
JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
MOTOR EQUIPMENT DIVISION

TITLE: Temporary Building & Grounds Maintenance

LOCATION: General Headquarters, Jefferson City, MO

FACILITATOR: Christina Suthoff (573) 526-6340
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DESCRIPTION: This Temporary Building & Grounds Maintenance position is assigned to the Missouri State Highway Patrol's Motor Equipment Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act. *This position is approved for 1,000 hours of work during a 12-month period.*

POSITION SUMMARY: This position is a temporary position where the employee is responsible for the general care of the garage. This position assists with light mechanical duties such as changing oil, mounting and balancing tires, replacing light bulbs, minor body and trim repairs, etc. This position will also assist with washing cars, running errands, and performing building and grounds maintenance duties at the garage. *(For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>)*

QUALIFICATIONS: Graduation from the eighth grade. Applicant must also possess a valid Missouri drivers' license and must be at least eighteen years old at the time of appointment.

SALARY RANGE: \$9.03/hour

APPLICATION PROCEDURE: Individuals interested in this position **must complete and submit** the Patrol's on-line application on or before the application deadline. 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 an **on-line** Application for Civilian Employment (ACE).

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.

*****Missouri State Highway Patrol*****
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