

Opening Date: December 29, 2010

Closing Date: January 12, 2011

JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
MOTOR EQUIPMENT DIVISION

TITLE: Building and Grounds Maintenance Supervisor

LOCATION: Jefferson City, Missouri

FACILITATOR: Christina Suthoff (573) 526-6340
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DESCRIPTION: The Building and Grounds Maintenance Supervisor position is assigned to the Motor Equipment Division within the Missouri State Highway Patrol's General Headquarters. 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: The Building and Grounds Maintenance Supervisor position 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 the grounds keeping and housekeeping tasks **AND** 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 \$1,148.50; however salary will be commensurate with applicable experience.

APPLICATION PROCEDURE: Individuals interested in this position **must complete and submit** the Patrol's on-line application on or before the application deadline. Resumes will not be accepted in lieu of the application. Please visit the current openings page on our website at www.mshp.dps.mo.gov to complete an **on-line** Application for Civilian Employment (ACE).

Individuals who have completed a paper application for a position within the last twelve months must complete a new on-line application in the ACE system.

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 and resume through channels prior to the application deadline.

The interview board is tentatively scheduled for the week of January 24, 2011. 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, national origin, age, disability status, or any other non-merit factor.

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