



FACILITIES AND GROUNDS MAINTENANCE JOB FAMILY

CAREER PATH

Positions in this family perform activities associated with the maintenance of various grounds and State operated buildings, including the operation of equipment used in grounds and maintenance work.

Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Perform manual tasks requiring lifting heavy objects and bending.
- ❖ Perform alterations, maintenance, and repair work in a variety of trade areas.
- ❖ Operate groundskeeping and maintenance tools and equipment.

The work assigned to positions in this series ranges from performing basic manual tasks and maintenance to the implementation of facilities maintenance activities.

Maintenance/Grounds Worker

Pay grade: 13

First-level vocational position accountable for performing basic manual tasks that can be learned with short on-the-job training (e.g., picks up and bags litter, moves materials from one location to another). An employee in this position will perform custodial duties involving the cleaning of state offices or facilities. Tasks performed require the use of basic hand tools and operation of small equipment (e.g., power cleaning equipment, mowers, string trimmers, or light fleet such as utility terrain vehicles).

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

No education or experience is required.

Maintenance/Grounds Technician

Pay grade: 20

Second-level vocational employees responsible for performing a variety of semi-skilled work in the alteration, maintenance, and repair of state buildings and facilities. An employee in this position will also perform custodial duties involving the cleaning of state offices or facilities, as well as maintaining inventory of supplies and performing maintenance on cleaning equipment. Employees work in a variety of trade areas such as electrical, plumbing, carpentry, concrete and masonry, painting, plastering, and mechanical repair in settings such as facilities and grounds. May also oversee a crew engaged in custodial and maintenance tasks.



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Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

One year of relevant experience.

Maintenance/Grounds Supervisor

Pay grade: 25

This is a supervisory-level position accountable for directing and overseeing a variety of facilities, grounds, specialized trade workers, and contractors in the maintenance, operations, and repair of state facilities, equipment, and grounds. This position will also perform independent work in planning and assigning cleaning and maintenance work as well as anticipating staffing and cleaning needs. Other duties include inspecting building areas to ensure work has been done properly, training and instructing maintenance and grounds personnel in cleaning methods, maintaining supply and tool inventory, and ordering supply needs. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Two years of relevant experience with two years in semi-skilled work.

Maintenance/Grounds Manager

Pay grade: 26

This is a managerial position responsible for the overall management and quality assurance of programs or processes within the agency's automotive and marine maintenance areas and functions of an agency, including the supervision of lower-level professional staff. At this level, in addition to supervision, employees may perform the activities of higher-level professionals including project management and policy recommendation within a specified area. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. In addition, incumbents will be expected to have the knowledge and skills to perform and review the work overseen.



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Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Four years of semi-skilled work experience.

ADDITIONAL INFORMATION

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.

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.

Employees must be a United States Citizen, a permanent resident, or a legal resident of a country participating in the Visa Waiver Program (VWP).

Minimum Requirements specific to the Automotive/Marine Maintenance Job Family that may apply and are dependent on assigned areas of responsibility:

- ❖ Must possess or obtain and maintain a valid Driver's License.
- ❖ Must be at least eighteen years old at the 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

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.

Click [HERE](#) to view our employee benefits.



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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.

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Revised: --