



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: January 15, 2026

JOB VACANCY MEMORANDUM NO. 26-04

TITLE: Building Operations Technician IV, Maintenance Custodian

ELEMENT OF ASSIGNMENT: Building Operations Unit

PAY RANGE: 51

STARTING MONTHLY SALARY: \$3,708

VACANCY STATUS: Vacant

EXPIRATION DATE: January 29, 2026

REQUIREMENTS:

Performs work maintaining and repairing Kansas City Police Department facilities and surrounding grounds. Responsibilities include troubleshooting and performing advanced maintenance on HVAC, plumbing, electrical and other building systems, as well as custodial and landscaping duties. Ensures all work meets department standards and reports any security or CJIS violations. Responds to emergency repairs and call-backs as needed to ensure the continued operation and safety of department facilities.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Provide general building maintenance and repair; tasks may include moving furniture, maintaining fans, generators, sump pumps, and janitorial duties.
2. Perform carpentry duties; includes building and repairing cabinets, bookcases, display cases, and various pieces of furniture; installs doors and windows, ceiling grids, tiles, and floor coverings.
3. Perform painting duties, involving tasks such as staining, varnishing, sheetrock taping, and texture work within industry and EPA standards.

4. Perform electrical installation, troubleshooting, and repair of high and low voltage commercial electrical systems including overhead lights, parking lot and perimeter lighting, repairs or additions of circuits and outlets, and maintenance to generator and UPS systems.
5. Perform installation, troubleshooting, and repair of complex and commercial locking and security systems including but not limited to mortise locks, electronic pass key systems, electronic, and pneumatic operators, and related low voltage control boards, power supplies, and hardware.
6. Perform maintenance, repairs, and installation on a wide variety of commercial HVAC systems including complex refrigeration systems using chillers, cooling towers, fan coil units, and circulation pumps; heating systems using gas, electric, and steam heat including boilers, steam traps, condensate, and under slab systems; air distribution systems such as air handlers, fan terminal units, and exhaust systems, and humidifiers.
7. Operate and control building comfort control and security systems through a computer based building automation platform such as Metasys or Lennel (or other compatible systems).
8. Perform plumbing installation, troubleshooting, and repairs of commercial plumbing fixtures and equipment such as water coolers, toilets, sinks, condensate pumps, humidifiers, ice machines, and sewer lines.
9. Must have the ability to communicate (hear and verbally) with other BOU members and dispatchers through the use of hand-held radios.
10. Must have the ability to operate and work within elevated work areas to include roofs, lifts and platforms, bucket trucks, or scaffolding.
11. Perform various grounds work to include operation of commercial mowers, tractors, ATV's, skid-loaders (and related attachments) such, transport of pull-behind trailers, and other related equipment.
12. Must have the ability to work in all types of weather conditions.
13. Provide technical support and training to Building Operations Technician II and III incumbents.
14. Maintain reliable and predictable attendance. Must have the ability to respond to emergencies when on call on a 24-hour basis, work overtime as needed, work weekends or holidays routinely, and perform shift work.
15. Perform related duties as required.
16. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function

or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a high school diploma or equivalent. Three years' experience working in a commercial facility management field performing heating, cooling, plumbing, and electrical. A strong knowledge and experience with commercial mechanical systems is preferred.

Must possess a valid driver's license and have the skills and abilities to operate department vehicles and equipment within specified vehicle operating procedures.

Incumbent will be required to complete a job simulated exercise.

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

Physical Requirements: Position requires very heavy lifting (over 50 pounds) occasionally, heavy lifting (20 to 50 pounds) frequently, light lifting (5 to 20 pounds) regularly, talking on the telephone, seasonal snow removal, the ability to climb a ladder, work at elevated heights on a roof, in a bucket truck or elevated platform lift, bending, kneeling, pushing, and pulling.

Job Location: (Place where work is performed.)

This position operates in department physical facilities and surrounding areas 100% of the time.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Plumbing tools
- Electrical test equipment
- Refrigerant equipment
- Drills and saws
- Vehicles
- Personal computer
- Trucks equipped with snow plows, salt spreaders, and blowers
- Man-lifts, scaffolding, bucket trucks
- ATV's, skid loaders, tractors

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be

submitted directly to **Mike Arndt, Building Operations Manager** by no later than **JANUARY 29, 2026**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **JANUARY 29, 2026**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Captain Justin Pinkerton

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Commander, Employment Unit