



**Classification:** Building and Grounds Maintenance I (GHQ and Troop)

**Title Code:** V00421

**Pay Range:** 09

**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.

**DESCRIPTION OF DUTIES PERFORMED:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Performs a variety of housekeeping tasks such as mopping, scrubbing, dusting, and polishing.

Maintains an inventory and requisitions supplies and materials as needed.

Exercises care in the proper implementation of established cleaning procedures in areas assigned and ensures that cleaning materials are used in accordance with manufacturer's recommendations.

Cleans restrooms and fixtures; cleans dust and dirt from ceilings, walls, pipes, floors and windows; strips, cleans, waxes, and polishes floors.

Operates in a safe manner, various powered equipment (e.g., buffers, lawn tractor, etc.) in the performance of assigned tasks; repairs and maintains tools and equipment used.

Participates in the maintenance of institutional grounds; plants and waters trees, grass, flowers, shrubs; mows and trims lawn and hedges; weeds flower beds; sprays lawns, shrubs, and trees with fertilizer or insecticide.

Removes dirt, rubbish, snow, etc., from walkways and parking areas as required.

Operates safely a three-quarter ton truck with blade to remove snow from parking areas.

Performs limited painting and patch plastering; makes minor repairs and adjustments to plumbing, water lines, electrical wiring and equipment, etc., in the maintenance of building surfaces.

Performs limited carpet and tile installation.

Performs set up and removal of modular office furniture and other office related equipment.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to learn proper use of materials, methods, and equipment used in housekeeping and building and grounds maintenance work.

Ability to learn the operation and proper care of housekeeping equipment; ability to learn to maintain and make minor repairs to machinery and equipment.

Ability to learn the proper care of grass, flowers, trees, and shrubs used on institutional grounds.

Ability to work outdoors for long periods of time in inclement weather.

Ability to perform a variety of routine tasks in the care, cleaning, and general maintenance of building, grounds and equipment.

Ability to operate powered equipment in the performance of assigned tasks.

Ability to drive a three-quarter ton truck in the performance of assigned tasks.

Ability to lift at least 50 pounds (furniture and bags of lawn fertilizer, salt, and/or grass seed, etc.)

Ability to work independently with general supervision.

Ability to follow written and/or oral instructions.

Ability to interpret and comprehend product directions according to manufacturer's recommendations.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possession of a high school diploma or equivalent.

**NECESSARY SPECIAL REQUIREMENTS:** Possess or obtain and maintain a valid driver license.

Must be at least eighteen years old at the time of appointment.

Must provide a DNA sample to be used only for forensic identification as required at the time of appointment and must be able to pass a polygraph examination after conditional offer of employment if assigned to a Missouri State Highway Patrol Crime Laboratory.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.