

Opening Date: September 19, 2014

Closing Date: Open Until Filled



FLEET AND FACILITIES DIVISION
Missouri State Highway Patrol

JOB OPPORTUNITY BULLETIN

TITLE: TEMPORARY GARAGE AND CAR WASH

FACILITATOR: Kristy Johnson
(573) 526-6336
kristy.johnson@mshp.dps.mo.gov

DESCRIPTION: There is currently a Temporary Garage and Car Wash position available within the Missouri State Highway Patrol's General Headquarters. 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 is a temporary position where the employee is responsible for the general care of the garage. An employee in this position performs a variety of light mechanical duties and assisting with light housekeeping duties. 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: Graduation from the eighth grade.

NECESSARY SPECIAL REQUIREMENTS: Possess a valid Missouri drivers' license and must be at least eighteen years old at the time of appointment.

SALARY RANGE: \$9.45/hour

APPLICATION PROCEDURE: Individuals interested in this Temporary Garage and Car Wash position must submit the Patrol's on-line application deadline. 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 \(ACE\)](#). Individuals who have previously completed an application must access their profile in the ACE system to re-apply.

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.

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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***
General Headquarters
1510 E. Elm St.
Jefferson City, MO 65102-0568
Phone/TDD (573) 751-3313
Fax (573) 751-9419**