

Northeast District Office  
121 S.W. 21st Street  
Topeka, KS 66612-1429



phone: 785-296-3881  
fax: 785-296-3720  
[www.ksdot.org](http://www.ksdot.org)

Julie Lorenz, Secretary

Laura Kelly, Governor

### **For more information:**

[Shanna Burgardt](#)

Human Resource Professional II  
Kansas Department of Transportation District 1  
121 SW 21st St.  
Topeka, KS 66612  
Phone (785) 296-0015  
[Shanna.M.Burgardt@ks.gov](mailto:Shanna.M.Burgardt@ks.gov)

### **KDOT District 1 has temporary position available in Topeka**

District 1 has a Temp position (Utility Worker) open in Topeka. This is a 20 hour per week position and requires a valid driver's license. Job duties include basic vehicle maintenance, such as checking oil, washing, cleaning, vacuuming in addition to transporting the vehicles to and from downtown Topeka. You may also transport other employees on an as needed basis from repair facilities.

If interested please fill out this application; <https://admin.ks.gov/docs/default-source/.../jobs/da215fin.pdf>, and mail to Shanna Burgardt, 121 SW 21st St., Topeka, KS 66612 or if you have questions call Shanna at 785-296-0015 or Andrea Pugh at 785-296-0053 or Jennifur Hymon-Harpe at 785-296-0029.

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

## How to Claim Veterans Preference

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran"; under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determine by the hiring manager.

## Equal Employment Opportunity

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter.

###

This information can be made available in alternative accessible formats upon request. For information about obtaining an alternative format, contact the KDOT Office of Public Affairs, 700 SW Harrison St., 2<sup>nd</sup> Fl West, Topeka, KS 66603-3754 or phone 785-296-3585 (Voice)/Hearing Impaired – 711.

Click below to connect to KDOT's Social Networks:

