

JOB OPPORTUNITY

**MISSOURI STATE HIGHWAY PATROL
TROOP G HEADQUARTERS**

TITLE: Building and Grounds Maintenance I or II

LOCATION: Willow Springs, Missouri

FACILITATOR: Lieutenant Wayne Talburt
(417) 469-2433 Ext. 246
wayne.talburt@mshp.dps.mo.gov

DESCRIPTION: This Building and Grounds Maintenance position is assigned to Troop G Headquarters. The official domicile for this position is Willow Springs, 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, possess 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 will 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 December 2, 2011. 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 \(ACE\)](#).

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.

Interview boards are tentatively scheduled for the week of December 12, 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.

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***
Troop G Headquarters
1226 West Business Highway 60/63
Willow Springs, MO 65793
Phone/TDD (417) 469-3121
Fax (417) 469-3105**

Opening Date: November 18, 2011

Closing Date: December 2, 2011