulations governing public works and utilities services; ability to evaluate management practices and adopt effective courses of action; ability to develop clear, concise, and comprehensive technical reports, correspondence, and other written materials; ability to exercise sound, expert independent judgment within general policy guidelines; ability to establish and maintain effective working relationships with the City Council, officials, other governmental and regulatory officials, staff, private and community organizations, developers, and contractors; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

Bachelor's degree in civil engineering, public administration, or related field, and extensive experience in a progressively responsible civil engineering or public works role with at least six years of management/supervisory experience, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a quiet location (e.g. library, private offices).

### **Special Requirements**

Valid driver's license.

## Public Works Deputy Director

Department: Public Works

FLSA Status: Exempt

Grade: 20

### **General Definition of Work**

Performs difficult professional work directing, managing, supervising, and coordinating assigned programs and activities with the Public Works Department; and coordinating assigned activities with other departments, divisions, and outside agencies. Work is performed under the general direction of the Public Works Director. Departmental supervision is exercised over personnel within the department under assigned functions.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

Assumes management responsibility for assigned services and activities of the Public Works Department, including streets and parks maintenance, storm-water, facility management, and municipal utilities.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends and administers policies and procedures.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.

Plans, directs, and coordinates, and reviews the work plan of Public Works staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Selects, trains, motivates, and evaluates Public Works personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Oversees and participates in the development of administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

Serves as the liaison for Public Works Department with other City departments, divisions, boards, and outside agencies; negotiates and resolves sensitive and controversial issues.

Serves as staff on a variety of boards and committees; prepares and presents staff reports and other necessary correspondence.

Provides responsible staff assistance to the Public Works Director.

Writes specifications for new vehicle purchases and performs pre-delivery inspections to ensure vehicles meet City specifications.

Oversees the maintenance and repair of all City streets, street markings, parking lots, and traffic equipment.

Oversees the maintenance and construction of curbs, sidewalks, gutters, and all stormwater system infrastructures.

Prepares five-year street program and yearly concrete repair contract.

Conducts a variety of organizational and operational studies and investigations; recommends modifications to public works programs, policies, and procedures as appropriate.

Attends and participates in professional group meetings; stays well-informed of new trends and innovations in the field of public works.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Performs other duties and activities as assigned.

### **Knowledge, Skills and Abilities**

Comprehensive knowledge of the theory, principles, practices, and techniques of public works, traffic engineering, municipal water and sewers engineering, and public works and utilities maintenance functions; thorough knowledge of all applicable Federal, State, and local law, codes, and regulations governing the administration of public works and public utilities functions and activities; thorough

knowledge of the principles and practices of public administration, including budgeting, purchasing, maintenance of public records, organization and functions of an elected City Council, and City personnel rules and policies, principles and practices of management and supervision; ability to plan, direct, and integrate broad comprehensive public works and utilities programs and activities; ability to analyze complex engineering and maintenance issues and problems; ability to evaluate alternative solutions and to develop sound conclusions, recommendations, and courses of action; ability to present proposals and recommendations clearly and logically in public meetings; ability to understand, interpret, explain, and apply Federal, State, local law and regulations governing public works and utilities services; ability to evaluate management practices and adopt effective courses of action; ability to develop clear, concise, and comprehensive technical reports, correspondence, and other written materials; ability to exercise sound, expert independent judgment within general policy guidelines; ability to establish and maintain effective working relationships with the City Council, officials, other governmental and regulatory officials, staff, private and community organizations, developers, and contractors; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

Bachelor's degree in civil engineering, public engineering, or related field, and extensive experience in a progressively responsible civil engineering or public works role with at least five years of management/supervisory experience, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms and occasionally requires standing, walking, lifting and repetitive motions; work has standard vision requirements; no special vocal communication skills are required; no special hearing perception is required; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to the risk of electrical shock and occasionally requires exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a quiet location (e.g. library, private offices).

### **Special Requirements**

Valid driver's license.

# Municipal Utilities Manager

Department/Division: Public Works/Utilities

FLSA Status: Exempt

Grade: 15

## General Definition of Work

Responsible for the day to day supervision and management of the Water and Wastewater operations to ensure that facilities and systems are operated and maintained efficiently and in accordance with federal, state and local standards and regulations, and in a manner which protects and preserves the environment and public health. Work is performed under the general direction of the Deputy Public Works Director. Divisional supervision is exercised over all personnel within the division.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Supervises and enforces all personnel, procedures, and policies related to the operation and maintenance of all water and wastewater facilities, including the Water Treatment Plant, Wastewater Treatment Plant, wastewater collection system, and water pumping and distribution system, in a manner to comply with all federal and state standards, permit conditions, and rules and regulations.; makes recommendations to upgrade facilities and improve operations; informs supervisor of all major problems and concerns.

Provides training to the utility staff for all job requirements; reviews certification requirements for operators and recommends professional training; performs department staff evaluations and disciplinary actions; schedules work assignments.

Supervises fieldwork ensuring proper techniques and utilization of safety procedures and equipment; submits all accident reports and reviews incident reports to ensure safety in the workplace.

Reviews daily laboratory tests and process control tests for water and wastewater treatment; ensures State requirements are met regarding sampling and testing; approves all procedures and process control adjustments for all treatment operations.

Maintains compliance with State and Federal water standards and testing for water, wastewater and storm water, including all regulatory reporting; ensures department records are compliant with cross connection requirements.

Approves all expenditures for operations and maintenance; oversees procedures for BPU water purchases; updates all monthly operational and maintenance reports; participates in the annual budget process.

Monitors utilities services contracts to ensure compliance and effective performance.

Conducts studies and oversees the implementation of mandated environmental reports such as water audits, leak detection surveys, backflow cross/connection plan and water quality reports.

Oversees loss control and prevention, safety programs, and organizational training and cross training to increase technical skills and knowledge to result in increased productivity and performance.

Represents the department before public meetings and groups as directed.

Coordinates the preparation of division budgets to ensure adequate funding for projects, capital improvements, and renewal and replacement.

Reviews, verifies and submits operating and other reports to appropriate regulatory agencies and departments on a timely basis.

Resolves concerns and answers questions from City staff or the general public.

Maintains proper files and documentation; reviews and prepares reports.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Comprehensive knowledge of all phases of managing water production, storage treatment, and transmission; and wastewater collection, treatment, and disposal to include permitting, repair,

maintenance, and operations; Comprehensive knowledge of monitoring requirements, laboratory testing techniques; thorough knowledge of the materials, methods and techniques used in water distribution and wastewater collection system maintenance and repair; thorough knowledge of the occupational hazards and of the necessary safety precautions of the work; general knowledge of mathematics and bacteriology; skill in the use and care of hand tools; skill in participating in the annual budget process and having financial accountability; ability to operate laboratory equipment, reagents, instruments, and other department equipment; ability to judge distances, to understand and anticipate problems, to develop, follow and update operating procedures, and to interpret written instructions, maps, manuals, and schematics; ability to read meters and charts accurately and to maintain records of shift operations; ability to be an independent worker, problem solver, and decision maker; ability to demonstrate core values such as honesty and fairness; and ability to establish and maintain effective working relationships with associates, vendors and the general public; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

Bachelor's degree in environmental science, engineering, or related field, and extensive experience in the management of water and/or wastewater treatment facilities, distribution, collection and storm water systems, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires standing, walking, speaking or hearing and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Class III Water Operator and Class III Wastewater Operator certifications.  
Valid driver's license.

## Administrative Assistant – Public Works

Department: Public Works

FLSA Status: Non-exempt

Grade: 6

### General Definition of Work

Performs intermediate skilled administrative support work providing administrative secretarial and clerical duties for the Public Works Department; and providing assistance to citizens. Work is performed under the limited supervision of the Public Works Director.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

Ensures the smooth and efficient operation of the department as it relates to administrative duties; disseminates information to appropriate personnel; directs work flow and ensures compliance with departmental guidelines, policies, and procedures.

Serves as a member of the administrative team; participates in problem solving on various issues to enhance the Department's efficiency and operation.

Types and proofreads a variety of reports, letters, forms, memoranda, correspondence and statistical charts; types from rough draft or verbal instruction; takes and transcribes dictation.

Coordinates the development of staff reports for the assigned department; edits documents, tracks deadlines and submits for review process.

Attends a variety of meetings; prepares and compiles agenda packets; takes and prepares minutes; disseminates information as appropriate.

