

Opening Date: March 22, 2010

Closing Date: April 2, 2010

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**JOB OPPORTUNITY**  
**MISSOURI STATE HIGHWAY PATROL**  
**TROOP B HEADQUARTERS**

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**TITLE:** Building and Grounds Maintenance Supervisor

**LOCATION:** Troop B Headquarters; Macon, Missouri

**FACILITATOR:** Lieutenant Eric T. Olson (660) 385-2132 ext. 224 [eric.olson@mshp.dps.mo.gov](mailto:eric.olson@mshp.dps.mo.gov)

**DESCRIPTION:** The Building and Grounds Maintenance Supervisor 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:** 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/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) **Building and Grounds Maintenance Supervisor:** \$1,024.00 - \$1,414.00

**APPLICATION PROCEDURE:** Applicants interested in this position must submit the Patrol's Application for Employment prior to the application deadline of April 2, 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](http://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 April 12, 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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