

Opening Date: February 10, 2014

Closing Date: February 25, 2014



CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
Missouri State Highway Patrol

JOB OPPORTUNITY BULLETIN

TITLE: BUILDING AND GROUNDS MAINTENANCE SUPERVISOR

FACILITATOR: Kristy Johnson
(573) 526-6336
kristyjohnson@mshp.dps.mo.gov

DESCRIPTION: This Building and Grounds Maintenance Supervisor position is assigned to the Missouri State Highway Patrol's Criminal Justice Information Services 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: An employee in this class is responsible for directing and supervising a small number of maintenance personnel in a variety of grounds keeping and housekeeping tasks. General supervision is received from a designated superior; however, independent judgment is exercised in the performance of assigned tasks.

For a more detailed job description go to:

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

QUALIFICATIONS: Graduation from high school or posses a GED or graduation from the eighth grade and four years experience in grounds keeping and housekeeping tasks **OR** possess at least two years experience as a Building and Grounds Maintenance II or comparable experience.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,192.50, however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this Building and Grounds Maintenance Supervisor position must submit the Patrol's on-line application prior to the application deadline of February 25, 2014. 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.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15) and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of March 3, 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.

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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.

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.

*****Missouri State Highway Patrol***
General Headquarters
1510 E. Elm Street, P.O. Box 568
Jefferson City, MO 65102-0568
Phone/TDD (573) 751-3313
Fax (573) 751-9924**