



E.O.E.

Open Positions

Code Enforcement Officer

The City of Park City is accepting applications for a Code Enforcement Officer. The ideal candidate will be a self-starter with a strong desire to serve the community through the enforcement of laws and ordinances related to animals, zoning and building codes, common nuisances and public health and safety. Ideal candidate will have strong communication skills, ability to work with the public, and computer skills with experience in excel, word, and outlook. Some knowledge of law enforcement principles, procedures, building and zoning codes, and working knowledge of animal restraint and care techniques preferred. NACA certification a plus. Under the supervision of the Police Department, the Code Enforcement section works primarily first and second shifts. Shift coverage between the two shifts is 7 days a week and some on call hours. Applicants must be 18 years of age, have a high school diploma or GED, a valid driver's license, and must be able to pass a background check, pre-employment physical and drug screen. This is a uniformed position, the uniform will be provided by the City. Excellent benefit package with health insurance paid by the City, dental, KPERS, life insurance, deferred comp, vacation and sick.

TESTING IS REQUIRED FOR THIS POSITION; selected applicants will be required to complete testing at the Wichita Workforce Center.

Office Assistant-Receptionist

The City of Park City is seeking a dependable, friendly individual with great customer service and computer skills for an Office Assistant-Receptionist who will be responsible to answer the phone, greet customers, create new utility accounts, receive and enter utility payments into financial software, issue and receive license and permit payments, and perform other clerical duties. Successful candidate must possess exceptional typing skills, time management skills, be proficient in Microsoft Office suite, and have a positive attitude! High School diploma or GED required, experience in Incode software would be a plus. Exceptional benefit package including health insurance 100 % paid by the City, dental, retirement, deferred compensation, vacation, holiday, and sick leave.

TESTING IS REQUIRED FOR THIS POSITION; selected applicants will be required to complete testing at the Wichita Workforce Center.

WATER TECH I or WATER TECH II

Seeking a dependable individual with strong mechanical aptitude for Water Tech. position. Responsibilities include exercising valves, meter reconnect/disconnect, line installation and repairs. The successful candidate must be able to operate mowers, weed eaters, hand tools, trucks and equipment and have the ability to read and interpret written instructions, maps, manuals and schematics. Manual labor including lifting and carrying heavy objects, bending, kneeling, climbing, walking, is required daily in this position. Working knowledge of water systems a plus and KDHE Level II water certification is required for a Water Tech II position. Must be 18 years of age or older, pre-employment physical and drug screen, valid Kansas Drivers License required. Exceptional benefit package that includes medical, dental, retirement, deferred compensation, vacation, holiday, and sick leave.

Complete application on line at hrepartners.com

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