Maintains department filing systems and records; develops and implements filing systems; modifies systems as appropriate.

Maintains calendar of activities and events for the assigned department; schedules meetings with elected and appointed individuals, coordinates activities with other City departments, the public and outside agencies.

Updates and maintains the Department webpage; posts upcoming news and events.

Screens office and telephone callers; responds to and resolves complaints and requests for information on regulations, procedures, systems, and precedents relating to assigned responsibilities; screen, sort, and distribute mail; respond to routine correspondence.

Operates a variety of office equipment including copiers, facsimile machine and computer; inputs and retrieves data and text; organizes and maintains disk storage and filing.

Assists in a variety of department operations; performs special projects and assignments as requested.

Communicates with staffing other departments to exchange information and to coordinate activities and shared programs.

Schedules and keeps accurate records for vehicle maintenance; assists with ordering vehicles

Oversees solid waste contract and attends associated meetings.

Processes accounts payable.

Prepares constructions permits and coordinates plan review with inspection service.

Processes FEMA and KDEM filings related to reimbursements for emergency events and storms damage clean-up.

Maintains documents, files and records and assists with departments' records retention

Assists with various safety training activities.

Attends training to remain abreast of current practices and procedures.

Performs other duties and activities as assigned.

### Knowledge, Skills and Abilities

Thorough knowledge of office procedures, clerical duties, record maintenance, word processing; working knowledge of bookkeeping and mathematics; extensive skill in Microsoft Office and ability to learn

practical application of the Internet; excellent public relations, organization, verbal and written communication skills; ability to take shorthand or speedwriting and be proficient within one year of employment; ability to operate a computer, calculator, typewriter, fax, and other office equipment; ability to establish successful working relationships with entities, employees, City officials, businesses and the public; ability to use good professional judgment, honesty, and integrity in decision making; ability to understand and anticipate problems, to concentrate on tasks in the presence of distractions, to type with speed and accuracy, and to interpret written instructions, reports, manuals, and correspondence; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED, and moderate experience in a similar administrative support role, or equivalent combination of education and experience. Associates/Technical degree preferred.

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires lifting and repetitive motions and occasionally requires standing, walking and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid driver's license.

# Chief Plant Operator

Department/Division: Public Works/Utilities

FLSA Status: Non-exempt

Grade: 10

## General Definition of Work

Under limited direction, performs difficult skilled trades work involving the operation and maintenance of the City's water or wastewater treatment plant; performs adjustments and repairs to plant equipment; collects and documents samples for laboratory testing; performs lead supervision and training to assigned staff; and performs a variety of related duties as assigned.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Performs assigned treatment plant rounds; inspects, monitors, troubleshoots, performance tests and documents plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, SCADA systems and other instrumentation.

Operates and adjusts treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.

Maintains, compiles and updates plant operations logs and reports; completes and submits necessary paperwork and reports; performs and records mathematical calculations related to plant operational activities.

Mixes and adds treatment chemicals; installs and replaces chlorine cylinder tanks; ensures adequate chemical application according to regulations and guidelines.

Installs, maintains, repairs, modifies, troubleshoots and services plant operations machinery and equipment including pumps, valves, motors, meters, tanks, reservoirs, feeders, and online analyzers; changes lubrications.

Collects and documents liquid and solid samples and performs a variety of routine water quality laboratory tests; works closely with the laboratory on testing processes and issues; monitors laboratory results; collects water samples as required.

Performs general plant facility maintenance such as cleaning, painting and repairing plant facilities; performs various grounds maintenance duties as required.

Operates a variety of heavy equipment including backhoes, loaders, scrapers, rotovators, forklifts, dump trucks, truck-mounted sludge/compost mixers, and tractor trailer combinations; assists in unloading chemicals as necessary.

Coordinates construction, maintenance, material selection and repair activities with maintenance, laboratory, contractors, vendors and other staff; as needed, assists City staff with lift station maintenance. As assigned, participates in a variety of special projects such as outreach programs, plant studies, plant modification projects and construction of piping, electrical, and structural systems related to assigned work area.

Conducts tours for the general public, schools, and City staff as necessary.

Participates in the development of goals and procedures for water or wastewater treatment activities; gathers and analyzes data; develops a variety of reports.

Works with a variety of vendors, outside contractors and the general public on water or wastewater activities; answers questions and resolves conflicts.

Provides lead supervision and training to assigned personnel; assigns tasks and projects to utility staff as needed; trains staff in appropriate treatment methods and techniques; works with staff to correct deficiencies; schedules with other operators to ensure proper plant coverage.

Participates in establishing schedules and methods for providing maintenance and repair services; identifies resource needs; reviews needs with appropriate supervisory and/or management staff; allocates resources accordingly.

Purchases assigned equipment and supplies for the assigned work area.

Ensures plant compliance with applicable local, State and Federal codes, ordinances, regulations and laws.

Responds to after-hours, standby and weekend shifts and emergency callouts as directed.

Assists the utility and field maintenance crews with repairs as needed.

Assists Public Works Department during severe inclement weather for sanding/snowplowing.

Perform related duties as required.

### **Knowledge, Skills and Abilities**

Comprehensive knowledge of principles and practices of water or wastewater treatment plant operations; operating principles of plant equipment such as valves, pumps and motors; methods and techniques of maintaining, repairing and troubleshooting water or wastewater plant equipment and processes; principles of lead supervision and training; standard principles of the natural sciences including chemistry and biology; basic mathematical principles; laboratory analysis techniques and health standards for water or wastewater; operational and safety regulations pertaining to water or wastewater treatment plant operations and vehicle and equipment usage; water or wastewater treatment chemicals used within the plant and their safe use and application; sampling methods and techniques; office procedures, methods, and equipment including computers and applicable software applications; occupational hazards and standard safety practices and procedures; and pertinent federal, state and local laws and regulations pertaining to water or wastewater treatment. Ability to operate and monitor water or wastewater treatment plant equipment; read, interpret and calibrate gauges and other recording devices related to water or wastewater treatment plant operations; take liquid and solid samples and perform routine laboratory tests; diagnose operating problems and take effective courses of action. Make independent technical decisions to maintain proper treatment process; maintain pertinent records and compile data into written reports; perform routine to difficult maintenance, repairs and installations to plant equipment such as pumps, valves, and electronic monitoring devices; read, interpret and understand technical manuals, drawings, blueprints, schematics, and diagrams. Perform heavy manual labor; schedule maintenance and repair of water or wastewater treatment plants. Use and operate self-contained breathing apparatus equipment. Logically solve problems; participate in and complete safety training courses including CPR; operate office equipment including computers and supporting software applications; adapt to changing technologies and learn functionality of new equipment and systems; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; ability to work on an as-needed basis after normal working hours; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED supplemented by specialized training in water or wastewater treatment plant operations. Experience commensurate with the level of certification required by the State of Kansas, which includes some course work in the area of assignment. Associates/Technical degree preferred.

### **Physical Requirements**

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, sitting, speaking or

hearing, using hands to finger, handle or feel and lifting, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to toxic or caustic chemicals, frequently requires exposure to wet, humid conditions (non-weather), exposure

to outdoor weather conditions, exposure to the risk of electrical shock and exposure to vibration and occasionally requires working in high, precarious places, wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### **Special Requirements**

#### Water:

Possession, or ability to obtain, a Class III Water Treatment Plant Operator certificate issued by the State of Kansas.

#### Wastewater:

Possession, or ability to obtain, a Class III Wastewater Treatment Plant Operator certificate issued by the State of Kansas.

#### All Positions:

Possession of, or ability to obtain, an appropriate, valid C.P.R. Certificate  
Class B CDL driver's license within six months of employment.  
Valid driver's license.

# Plant Operator

Department/Division: Public Works/Utilities

FLSA Status: Non-exempt

Grade: 7

## General Definition of Work

Under direction, performs skilled work and tasks involving the operation and maintenance of the City's water or wastewater treatment plant; performs adjustments and repairs to plant equipment; collects and documents samples for laboratory testing; ; and performs a variety of related duties as assigned.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Performs assigned treatment plant rounds; inspects, monitors, troubleshoots, performance tests and documents plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, SCADA systems and other instrumentation.

Operates and adjusts treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.

Maintains, compiles and updates plant operations logs and reports; completes and submits necessary paperwork and reports; performs and records mathematical calculations related to plant operational activities.

Mixes and adds treatment chemicals; installs and replaces chlorine cylinder tanks; ensures adequate chemical application according to regulations and guidelines.

Installs, maintains, repairs, modifies, troubleshoots and services plant operations machinery and equipment including pumps, valves, motors, meters, tanks, reservoirs, feeders, and online analyzers; changes lubrications.

Collects and documents liquid and solid samples and performs a variety of routine water quality laboratory tests; works closely with the laboratory on testing processes and issues; monitors laboratory results; collects water samples as required.

Performs general plant facility maintenance such as cleaning, painting and repairing plant facilities; performs various grounds maintenance duties as required.

Operates a variety of heavy equipment including backhoes, loaders, scrapers, rotovators, forklifts, dump trucks, truck-mounted sludge/compost mixers, and tractor trailer combinations; assists in unloading chemicals as necessary.

Coordinates construction, maintenance, material selection and repair activities with maintenance, laboratory, contractors, vendors and other staff; as needed, assists City staff with lift station maintenance. As assigned, participates in a variety of special projects such as outreach programs, plant studies, plant modification projects and construction of piping, electrical, and structural systems related to assigned work area.

Conducts tours for the general public, schools, and City staff as necessary.

Participates in the development of goals and procedures for water or wastewater treatment activities; gathers and analyzes data; develops a variety of reports.

Works with a variety of vendors, outside contractors and the general public on water or wastewater activities; answers questions and resolves conflicts.

Trains staff in appropriate treatment methods and techniques; works with staff to correct deficiencies; schedules with other operators to ensure proper plant coverage.

Participates in establishing schedules and methods for providing maintenance and repair services; identifies resource needs; reviews needs with appropriate supervisory and/or management staff; allocates resources accordingly.

Purchases assigned equipment and supplies for the assigned work area.

Ensures plant compliance with applicable local, State and Federal codes, ordinances, regulations and laws.

Responds to after-hours, standby and weekend shifts and emergency callouts as directed.  
Assists the utility and field maintenance crews with repairs as needed.  
Assists Public Works Department during severe inclement weather for sanding/snowplowing.  
Perform related duties as required.

### **Knowledge, Skills and Abilities**

Thorough knowledge of principles and practices of water or wastewater treatment plant operations; operating principles of plant equipment such as valves, pumps and motors; methods and techniques of maintaining, repairing and troubleshooting water or wastewater plant equipment and processes; standard principles of the natural sciences including chemistry and biology; basic mathematical principles; laboratory analysis techniques and health standards for water or wastewater; operational and safety regulations pertaining to water or wastewater treatment plant operations and vehicle and equipment usage; water or wastewater treatment chemicals used within the plant and their safe use and application; sampling methods and techniques; office procedures, methods, and equipment including computers and applicable software applications; occupational hazards and standard safety practices and procedures; and pertinent federal, state and local laws and regulations pertaining to water or wastewater treatment. Ability to operate and monitor water or wastewater treatment plant equipment; read, interpret and calibrate gauges and other recording devices related to water or wastewater treatment plant operations; take liquid and solid samples and perform routine laboratory tests; diagnose operating problems and take effective courses of action. Make independent technical decisions to maintain proper treatment process; maintain pertinent records and compile data into written reports; perform routine to difficult maintenance, repairs and installations to plant equipment such as pumps, valves, and electronic monitoring devices; read, interpret and understand technical manuals, drawings, blueprints, schematics, and diagrams. Perform heavy manual labor; schedule maintenance and repair of water or wastewater treatment plants. Use and operate self-contained breathing apparatus equipment. Logically solve problems; participate in and complete safety training courses including CPR; operate office equipment including computers and supporting software applications; adapt to changing technologies and learn functionality of new equipment and systems; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; ability to work on an as-needed basis after normal working hours; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED required, supplemented by specialized training in water or wastewater treatment plant operations desired. Experience commensurate with the level of certification required by the State of Kansas, which includes some course work in the area of assignment. Associates/Technical degree preferred.

### **Physical Requirements**

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and lifting, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to toxic or caustic chemicals, frequently requires exposure to wet, humid conditions (non-weather), exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to vibration and occasionally requires working in high, precarious places, wearing a self-contained breathing apparatus

and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### **Special Requirements**

#### Water:

Possession, or ability to obtain, a Class I Water Treatment Plant Operator certificate issued by the State of Kansas.

#### Wastewater:

Possession, or ability to obtain, a Class I Wastewater Treatment Plant Operator certificate issued by the State of Kansas.

#### All Positions:

Possession of, or ability to obtain, an appropriate, valid C.P.R. Certificate  
Class B CDL driver's license within six months of employment.  
Valid driver's license.

# Maintenance Foreman

Department/Division: Public Works/Streets & Parks

FLSA Status: Non-exempt  
Grade: 9

## General Definition of Work

Under limited direction, performs intermediate skilled trades work supervising, assigning, reviewing and participating in the work of staff responsible for providing assigned maintenance activities including parks, landscape, and building maintenance services; ensuring work quality and adherence to established policies and procedures; and performing the more technical and complex tasks relative to assigned area of responsibility.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for providing parks, custodial, vehicle and equipment, building and facility, and landscape maintenance services; participates in maintenance activities and supervises field crews for assigned street maintenance operations

Establishes schedules and methods for providing assigned maintenance services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.

Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.

Performs the more technical and complex tasks of the work unit, which may include activities and the more complex repair and maintenance of equipment related to area of assignment.

Keeps assigned supervisor informed of progress of field crew.

As assigned, assembles a variety of bid packages for products and services for the City including flags, banners, and holiday lighting; sets up for and cleans up after community events, City band concerts, and similar occasions.

Participates in the selection of maintenance staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Participates in the preparation and administration of the maintenance program budget; submits budget recommendations; monitors expenditures.

Identifies trees to be trimmed or removed and provide crews with guidelines.

Ensures that underground alert markings are marked and understood prior to excavation.

Notifies area residents of tree trimming or removal activities.

Provides pest control, carpet and other contractors with access to City buildings; secures buildings after services are provided.

Supervises street maintenance activities including, asphalt and concrete repair, street overlay, storm drain maintenance and installation, street sweeping, sign installation and street striping; purchases street maintenance materials and equipment; ensures adequate inventory; maintains records.

Supervises curb, gutter and sidewalk repair; assembles bid packages for contracted repair of damaged concrete.

Oversees new construction projects.

Oversees the graffiti abatement program.

Responds to complaints from the public regarding street maintenance and prepare work order to ensure necessary repairs are completed.

Supervises the use, care and operation of assigned vehicles and shop equipment including hand tools, power tools, diagnostic equipment and welders.

Trains assigned employees in their areas of work including vehicle and equipment maintenance and repair methods, procedures and techniques.  
Maintains records and files of periodic preventive maintenance checks, repair orders, service parts, labor and cost, parts inventory and other related matters.  
Prepares analytical and statistical reports on operations and activities.  
Attends and participates in professional group meetings; stays abreast of new trends and innovations in assigned maintenance field.  
Performs related duties as required.

### **Knowledge, Skills and Abilities**

Thorough knowledge of principles of supervision, training and performance evaluation; operations, services and activities of a municipal landscape or street maintenance program; all aspects of tree care including planting and disease identification; methods and techniques of tree trimming and removal; methods and techniques of street, curb, and sidewalk maintenance and repair. Methods, equipment and materials used in asphalt, striping, concrete and drain work; methods and techniques of building custodial service; methods and techniques used in the adjustment, repair and/or replacement of gasoline, and diesel vehicles/equipment; operational characteristics of maintenance and construction equipment and tools used in the area of assignment; computerized electronic diagnostic programs. Preventative maintenance procedures related to area of assignment; modern and complex principles and practices of materials and equipment purchasing; participate in the preparation and administration of the street maintenance budget; submit budget recommendations; monitor expenditures; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; pertinent federal, state and local laws, codes and regulations. Ability to supervise, organize, and review the work of lower level staff; select, supervise, train and evaluate staff; plan, coordinate and schedule assigned maintenance functions; perform basic survey work; respond to requests and inquiries from the general public; understand and follow oral and written instructions; interpret and explain City policies and procedures; prepare clear and concise reports; read and interpret basic blueprints, diagrams and maps; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work. Ability to use good professional judgment, honesty, and integrity in decision making; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED, supplemented by specialized training in maintenance, arboriculture or a related field. Three years of street, facilities, landscape, or vehicle maintenance experience including one year of administrative or lead supervisory responsibility.

