

Opening Date: May 18, 2012

Closing Date: June 1, 2012



## TROOP B HEADQUARTERS Missouri State Highway Patrol

### JOB OPPORTUNITY BULLETIN

**TITLE:** BUILDING AND GROUNDS MAINTENANCE I OR II

**FACILITATOR:** Lieutenant Brian Anderson  
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**DESCRIPTION:** This Building and Grounds Maintenance position is assigned to the Missouri State Highway Patrol's Troop B Headquarters. The official domicile for this position is Macon, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** An employee in this position 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 & Grounds Maintenance I:** Graduation from the eighth grade, posses a valid Missouri driver license, and must be at least eighteen years old at the time of appointment. **Building & Grounds Maintenance II:** Same as a Building and Grounds Maintenance I AND possess at least one year of experience as a Building and Grounds Maintenance I or comparable experience.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$916.00; however salary may be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals interested in this Building and Grounds Maintenance position must submit the Patrol's on-line application prior to the application deadline of June 1, 2012. Resumes will not be accepted in lieu of the application. Please visit our website at [www.mshp.dps.mo.gov](http://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 June 11, 2012. 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.

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**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\*\*\*  
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