

POSTING DATE: September 29, 2020

CLOSING DATE: OPEN UNTIL FILLED



**FLEET AND FACILITIES  
DIVISION**  
**MISSOURI STATE HIGHWAY PATROL**  
**CAREER OPPORTUNITY BULLETIN**

**JOB ID: 1291**

**TITLE: TEMPORARY BUILDING AND GROUNDS MAINTENANCE**

**FACILITATOR:** Caitlan Elley  
(573) 526-6336  
[caitlan.elley@mshp.dps.mo.gov](mailto:caitlan.elley@mshp.dps.mo.gov)

**DESCRIPTION:** A Temporary Building and Grounds Maintenance position exists within the Missouri State Highway Patrol's Fleet and Facilities 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 is a temporary 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

Click [HERE](#) for a more detailed job description.

**QUALIFICATIONS:** Graduation from the eighth grade.

**NECESSARY SPECIAL REQUIREMENTS:** Possess a valid Missouri driver's license

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

**SALARY RANGE (Hourly):** \$12.06

**APPLICATION PROCEDURE:** Individuals, including current Patrol employees, interested in this position must visit our website at [www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov) to complete and submit an [application](#) prior to the application deadline. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

The tentative start date for this position is within 30 days of the interview. Interviews will be scheduled as applications are received.

**ADDITIONAL INFORMATION:** 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 background investigation and Patrol administered drug test.

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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.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

**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.