### **Physical Requirements**

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires using hands to finger, handle or feel, frequently requires sitting, speaking or hearing and lifting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather) and occasionally requires working near

moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

**Special Requirements**

Class B CDL commercial driver's license within six months of employment.

ATSSA Certified Flagger certification within one year of employment.

Valid driver's license.

## Maintenance Foreman - Utilities

Department/Division: Public Works/Utilities

FLSA Status: Non-exempt

Grade: 9

### General Definition of Work

Under limited direction, performs intermediate skilled trades work supervising, assigning, reviewing and participating in the work of staff responsible for providing assigned maintenance, installation, and repair activities including water, wastewater, and stormwater; ensuring work quality and adherence to established policies and procedures; and performing the more technical and complex tasks relative to assigned area of responsibility.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for providing of water distribution and wastewater collection systems maintenance services; participates in maintenance activities and supervises field crews for assigned maintenance operations

Develops and implements a schedule of actions; ensures that subordinate employees are trained in the proper use of, and are equipped with, adequate safety equipment, materials, and devices.

Establishes schedules and methods for providing assigned maintenance services; identifies resource needs; review needs with appropriate management staff; allocates resources accordingly.

Flushes hydrants and mains; exercises valves; tests hydrants; replaces meters; conducts other tests or actions needed to maintain the water distribution system, including water sampling and inspections.

Maintains, repairs, and installs wastewater collection system facilities, including grinder pumps, lift stations, force mains, manhole restoration.

Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.

Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.

Performs the more technical and complex tasks of the work unit, which may include activities and the more complex repair and maintenance of equipment related to area of assignment.

Keeps assigned supervisor informed of progress of field crew.

Participates in the selection of maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Participate in the preparation and administration of the maintenance program budget; submit budget recommendations; monitors expenditures.

Ensures that underground alert markings are marked and understood prior to excavation.

Notifies area residents of utility interruption due to maintenance or installation activities.

Oversees new construction projects.

Responds to complaints from the public regarding utility maintenance and prepare work order to ensure necessary repairs are completed.

Supervises the use, care and operation of assigned vehicles and shop equipment including hand tools, power tools, diagnostic equipment and welders.

Trains assigned employees in their areas of work including vehicle and equipment maintenance and repair methods, procedures and techniques.

Maintains records and files of periodic preventive maintenance checks, repair orders, service parts, labor and cost, parts inventory and other related matters.

Prepares analytical and statistical reports on operations and activities.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in assigned maintenance field.

Provides snow and ice removal assistance to during inclement weather.  
Assists Meter Readers with service orders and termination notices.  
Performs related duties as required.

### **Knowledge, Skills and Abilities**

Thorough knowledge of principles of supervision, training and performance evaluation; operations, services and activities of a municipal landscape or street maintenance program; all aspects of tree care including planting and disease identification; methods and techniques of tree trimming and removal; methods and techniques of street, curb, and sidewalk maintenance and repair. Methods, equipment and materials used in asphalt, striping, concrete and drain work; methods and techniques of building custodial service; methods and techniques used in the adjustment, repair and/or replacement of gasoline, and diesel vehicles/equipment; operational characteristics of maintenance and construction equipment and tools used in the area of assignment; computerized electronic diagnostic programs. Preventative maintenance procedures related to area of assignment; modern and complex principles and practices of materials and equipment purchasing; participate in the preparation and administration of the street maintenance budget; submit budget recommendations; monitor expenditures; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; pertinent federal, state and local laws, codes and regulations. Ability to supervise, organize, and review the work of lower level staff; select, supervise, train and evaluate staff; plan, coordinate and schedule assigned maintenance functions; perform basic survey work; respond to requests and inquiries from the general public; understand and follow oral and written instructions; interpret and explain City policies and procedures; prepare clear and concise reports; read and interpret basic blueprints, diagrams and maps; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work. Ability to use good professional judgment, honesty, and integrity in decision making; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED, supplemented by specialized training in maintenance, arboriculture or a related field. Three years of street, facilities, landscape, or vehicle maintenance experience including one year of administrative or lead supervisory responsibility.

### **Physical Requirements**

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires using hands to finger, handle or feel, frequently requires sitting, speaking or hearing and lifting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather) and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

**Special Requirements**

Class B CDL commercial driver's license within six months of employment.

Valid driver's license.

Class III Distribution certification preferred.

Class III Collections certification preferred.

# Parks and Facilities Supervisor

Department/Division: Public Works/Streets & Parks

FLSA Status: Non-exempt  
Grade: 11

## General Definition of Work

Performs intermediate skilled technical work participating in, supervising, and coordinating assigned maintenance services program activities and operations including buildings, parks, landscape, and vehicles and equipment maintenance; coordinating assigned activities with other divisions, outside agencies, and the general public. Work is performed under the limited supervision of the Deputy Public Works Director. Continuous supervision is exercised over all personnel within the team.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for providing parks, custodial, vehicle and equipment, building and facility, and landscape maintenance services; maintains and repairs park facilities, playgrounds, Aquatic Park, baseball fields, soccer fields. Oversees the operation and maintenance of the Aquatic Program and Aquatic Facility; orders chemicals and conducts chemical treatment and analysis of water; maintains pumps and filter systems; complies with local, State, and Federal health and operational regulations; conducts safety inspections. Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements. Directs, coordinates, and reviews the work plan for assigned maintenance services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems. Gathers and analyzes data and work requests submitted to establish overall maintenance, major maintenance, and preventative maintenance standards, programs, and schedules. Determines optimum methods of accomplishing work; analyzes available budget and staff and elects to accomplish in-house or contract out work. Administers maintenance contracts including specification development, bidding, monitoring, and evaluation of work products. Selects, trains, motivates, and evaluates maintenance services personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures. Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary. Provides staff assistance to the Assistant Public Works Director; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary. Coordinates assigned maintenance activities with those of other divisions and outside agencies and organizations. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of maintenance services. Schedules preventative maintenance and safety inspections for public works vehicles; interacts with State and local agencies regarding various inspections as necessary. Oversees spare parts inventory. Manages the street tree program including trimming and removal of City trees, tree planting, and ongoing care for new trees. Manages the roadside weed/trash abatement and undeveloped properties programs.

Oversees the maintenance of all City buildings and related facilities including, electrical, HVAC, plumbing, carpentry, painting, hardware, locksmithing, roofing, and door repair.

Regularly inspects City buildings and facilities to determine physical condition and the quality of work performed by maintenance staff and contractors.

Oversees custodial services for all City buildings.

Oversees the modification of all City buildings to ensure compliance with the Americans with Disabilities Act requirements.

Performs related duties as required.

### **Knowledge, Skills and Abilities**

Thorough knowledge operational characteristics, services and activities of assigned City maintenance program; modern and complex principles and practices of preventative maintenance; methods and techniques of maintenance scheduling; principles of fleet and equipment maintenance and repair; principles and practices of pest control management; principles and practices of street tree, irrigation and landscape inspection; principles and practices of contract writing and administration; principles of municipal budget preparation and control; methods and techniques of public relations; principles of supervision, training and performance evaluation; methods, equipment, and materials used in asphalt, concrete, striping and drainage work; principles and practices of arboriculture and landscape horticulture maintenance and irrigation' procurement procedures and contract management practices in the construction and building trades; building trades including, electrical, mechanical, plumbing, carpentry, locksmithing, welding and pneumatic and electronic controls; preventative maintenance scheduling for a wide variety of construction and transit vehicles; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; pertinent federal, state and local laws, codes and regulations. Ability to supervise, direct and coordinate the work of lower level staff; select, supervise, train and evaluate staff; estimate construction, maintenance and repair costs in assigned maintenance area; read and interpret construction and technical drawings, schematics, engineering plans, blueprints and specifications; evaluate vehicle safety. Troubleshoot and diagnose vehicle mechanical defects; evaluate bids from outside contractors. Write specifications for materials and equipment; forecast future maintenance need and develop programs to respond to those needs; interpret and explain City maintenance and procurement policies and procedures; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED, supplemented by specialized training in civil engineering, business administration, horticulture, arboriculture, mechanical engineering or a related field. Four years of responsible facilities, streets, landscape, or fleet maintenance experience including one year of administrative and/or lead supervisory experience, or equivalent combination of education and experience. Associates/Technical degree preferred.

### **Physical Requirements**

This work requires the frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, speaking or hearing and using hands to finger, handle or feel and frequently walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms-length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires

working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### **Special Requirements**

Class A CDL driver's license upon hire.

