

JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
COMMERCIAL VEHICLE ENFORCEMENT DIVISION

TITLE: Scale Maintenance Technician Apprentice OR Scale Maintenance Technician

LOCATION: General Headquarters
Jefferson City, Missouri

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DESCRIPTION: The Scale Maintenance Technician Apprentice or Scale Maintenance Technician position is assigned to the Commercial Vehicle Enforcement Division of the Missouri State Highway Patrol. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY:

Scale Maintenance Technician Apprentice - This is an entry-level position working under close supervision. Assignments are received in the form of oral or written work orders and may be accompanied by sketches, penciled layouts, or blueprints. The work may be independently subject to inspection while in progress or upon completion, or may be performed under the constant supervision of a Scale Maintenance Technician or Chief Scale Maintenance Technician.

Scale Maintenance Technician - The Scale Maintenance Technician is a licensed journeyman-level employee who performs skilled electrical and mechanical work in the maintenance, repair, overhaul, inspection, remanufacturing, and testing of Highway Patrol wheel load, axle load, full vehicle scales, and clinical scales throughout the state. The work involves adjusting, altering, repairing, or fabricating electronic and mechanical parts. The employee may work closely with contracting companies and the Missouri Department of Transportation (MoDOT) in the installation and acceptance of full vehicle platform scales and equipment associated with the Intelligent Highway System related to the monitoring and tracking of commercial vehicles for compliance with state and federal laws and regulations. Testing and repairing postal, warehouse, UPS, and evidence weighing devices used by other divisions within the Highway Patrol. An employee in this class may perform minor construction and repair of other equipment at a weigh station. The employee works long, irregular hours in the outdoors in extreme weather conditions. Work includes the operation of a diesel truck with a manufacturer's rated capacity of at least 15 tons and extreme overnight travel. Work is performed in extremely soiled and unsanitary environments and involves exposure to hazardous situations. Work is performed under general supervision of a superior and work is checked through performance of equipment and through occasional inspections.

(For more detailed job descriptions go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>)

QUALIFICATIONS:

Scale Maintenance Technician Apprentice - Applicant must possess a high school diploma or GED. Applicant must also have satisfactorily completed a minimum of two years of course work in the electronic trade at a recognized technical institute or possess equivalent knowledge and skill in electronic principles and techniques. In addition, a minimum of one year of experience performing manual and semi-skilled work in equipment maintenance, general maintenance, or related work that has involved electrical and mechanical equipment is desired.

Scale Maintenance Technician - Applicant must possess a high school diploma or GED. Applicant must also have completed a formal two-year degree in electronics or related field and have completed three years in the scale maintenance trade for commercial vehicle axle load and wheel load weigh scales or equivalent training and experience. Applicant must possess a Scale Maintenance license issued by the Missouri Department of Agriculture (Department of Agriculture requires a minimum of one year as an apprentice before testing).

SALARY: Minimum starting salary is \$1,116.00 (semi-monthly); however, salary may be commensurate with applicable experience.

Opening Date: April 22, 2011

Closing Date: May 5, 2011

APPLICATION PROCEDURE: Individuals interested in this position must complete and submit the Patrol's on-line application on or before the application deadline of May 5, 2011. Resumes will not be accepted in lieu of the application. Please visit the current openings page on our website at www.mshp.dps.mo.gov to complete our on-line Application for Civilian Employment (ACE).

Individuals who have completed a paper application for a position within the last twelve months must complete a new on-line application in the ACE system.

Current Patrol employees who meet the minimum qualifications 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 May 16, 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.

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.

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.

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