



FACILITIES AND GROUNDS MAINTENANCE JOB FAMILY

CAREER PATH

Maintenance/Grounds Manager

This is a managerial position in charge of planning, coordinating, estimating, and scheduling of grounds and maintenance activities using in-house and/or contracted employees. This position oversees maintenance, alteration or renovation projects, and upgrades for facility(s) and/or locations. This position also serves as a custodial management position accountable for planning, directing, and supervising the work of all facility personnel assigned to housekeeping functions of a state building. At this level, the employee will be responsible for staying within an assigned budget and providing input when the budget is created and planning, assigning, and reviewing the work of others, as well as adjusting work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads. Duties may include estimation of project cost and scope; development of facilities management policies and procedures, including facility systems preventive maintenance schedules; and projection of future needs of facilities systems and structural maintenance. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. At this level, employees are focused on the implementation of facilities program activities and manage the day-to-day operations.

Knowledge, Skills, and Abilities

Thorough and comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of facilities and grounds maintenance, as well as the laws, principles, and practices as they are related to implementation within the agency.

Thorough and comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Comprehensive knowledge of and the ability to demonstrate successful operation and use of designated facilities and grounds maintenance equipment, parts, tools, supplies, and associated software systems in the performance of duties.

Comprehensive and working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.



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Comprehensive and working Knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.

Knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of supervisory and management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support staff.

Ability to lift, move, and/or carry 50 pounds.

Ability to work long hours while standing.

Ability to work outdoors and in inclement weather.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)



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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.

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

Requirements 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

Necessary Special Requirements

Documented successful completion of at least 40 hours of professional development and leadership training each fiscal year, in accordance with 1CSR 20-6.010.

Pay grade: 26

FLSA Status: Non-Exempt

Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 07/01/2024

Reviewed: 07/01/2024

Revised: --