CPR/AED/First Aid certification upon hire.

Aquatic Facility Operator certifications within six months of employment.

Playground Safety Inspector within one year of employment.

Must obtain chemical/herbicide application license.

Arborist certification desired.

Valid driver's license.

# Wastewater Collection Specialist

Department/Division: Public Works/Utilities

FLSA Status: Non-exempt  
Grade: 9

## General Definition of Work

Under general direction performs difficult skilled trades work, supervising, assigning, reviewing, and participating in the work of staff responsible for the maintenance of wastewater collection system lines; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility; coordinates assigned activities with other divisions, outside agencies and the general public; provides highly responsible and complex staff assistance to Assistant Director.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for clearing and cleaning wastewater collection system lines.  
Establishes schedules and methods for providing wastewater collection system maintenance services; identifies problem areas in the collection system that require special attention; reviews needs with appropriate management staff; allocates resources accordingly.  
Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.  
Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.  
Performs the more technical and complex tasks of the work unit including monitoring the progress of maintenance crews.  
Supervises all confined space entries.  
Conducts safety training regarding the handling of toxic gases found in the collection system.  
Conducts field inspections and reviews video recording of new sewer construction.  
Participates in the preparation and administration of the wastewater collection system maintenance budget; submits budget recommendations; monitors expenditures.  
Prepares analytical and statistical reports on operations and activities.  
Coordinates wastewater collection system maintenance activities with internal stakeholders and outside agencies and organizations.  
Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water distribution system construction, maintenance, and repair.  
Assists with maintenance of wastewater plant operations, utility and field maintenance repairs, and public works street maintenance during inclement weather.  
Handles customer service issues relating to water and wastewater on a 24-hour basis; performs weekend duties at both treatment facilities and periodic on-call duties.  
Performs and records all inspections and repairs to the Collections System, pipes, and manholes, including CCTV, CIPP, root control, and manhole lining work.  
Performs inspections and manages the Fats, Oil, and Grease (FOG) control program.  
Maintains interconnect with Johnson County Wastewater.  
Oversees pretreatment program with industries within the City.  
Performs emergency locates.  
Handles customer service calls regarding Grinder pumps.  
Manages and plans annual smoke testing program for inflow and infiltration investigations.  
Performs other duties and activities as assigned.

### **Knowledge, Skills and Abilities**

Thorough knowledge of equipment maintenance, wastewater treatment equipment monitoring requirements, laboratory testing techniques; methods and techniques of line cleaning and televising; working knowledge of mathematics and bacteriology; strong mechanical and technical aptitude; excellent public relations, organizational, verbal and written communication skills; ability to operate trucks, pumps, laboratory equipment, and other department equipment; ability to judge distances, to understand and anticipate problems, to follow standard operating procedures, and to interpret written instructions, maps, manuals, and schematics; ability to work safely in the workplace using proper use of PPE handling wastewater and chemicals; ability to work on an as-needed basis outside of normal working hours; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED, supplemented by specialized training in construction technology, wastewater treatment and collections, or a related field. Four years of responsible experience in wastewater collection system maintenance including one year of administrative and/or lead supervisory experience. Associates/Technical degree preferred.

### **Physical Requirements**

This work requires the regular exertion of up to 50 pounds of force, frequent exertion of up to 100 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires pushing or pulling and lifting, frequently requires standing, walking, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions and occasionally requires sitting, climbing or balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions, frequently requires exposure to toxic or caustic chemicals and exposure to the risk of electrical shock and occasionally requires working in high, precarious places, exposure to extreme heat (non-weather), exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### **Special Requirements**

Class B CDL driver's license driver's license within six months of employment.

Class II Wastewater Operator License

Class III Wastewater Collection Certificate

Additional industry-specific certifications may be required depending on area of assignment

NASSCO certification and within two years of employment.

Valid driver's license.

# Water Distribution Specialist

Department/Division: Public Works/Utilities

FLSA Status: Non-exempt

Grade: 9

## General Definition of Work

Under general direction, performs skilled technical work supervising, assigning, reviewing, and participating in the work of staff responsible for the maintenance and construction of the water distribution system within the Public Works Department; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility. Coordinates assigned activities with other divisions, outside agencies and the general public; provides highly responsible and complex staff assistance to Assistant Director.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Participates in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.  
Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.  
Coordinates the organization, staffing, and operational activities for the maintenance, construction, and inspection of the City's water distribution system.  
Installs, repairs, and maintains water hydrants and transmission and distribution lines.  
Locates and repairs water distribution line leaks.  
Collects water samples for State Health Department analysis.  
Maintains the water distribution SCADA system, pumps, motors, and valves.  
Provides staff assistance to the Deputy Director; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.  
Coordinates water distribution system maintenance activities with internal stakeholders and outside agencies and organizations.  
Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water distribution system construction, maintenance, and repair.  
Assists with maintenance of water plant operations, utility and field maintenance repairs, and public works street maintenance during inclement weather.  
Handles customer service issues relating to water and wastewater on a 24-hour basis; performs weekend duties at both treatment facilities and periodic on-call duties.  
Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Comprehensive knowledge of equipment maintenance, water treatment equipment monitoring requirements, laboratory testing techniques; thorough knowledge of the materials, methods and techniques used in water distribution system maintenance and repair; thorough knowledge of the occupational hazards and of the necessary safety precautions of the work; general knowledge of mathematics and bacteriology; skill in the use and care of hand tools; skill in participating in the annual budget process and having financial accountability; ability to operate laboratory equipment, reagents, instruments, and other department equipment; ability to judge distances, to understand and anticipate problems, to develop, follow and update operating procedures, and to interpret written instructions, maps, manuals, and schematics; ability to read meters and charts accurately and to maintain records of shift operations; interpret and explain City construction policies and procedures; provide technical advice on water distribution system maintenance and construction matters; read and interpret construction blue prints and schematics; oversee the construction and maintenance of water distribution systems; ability to

be an independent worker, problem solver, and decision maker; ability to demonstrate core values such as honesty and fairness; ability to establish and maintain effective working relationships with associates, vendors and the general public; ability to work on an as-needed basis after normal working hours; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED, supplemented by specialized training in construction technology, water distribution or a related field. Four years of responsible experience in water distribution construction and maintenance including one year of administrative and/or lead supervisory experience. Associates/Technical degree preferred.

### **Physical Requirements**

This work requires the regular exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions, frequently requires climbing or balancing and stooping, kneeling, crouching or crawling and occasionally requires sitting and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to outdoor weather conditions, frequently requires exposure to the risk of electrical shock and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to vibration, wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### **Special Requirements**

Class B CDL driver's license driver's license within six months of employment.

Class II Water Operator License

Class III Distribution Certificate

Additional industry-specific certifications may be required depending on area of assignment

# Cemetery Sexton

Department/Division: Public Works/Streets & Parks

FLSA Status: Non-exempt  
Grade: 6

## General Definition of Work

Performs intermediate skilled trades work maintaining the City cemetery by using heavy and light machinery and equipment; excavating and filling graves; and performing grounds keeping duties. Performs work and tasks in the maintenance and operation of streets, parks, buildings and grounds, and other City structures and facilities; and operates and maintains a wide variety of maintenance tools and equipment. Work is performed under the limited supervision of an assigned Public Works Supervisor. Limited oversight is exercised over assigned Maintenance Worker(s).

