



## CRIME LABORATORY DIVISION MISSOURI STATE HIGHWAY PATROL

### CAREER OPPORTUNITY BULLETIN

JOB ID: 1473

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

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**DESCRIPTION:** A Building and Grounds Maintenance position exists within the Missouri State Highway Patrol's Crime Laboratory Division. The official domicile for this position is Springfield, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** An employee in this position is responsible for the general care of Patrol buildings and grounds, and 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.

Applicants must also possess and maintain a valid driver license and be at least 18 years old at time of appointment.

Must provide a DNA sample to be used only for forensic identification as required at the time of appointment and must be able to pass a polygraph examination after conditional offer of employment if assigned to a Missouri State Highway Patrol Crime Laboratory.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,118.00; 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.

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.

**POSTING DATE:** May 27, 2021

**EXTENDED CLOSING DATE:** Open Until Filled

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.

**Polygraph Examination:** The applicant must undergo and successfully complete a polygraph examination, administered by a Patrol polygraphist. The polygraph examination can be stressful for some applicants. Conditions such as hypertension, pregnancy, respiratory or heart ailments, etc., may affect the results of the polygraph examination. While there is no medical evidence that a polygraph examination affects a person's health, applicants are encouraged to discuss this step with their physician prior to the examination to determine if it is suitable for them to be tested. If an accommodation is needed, the applicant must discuss this with the Human Resources Division at the time the examination is scheduled. Those applicants who are pregnant will not be tested until after the birth of the child. All applicants are required to sign a waiver form prior to taking the polygraph examination. The areas covered in the polygraph examination are as follows: employment history, traffic record, financial history, past and current illegal drug usage, record of criminal convictions, and basic honesty.

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.