**POSTING DATE:** June 4, 2021 **EXTENDED CLOSING DATE:** July 2, 2021

# FLEET AND FACILITIES DIVISION

**MISSOURI STATE HIGHWAY PATROL**

**CAREER OPPORTUNITY BULLETIN**

**JOB ID: 1471**

**TITLE:** **BUILDING AND GROUNDS MAINTENANCE I OR II**

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**DESCRIPTION:** A Building and Grounds Maintenance position exists with 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.

**POSITION SUMMARY:** This position 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:** **Building and Grounds Maintenance I:** Possession of a high school diploma or equivalent. **Building and Grounds Maintenance II:** Possession of a high school diploma or equivalent and possess at least one year experience as a Building and Grounds Maintenance I or comparable experience.

**NECESSARY SPECIAL REQUIREMENTS:** Possess or obtain and maintain a valid driver license.

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

**SALARY RANGE (Semi-monthly):** The minimum starting salary is $1,046.00; however, salary may be commensurate with experience.

**APPLICATION PROCEDURE:** Individuals, including current Patrol employees, interested in this position must visit our website at https://statepatrol.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.

Interview boards are tentatively scheduled for the week of July 19, 2021. The tentative start date for this position is within 30 days of the interview.

**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. The Missouri State Highway Patrol is a Drug Free Workplace.

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.