

Opening Date: May 13, 2014

Closing Date: May 27, 2014



## JOB OPPORTUNITY BULLETIN

**TITLE:** SCALE MAINTENANCE TECHNICIAN APPRENTICE OR  
SCALE MAINTENANCE TECHNICIAN

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**DESCRIPTION:** This Scale Maintenance Technician Apprentice or Scale Maintenance Technician position is assigned to the Missouri State Highway Patrol's Commercial Vehicle Enforcement 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:**

**Scale Maintenance Technician Apprentice** - The Apprentice Scale Maintenance Technician is an entry-level position in becoming a licensed journeyman level Scale Maintenance Technician. An employee in this class works under close supervision. Assignments are received in the form of oral or written work orders and may be accompanied by sketches, penciled layouts, or blueprints. The employee works long, irregular hours in the outdoors in extreme weather conditions. Work includes the operation of a diesel truck with a manufacturer's rated capacity of at least 15 tons and extreme overnight travel. The work may be performed independently subject to inspection while in progress or upon completion, or may be performed under the constant supervision of a Scale Maintenance Technician or Chief Scale Maintenance Technician.

**Scale Maintenance Technician** - The Scale Maintenance Technician is a licensed journeyman-level employee who performs skilled electrical and mechanical work in the maintenance, repair, overhaul, inspection, remanufacturing, and testing of Highway Patrol wheel load, axle load, full vehicle scales, and clinical scales throughout the state. The work involves adjusting, altering, repairing, or fabricating electronic and mechanical parts. The employee may work closely with contracting companies and the Missouri Department of Transportation (MoDOT) in the installation and acceptance of full vehicle platform scales and equipment associated with the Intelligent Highway System related to the monitoring and tracking of commercial vehicles for compliance with state and federal laws and regulations. Testing and repairing postal, warehouse, UPS, and evidence weighing devices used by other divisions within the Highway Patrol. An employee in this class may perform minor construction and repair of other equipment at a weigh station. The employee works long, irregular hours in the outdoors in extreme weather conditions. Work includes the operation of a diesel truck with a manufacturer's rated capacity of at least 15 tons and extreme overnight travel. Work is performed in extremely soiled and unsanitary environments and involves exposure to hazardous situations. Work is performed under general supervision of a superior and work is checked through performance of equipment and through occasional inspections.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

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**QUALIFICATIONS:**

**Scale Maintenance Technician Apprentice** - Graduation from high school or possess a GED.

Must have satisfactorily completed a minimum of two years of course work in the electronic trade at a recognized technical institute or possess equivalent knowledge and skill in electronic principles and techniques. In addition, a minimum of one year of experience performing manual and semi-skilled work in equipment maintenance, general maintenance or related work that has involved electrical and mechanical equipment is desired.

Must possess or obtain a Class B Commercial Drivers' License (CDL) with air brake endorsement within probationary period and maintain throughout employment.

Must be able to obtain a Scale Maintenance license issued by the Missouri Department of Agriculture within the first year of employment.

**Scale Maintenance Technician** - Graduation from high school or possess a GED.

Must have completed a formal two-year degree in electronics or related field and have completed one year in the scale maintenance trade for commercial vehicle axle load and wheel load weigh scales or equivalent training and experience.

Must possess and maintain a Class B Commercial Drivers' License (CDL) with air brake endorsement.

Must possess and maintain a Scale Maintenance license issued by the Missouri Department of Agriculture (Department of Agriculture requires a minimum of one year as an apprentice before testing).

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,159.50; however salary may be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals interested in this position must submit the Patrol's on-line application prior to the application deadline. Resumes will not be accepted in lieu of the application. Please visit our website at [www.mshp.dps.mo.gov](http://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.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15) and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of June 9, 2014. 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.

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