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Determines location of new grave sites; excavates and fills graves for burials using machinery and equipment; replaces sod or re-seeds; clears foliage and debris from burial sites.  
Conducts funeral services consisting of locating and marking graves, opening closing graves, and setting up and taking down funeral equipment.  
Inspects graves and headstones to ensure proper upkeep; assesses damage or problems such as settling, tilting, cracking, and vandalism, and takes action to resolve such problems.  
Provides necessary assistance and guidance to funeral directors and headstone vendors; provides input, feedback, and direction to the Cemetery Advisory Committee.  
Maintains cemetery grounds including landscaping, posts/flags, stone repairs, grave repairs, seeding/weeding and tree service.  
Maintains City rights-of-way through mowing, trimming and weeding; empties trash receptacles.  
Operates various construction, maintenance, and landscape vehicles and attachments and equipment including power and hand tools; performs preventive maintenance and minor repairs on City vehicles and equipment.  
Oversees and inspects contractor work including stone setting and lawn and tree service crews.  
Repairs and maintains cemetery and right-of-way equipment, including small snowplows and sanders.  
Trains new and current employees on cemetery operations and various equipment.  
Assists with asphalt repairs, crack seal, painting, snow and ice removal, and emergency or special street maintenance activities; installs seasonal lights and decorations.  
Operates various construction, maintenance, and landscape vehicles and attachments and equipment including power and hand tools; perform preventive maintenance and minor repairs on City vehicles and equipment.  
Completes special projects as assigned.  
Performs on-call duties, overtime, and other duties as required.  
Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of grounds keeping, equipment maintenance, basic mechanics, proper use of equipment; thorough knowledge of equipment and materials used in building and grounds maintenance; working knowledge of mathematics; strong mechanical and technical aptitude; strong and effective supervisory, public relations, verbal and written communication skills; ability to operate trucks, jack hammers, air compressors, hand tools, power tools, chainsaws, snow blower, mowers, trimmers, tractor, and other department equipment; ability to understand and anticipate problems, maintain safety; ability to interpret and act upon written and verbal instructions, and understand maps, manuals, and schematics; ability to have attention to detail; ability to work on an as-needed basis outside of normal working hours; ability to demonstrate leadership, management, and technical skills through effective collaboration, team

resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED, and moderate experience in grounds maintenance and operating related heavy equipment, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires using hands to finger, handle or feel and lifting, frequently requires standing, walking, reaching with hands and arms and pushing or pulling and occasionally requires sitting, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, frequently requires exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to vibration and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### **Special Requirements**

Possession of, or ability to obtain, an appropriate, valid Class B CDL with Air brake and Tanker Endorsement within six months of employment driver license within six months of employment.  
Possession of, or ability to obtain, CPR and First Aid certifications within the first six months.  
Additional industry-specific certifications may be required depending on area of assignment.  
Valid driver's license.

## Maintenance Worker III - Streets

Department/Division: Public Works/Streets

FLSA Status: Non-exempt

Grade: 7

### General Definition of Work

Under limited direction, leads, oversees and participates in a variety of skilled technical and semi-skilled labor duties in the maintenance, operation, and repair of City streets, curbs, sidewalks, and flood control systems; and operates and maintains a wide variety of maintenance tools and equipment. This is a broad classification with individual positions assigned to specific functional areas. Duties and assignments may overlap depending on the operational needs of the department and staffing levels.

### Distinguishing Characteristics

This is the advanced journey-level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I and II by the level of responsibility assumed and the complexity of duties assigned including performing lead supervisory activities. Employees at this level are required to be trained in all procedures related to assigned area of responsibility and in the operation and maintenance of various public works tools and heavy equipment.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

Provides lead supervision and training to assigned staff responsible for the maintenance, operation, and repair of City streets, curbs, sidewalks, and flood control systems; verify attendance and provide initial approval for leave requests; and operates and maintains a wide variety of maintenance tools and equipment.

Provides lead supervision to assigned staff on proper safety procedures related to all work performed; participates and oversees safety and training sessions and seminars; trains assigned staff in the methods and techniques of operations, repair, maintenance, and service to the public.

Responds to emergency calls and/or perform after-hours duties as directed.

Participates in the development of goals and procedures for maintenance, operations and service.

Estimates time, materials, and equipment required for jobs assigned; tracks and maintains inventory; schedules and accounts for maintenance equipment; and requisition materials as required.

Oversees customer service regarding the notification of residents related to maintenance projects and coordinate with City departments regarding maintenance projects.

Maintains records related to maintenance activities.

Leads and participates in maintaining traffic control systems; paints and stripes City streets, curbs, crosswalks and guardrails.

Prepares, installs, repairs and replaces City signs and posts; installs and maintains street banners as necessary.

Leads and participates in mixing, raking and spreading asphalt; seals cracks and patches streets; participates in street overlays.

Responds to emergency calls to remove traffic accident debris from City streets.

Oversees and participates in constructing forms and pouring and finishing concrete on curbs, gutters, sidewalks, and waterways; performs concrete repairs, patch work, brick, block walls, and associated masonry work.

Participates and oversees the operation of construction and maintenance equipment including power and hand tools, backhoe, concrete saw, soil compactor, dump truck, skip loader, street sweeper, chain saws and other related equipment; monitor vehicles and equipment for preventative maintenance and perform light repairs.

Participates and oversees traffic control operations when working in traffic areas of the City; directs and controls traffic around work sites.

Leads and participates in the cleaning and maintenance of storm drains, pipes, catch basins and storm channels; perform walk-through inspections of storms drains; ensure proper working order; make repairs as necessary.

Assumes duties of Streets Foreman in his absence.

Perform related duties as required.

### **Knowledge, Skills and Abilities**

Thorough knowledge of equipment maintenance and mechanics; working knowledge of mathematics; strong mechanical aptitude; excellent supervisory, organizational, verbal and written communication skills; ability to operate a variety of trucks, loaders, backhoe, jack hammer, air compressor, street sweeper, and other department equipment; ability to judge distances, to understand and anticipate problems, to maintain safety on the job, and to interpret written instructions, maps, manuals, and schematics; ability to establish successful working relationships with entities, employees, and the public; ability to use good professional judgment, honesty, and integrity in decision making ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED, and considerable related experience with the ability to demonstrate proficient use of all required equipment, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the regular exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, reaching with hands and arms and lifting, frequently requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and repetitive motions and occasionally requires sitting and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to the risk of electrical shock and exposure to vibration and occasionally requires exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and wearing a self-contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### **Special Requirements**

Class B CDL with Air Brake and Tanker Endorsements within six months of employment.

Possession of, or ability to obtain, CPR and First Aid certifications within the first six months of employment.

Additional industry-specific certifications may be required depending on area of assignment.

Valid driver's license.

# Maintenance Worker I, II, III - Utilities

Department/Division: Public Works/Utilities

FLSA Status: *Non-exempt*  
Grade(s): 4, 6, & 7

## General Definition of Work

Under supervision (Utilities Maintenance Worker I) or general supervision (Utilities Maintenance Worker II), or direction (Utilities Maintenance Worker III), performs skilled and semi-skilled labor in the maintenance, operation, and repair of the City's water distribution system; installation, maintenance operation and repair of the City's wastewater collection system; reads residential and commercial water meters and provides customer service; maintains all vehicles and equipment used; and performs a variety of related duties as assigned.

## Distinguishing Characteristics

Utilities Maintenance Worker I – This is the first certified class in the Utilities Maintenance Worker series. This class is distinguished from the Utilities Maintenance Worker II class by the performance of the more routine maintenance and operations tasks and duties. Advancement to the Utilities Maintenance Worker II level is based on demonstrated proficiency in performing the assigned functions, gaining Class I Distribution & Collections Certificates, and is at the discretion of higher level supervisory or management staff.

Utilities Maintenance Worker II – This is the full journey level class within the Utilities Maintenance Worker series. Employees within this class are distinguished from the Utilities Maintenance Worker I by the performance of the full range of duties as assigned including the most complex maintenance, operations and customer service functions. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

Utilities Maintenance Worker III – This is the advanced journey level class in the Utilities Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned, including performing lead supervisory activities if assigned. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and have the appropriate utility certification. Positions in this class series are flexibly staffed and positions at the Utilities Maintenance Worker II and III levels are normally filled by advancement from the Utilities Maintenance Worker I and II levels, respectively. Advancement to the Utilities Maintenance Worker III level is based on demonstrated proficiency in performing the assigned functions, gaining Class I Distribution & Collections Certificates, and is at the discretion of higher level supervisory or management staff.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Maintain water distribution system including main and service lines, valves, fire hydrants, reservoirs and related equipment; locate and repair service line leaks.

Perform maintain and inspection duties on the City's wastewater collection system and lift stations, including, but no limited to, collection lines, junctures, pumps and motors; locate leaks and complete repairs.

Clean wastewater collection system; operate hydro-vacuum truck to flush collection system; open clogs in lines; clean manholes, wet wells and lift stations.

Install, repair and replace pumps and motors at pump stations and ground water well sites.

Overhaul and maintain hydraulically controlled pressure valves and controls.

Participate in the installation of distribution system lines; cut and prepare piping and fittings; thread and link pipe; replace gate valves and couplings; install and replace water services; install water meters. Operate leak detection and pipe location equipment relative to excavation, tapping and repair of mains and lines; inspect and assess leaks.

