

Opening Date: May 20, 2010

Closing Date: June 3, 2010

JOB OPPORTUNITY
MISSOURI STATE HIGHWAY PATROL
TROOP B HEADQUARTERS

TITLE: Building and Grounds Maintenance I or II

LOCATION: Troop B Headquarters; Macon, Missouri

FACILITATOR: Lieutenant Brian N. Anderson (660) 385-2132 ext. 224 brian.anderson@mshp.dps.mo.gov

DESCRIPTION: This Building and Grounds Maintenance position is assigned to Troop B Headquarters, Macon, Missouri. The official domicile is Macon, 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 is responsible for the general care of Patrol buildings and grounds. An employee in this position performs a variety of housekeeping tasks, mowing lawns, snow removal, etc. Work is assigned and performed in accordance with established routines. Instructions are specific in nature and work is subject to close inspection during progress and upon completion. *(For a more detailed job description go to:* <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>*.)*

QUALIFICATIONS: **Building and Grounds Maintenance I:** Graduation from the eighth grade. **Building and Grounds Maintenance II:** Possess at least one year of experience as a Building and Grounds Maintenance I or comparable experience.

SALARY RANGE: (Semi-monthly) **Building and Grounds Maintenance I/II:** \$890.50 - \$1,188.50

APPLICATION PROCEDURE: Applicants interested in this position must submit the Patrol's Application for Employment by the application deadline of June 3, 2010. Resumes will not be accepted in lieu of the application. Applicants may obtain an application from the Patrol's website at www.mshp.dps.missouri.gov, or by contacting the facilitator listed above.

Individuals who have completed an application for a position within the last twelve months may request their application be pulled for consideration by contacting the facilitator for the vacant position. If an application is older than twelve months, the applicant must submit a new application.

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 June 14, 2010. 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, favorable background investigation, and the results of a medical or psychological testing, when required.

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.

*****Missouri State Highway Patrol*****
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