

Posting Date: March 18, 2014

Closing Date: March 31, 2013



JOB OPPORTUNITY BULLETIN

TITLE: AUTOMOTIVE TECHNICIAN I, II, OR III

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DESCRIPTION: This Automotive Technician position is assigned to the Missouri State Highway Patrol's Fleet and Facilities Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is an entry level position where the employee performs general repair and maintenance and/or collision repair on patrol vehicles. Duties also include cleaning and maintaining the work area as well as ordering and picking up parts and supplies. Work is performed under general supervision.

The primary duties of an employee in this position will be automotive collision repair. The individual will straighten and repair body panels, replace damaged sheet metal and mechanical components, diagnose and repair vehicle restraint systems, straighten and align vehicle frames and unitized bodies, formulate paint, refinish vehicles, and prepare vehicle damage assessments.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

QUALIFICATIONS: **Automotive Technician I:** Graduation from high school or possess a GED and successful completion of a two-year automotive or collision repair course **or** two years of experience in a position where the primary responsibility is repair or collision. **Automotive Technician II:** Graduation from high school or possess a GED and completion of a two-year automotive or collision repair course **or** two years of experience in a position where the primary responsibility is repair or collision and one year of experience as an Automotive Technician I or comparable experience. **Automotive Technician III:** Graduation from high school or possess a GED and successful completion of a two-year automotive or collision repair mechanics course **or** two years of experience in a position where the primary responsibility is repair or collision and three years of experience as an Automotive Technician II or comparable experience.

SALARY RANGE: (Semi-monthly) The minimum starting salary is \$1,196.50; however salary may be commensurate with experience.

APPLICATION PROCEDURE: Individuals interested in this Automotive Technician position must submit the Patrol's on-line application prior to the application deadline. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete an on-line [Application for Civilian Employment \(ACE\)](#). Individuals who have previously completed an application must access their profile in the ACE system to re-apply.

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Current employees who meet the minimum qualifications set forth in the job description(s) may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of April 14, 2014. The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test and favorable background investigation.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

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