Repair, maintain and ensure the security of manholes and pump stations; monitor and record lift station operations including flow rates, pump hours, electrical and telemetry problems and SCADA; prepare and maintain a variety of reports.

Read water meters with computerized hand held machine; field test customer meters for accuracy.

Respond to customer service complaints; check high and low pressure; check for meter leaks; install new meters; inspect for sewer overflows and stoppages; perform service turn-ons and turn-offs; notify customers of water interruptions and of the type of work to be performed; leave door hangers to notify customers of late payments.

Maintain water reservoirs and related equipment.

Operate of a variety of heavy construction and maintenance equipment including a dump truck, skip loader, backhoe, trencher, water tank truck, hand tools, power tools, and other related equipment; participate in training staff in the operation of equipment; pick up and deliver materials and supplies as necessary.

Participate in cutting and breaking asphalt and concrete surfaces; construct forms, pour and finish concrete; repair and participate in the pavement of roadways, sidewalks, manholes and related structures; perform concrete repairs, patch work, brick, block walls, and associated masonry work.

Maintain, update and inspect backflows and fire checks.

Service and maintain all air-vacs and blow-offs in the distribution system.

Maintain records related to water distribution and sanitary sewer collection system installation, repair, and maintenance activities; enter data in mobile mapping system.

Perform traffic control to ensure the safety of service workers and the general public.

Record operating hours and usages of water distribution system pumps and motors.

Remove weeds and debris from lift stations, storm drains, easements and grounds; spray pesticides and herbicides as needed.

As needed, assist with equipment maintenance at the water treatment and wastewater plants; as needed, assist plan operations to bypass operations and cleaning operations in wells, traps, lines, etc.

Monitor inventory of assigned materials and supplies; requisition and restock maintenance supplies, materials and equipment as necessary.

Maintain vehicles and tools used in the maintenance of the water and wastewater systems.

Ensure and adhere to safe work practices and procedures including, but not limited to lockout/tag out and confined space rules and regulations.

Assist in cleaning storm drains and catch basins as necessary.

Performs emergency locates.

Perform on-call duties and overtime as required.

Perform related duties as required.

*In addition to the above duties, incumbents in Utilities Maintenance Worker II positions may perform the following duties:*

Operate and maintain computerized programs for preventive maintenance, GIS, and SCADA systems.

Oversee the work of lower level staff as required.

Oversee and assist contractors accessing City utilities.

*In addition to the above duties, incumbents in Utilities Maintenance Worker III positions may perform the following duties:*

Provide lead supervision and training to subordinate staff, if assigned; verify attendance and provide initial approval for leave requests, if assigned.

Participate in the development of goals and procedures for water system maintenance, operations, and servicing.

Estimate time, materials, and equipment required for jobs assigned; utilize specialized software to track inventory, schedule, and account for equipment; communicate with vendors, obtain quotes; requisition materials as required.

Maintain records related to water distribution and sanitary sewer collection system installation, repair, and maintenance activities; enter data in mobile mapping system.  
Input and create work orders.  
Plan and oversee traffic control to ensure safety of service workers and the general public.  
Ensure the adherence to safe work practices and procedures including using lock out/tag out procedures and confined space rules and regulations.  
Oversee the work of lower level staff as required.  
Performs duties of the Utility Foreman in their absence.  
Perform related duties as required.

### **Knowledge, Skills and Abilities**

General knowledge meter reading and hand held recording book and equipment; conditions and situations that indicate meter failure; uses and purposes of general construction tools and equipment; safe work practices; operational characteristics of water distribution systems; operational characteristics and hydraulics of wastewater collections systems; safety procedures including confined space entry; preventative maintenance techniques and procedures; basic NPDES requirements as they pertain to potable water discharges; tools and equipment used in the maintenance and repair of water distribution and wastewater collections systems; geographic Information System (GIS) mapping and GPS locating systems; geography and street layout of City and surrounding area; operation and maintenance of related computer software and systems; operation of mobile computer systems; computer data control systems; office procedures, methods, and equipment including computers and applicable software applications; ability to perform semi-skilled and skilled maintenance and repair work related to water distribution and wastewater collection systems; solve customer complaints and interact effectively with the Finance Department; drain and recharge a water main in a safe manner. Troubleshoot problems in the system including pump station valves; calculate water pressure, volume and flow; rebuild and replace fire hydrants; use and operate hand tools, mechanical equipment, and power tools and equipment; read and interpret basic maps and blueprints. Perform water sampling duties; operate heavy equipment effectively and safely; work independently in the absence of supervision; perform heavy manual labor; explain water and sewer rates and billing rules to customers; be on standby; respond to, and assist on, emergency repairs on weekends and nights; work safely in confined spaces with hazardous materials; participate in and complete safety training courses including CPR; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

In addition, Utilities Maintenance Worker III must have knowledge of: Principles of lead supervision and training; advanced safety procedures, including confined space entry.

In addition, Utility Maintenance Worker III must have ability to: Lead and train staff in the area of work assigned; assign tasks to lower level water distribution staff; Interpret, explain, and enforce departmental and City policies and procedures; operate office equipment including computers and supporting software.

**Education and Experience** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**

High school diploma or GED.

#### **Experience:**

Utility Maintenance Worker I - Some general maintenance experience within area of assignment is desired.

Utility Maintenance Worker II - Two years of increasingly responsible experience repairing and maintaining water distribution and sanitary sewer collection systems and equipment.

Utility Maintenance Worker III - Three years of increasingly responsible experience repairing and maintaining water distribution and sanitary sewer collection systems and equipment.

### **Physical Requirements**

This work requires the regular exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, reaching with hands and arms and lifting, frequently requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and repetitive motions and occasionally requires sitting and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to the risk of electrical shock and exposure to vibration and occasionally requires exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and wearing a self-contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### **Special Requirements**

Utility Maintenance Worker II - Class I Distribution & Collections Certificates.

Utility Maintenance Worker III - Class II Distribution & Collections Certificates.

#### All Positions:

Possession of, or ability to obtain, an appropriate, valid Class B CDL within six months of employment

Possession of, or ability to obtain, CPR and First Aid certifications within the first six months.

Additional industry-specific certifications may be required depending on area of assignment.

Valid driver's license.

## Maintenance Worker I, II – Streets & Parks

Department/Division: Public Works/Streets & Parks

FLSA Status: Non-exempt  
Grade(s): 4 & 6

### General Definition of Work

Under immediate supervision (Maintenance Worker I) or general supervision (Maintenance Worker II), performing skilled or semi-skilled work and tasks in the maintenance and operation of streets, parks, storm water, buildings and grounds, and other City structures and facilities; and operates and maintains a wide variety of maintenance tools and equipment.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels. Incumbents may be required to respond to emergency call-outs.

### Distinguishing Characteristics

Maintenance Worker I – This is the entry-level class in the Maintenance Worker series. Incumbents in this classification receive on-the-job training, specific day-to-day direction and are closely supervised. Positions at this level are not expected to function with the same amount of knowledge or skills as positions allocated to the Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Advancement to the “II” level is based on meeting minimum qualifications and satisfactory job performance.

Maintenance Worker II - This is the journey-level class in the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned including operation and maintenance of various public works tools and heavy equipment. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

Operates various construction, maintenance, and landscape vehicles and attachments and equipment including power and hand tools; performs preventive maintenance and minor repairs on City vehicles and equipment.

Conducts traffic control when working in high traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.

Performs general housekeeping, grounds, and building maintenance.

Utilizes proper safety precautions related to all work performed.

Responds to emergencies as needed.

Attends safety and training sessions and seminars.

Assists Sexton in closing graves and other Cemetery-related activities.

Performs City building maintenance tasks as needed.

Recognizes hazardous situations and/or materials; isolate area and deny entry to hazardous areas; notifies appropriate Hazmat and law enforcement agencies for handling.

Assists with various public events, including distributing and collecting barricades, installing signs, collecting trash, cleaning public property; installs and removes City holiday decorations.

Performs on-call duties, overtime, and other duties as required.

Performs related duties as required.

**When assigned to Streets:**

Maintains traffic control systems; paint and stripe City streets, curbs, crosswalks and guardrails; installs permanent markers and reflectors along streets and highways.

Prepares, installs, repairs and replaces City signs and posts; installs and maintains street banners as necessary.

Maintains inventory of traffic materials including signs, paint and sand.

Repairs guard rails and other street appurtenances; inspects, installs, and repairs street signs; cleans ditches; installs culverts; picks up trash and debris on and along roads.

Mixes, rakes and spreads asphalt; seals cracks and patch streets; participates in street overlays.

Grinds street lane lines; installs new lane lines

Responds to emergency calls to remove traffic accident debris from City streets.

Operates street maintenance equipment including backhoe, concrete saw, and dump truck.

Constructs forms; pours and finishes concrete on curbs, gutters, sidewalks, and waterways; performs concrete repairs, patch work, brick, block walls, and associated masonry work.

Cleans and removes trash from streets and parking lots.

Cleans and maintains storm drains, pipes, catch basins and storm channels.

Performs walk-through inspections of storms drains; ensures proper working order; makes repairs as necessary.

**When assigned to Parks:**

Maintains City parkways, roadside, medians and grounds; hauls and places landscape materials; inspects areas for wetness and dryness; installs and maintains irrigation systems to ensure proper operating efficiency.

Maintains City trees; prunes trees to remove low branches that present a hazard to pedestrians and motorists; chips brush from trees and shrubs; grinds stumps of removed trees.

Cares for young City trees; plants trees and dig tree wells; waters and stakes as necessary; delivers young trees to City residents for planting in public rights-of-way.

Cleans, removes trash, litter debris from parks, trails and public spaces.

Maintains and repairs irrigation systems and other park facilities or equipment.

Removes roadside debris and weeds; cleans City sidewalks and gutters.

Applies pesticides, herbicides and fertilizers as needed.

Performs root pruning as necessary.

**Knowledge, Skills and Abilities**

Thorough knowledge of equipment maintenance and mechanics; working knowledge of mathematics; strong mechanical aptitude; excellent supervisory, organizational, verbal and written communication skills; ability to operate a variety of trucks, loaders, backhoe, jack hammer, air compressor, and other department equipment; ability to judge distances, to understand and anticipate problems, to maintain safety on the job, and to interpret written instructions, maps, manuals, and schematics; knowledge of practices and procedures of traffic control; knowledge of tree care, pruning, maintenance and removal (Parks); Methods and techniques of safe chemical use, storage and disposal; knowledge of methods and techniques of street maintenance, repair and asphalt overlay (Streets); ability to establish successful working relationships with entities, employees, and the public; ability to use good professional judgment, honesty, and integrity in decision making ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to perform a variety of maintenance, construction and repair work within the assigned area of responsibility; ability to operate and maintain a variety of maintenance equipment and vehicles including pavers, rollers, dump trucks, skid steer loaders, aerial trucks, chippers, chain saws, stump grinders, forklifts, root pruners, weed whips, chipper trucks, and tractors; ability to perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions; ability to perform heavy manual labor; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

**Education and Experience** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

High school diploma or GED.

**Experience:**

Maintenance Worker I - Some general maintenance experience within area of assignment is desired.

Maintenance Worker II - Two years of general maintenance experience performing field maintenance work within the assigned area of responsibility.

**Physical Requirements**

This work requires the regular exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, reaching with hands and arms and lifting, frequently requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and repetitive motions and occasionally requires sitting and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to the risk of electrical shock and exposure to vibration and occasionally requires exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and wearing a self-contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

**Special Requirements**

Possession of, or ability to obtain, Class B CDL within six months of employment

Possession of, or ability to obtain, CPR and First Aid certifications within the first six months.

Additional industry-specific certifications may be required depending on area of assignment.

Valid driver's license.

# Lead Meter Technician

Department/Division: Public Works/Utilities

FLSA Status: Non-exempt  
Grade: 6

## General Definition of Work

Under limited supervision, performs intermediate technical work involving a variety of duties in support of a water meter reading program; reads residential and commercial water meters; ensures quality customer service to City consumers; and performs minor water meter maintenance.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Reads residential and commercial water meters with computerized hand-held machine; reads meters manually as necessary; records readings making necessary calculations.

Oversees meter replacement program.

Installs and maintains hydrant meters.

Assists with field testing of customer meters for accuracy.

Performs minor field repairs; replace damaged meter boxes and lids; cleans out meter boxes; checks for meter leaks.

Assists with the repair of service lines and main breaks.

Examines meters for signs of tampering and report inoperative, leaking, malfunctioning or damaged meters and registers.

Performs customer service duties including service turn-ons and turn-offs, re-reading meters to resolve complaints, and hanging door hangers; notifies customers of water interruptions and of the type of work to be performed.

Maintains standby meter and parts inventories.

Locates water meters for work and construction crews.

Reads and maintains fire-checks and backflows for emergency fire systems of commercial buildings.

Installs and repairs wire harnesses as needed.

Provides snow and ice removal assistance to Public Works during inclement weather.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of meter equipment maintenance, chlorine testing, and mechanics; working knowledge of mathematics; strong mechanical aptitude; strong and effective public relations, verbal and written communication skills; ability to operate trucks, hand tools, and other department equipment; ability to judge distances, to understand and anticipate problems, to maintain safety on the job, and to interpret written instructions, maps, manuals, and schematics; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

## Education and Experience

High school diploma or GED, and some experience reading, maintaining, and repairing/replacing water meters is desirable, or equivalent combination of education and experience. Associates/Technical degree preferred.

## Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel,

frequently requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts and exposure to fumes or airborne particles and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid driver's license.

# Building Maintenance

Department/Division: Public Works/Streets & Parks

FLSA Status: Non-exempt

Grade: 6

## General Definition of Work

Under limited direction, performs intermediate skilled trades work maintaining and repairing City buildings, facilities, and related equipment; overseeing and evaluating the work of contractors; and performing a variety of tasks relative to the assigned area of responsibility.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Performs electrical, plumbing, carpentry, locksmithing and painting to maintain City buildings. Oversees all maintenance and repair of HVAC systems in City buildings; monitors HVAC controls and adjusts set points as needed; performs routine HVAC system preventative maintenance work; determines HVAC system problems and makes recommendations for repair; reviews and evaluates the quality of HVAC contract vendor work.

Moves and relocates office furniture; makes adjustments to desks, chairs, and files.

Oversees roof maintenance program; inspects condition of roofs; cleans roof gutters and drains.

Oversees parking lot light program; installs and repairs lamps, ballasts, and covers.

Repairs locking systems on doors, files, cabinets, and lockers.

Oversees building maintenance contract and service work; processes and contracts out repair requests.

Travels from site to site; inspects facilities, buildings and grounds for routine maintenance; prioritizes repairs and renovations.

Ensures facilities and buildings are in compliance with American with Disabilities Act and other guidelines and safety regulations.

Participates in the preparation of building maintenance budget; monitors budget expenditures.

Requisitions building maintenance supplies, material and equipment; monitors inventory; loads and unloads supplies.

Collects and transports hazardous waste including batteries and fluorescent tubes.

Prepares cost estimates for maintenance activities; maintains maintenance records and files.

Sets up and assists with activities associated with various City events.

Loads and delivers tables and chairs for special events.

Responds to public inquiries in a courteous manner, provides information within area of assignment; resolves complaints in an efficient and timely manner.

Coordinates pest control services for buildings.

Assists with maintenance of the City's Public Housing facilities, including responding to after duty hours, emergency calls.

Assists with snow removal around City buildings and sidewalks, parking lots, and otherwise directed.

Run errands as needed.

Assists with janitorial duties as required.

Performs other duties and activities as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of equipment and materials used in complex and simple building and grounds maintenance; working knowledge of mathematics, chemical usage, woodworking, and electrical and plumbing systems and repairs; working knowledge and experience in carpentry, electrical, HVAC and plumbing, construction, maintenance and repairs, and vehicle maintenance; strong mechanical and technical aptitude; excellent public relations, organizational, and verbal and written communication skills; ability to perform basic carpentry, operate hand tools, snow blower, mowers, and other department equipment; ability to schedule preventative maintenance services; ability to understand and anticipate

problems, maintain safety on the job, interpret and act upon written and verbal instructions, and understand maps, manuals, and schematics; ability to work on an as-needed basis outside of normal working hours; ability to demonstrate leadership, management, and technical skills through effective collaboration, team resources, progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

### **Education and Experience**

High school diploma or GED, and moderate experience in building maintenance, construction, HVAC, electrical, plumbing, woodworking, or equivalent combination of education and experience. Associates/Technical degree preferred.

### **Physical Requirements**

This work requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and lifting, frequently requires standing, walking, pushing or pulling and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to vibration and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather) and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Class B CDL driver's license within six months of employment.  
Valid driver's license.