



SPECIALIZED TRADES AND CONSTRUCTION JOB FAMILY

CAREER PATH

Positions in this family have specialized knowledge and skills in one of the trades areas (e.g., electrical; heating, ventilation, and air conditioning [HVAC]; electronics; carpentry; concrete and masonry; welding; plumbing; or painting) and oversee projects consisting of one skill or multiples skills for the State.

Typical functions

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

- ❖ Perform specialized trades work in specified areas.
- ❖ Perform various manual tasks.
- ❖ Perform maintenance for state buildings or facilities.

The work assigned to positions in this series ranges from receiving on-the-job training in a trade area to managing staff.

Specialized Trades Assistant

Pay grade: 23

This is a first-level vocational position specializing in areas such as electrical; heating, ventilation, and air conditioning (HVAC); electronics; carpentry; concrete and masonry; welding; plumbing; and/or painting. Duties may include basic manual tasks that can be learned with short on-the-job training. This position may also assist skilled employees and follow specific and detailed procedures and practices as instructed. Tasks performed require use of basic tools and equipment under supervision.

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.

Specialized Trades Worker

Pay grade: 27

This is a second-level vocational position specializing in areas such as: electrical; heating, ventilation, and air conditioning (HVAC); electronics; carpentry; concrete and masonry; welding; plumbing; and/or painting. Positions are accountable for completing skilled work within a specialized trade and can apply trade-specific knowledge to troubleshooting and work that is complex or varied in nature.



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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 on-the-job training in the trade area.

Senior Specialized Trades Worker

Pay grade: 29

(May be utilized in a Non-Supervisory or Supervisory Role)

This is advanced vocational-level work within a specialized area such as: electrical; heating, ventilation, and air conditioning (HVAC); electronics; carpentry; concrete and masonry; welding; plumbing; and/or painting. At this level, employees are seen as the go-to resource for the most complex issues. This position may act as a lead worker over lower-level employees (e.g., adjusting work assignments and schedules to maintain staffing levels, providing training and mentorship, signing off on work). Employee serves as a project contractor/coordinator for installation or replacement of systems requiring design (e.g., prioritize tasks for each phase of work; requisition materials and supplies; and liaise with state inspectors, representatives of local power companies, etc.). Employees participate in operational administration (monitor and account for inventory, and recommend need for outside contractors, create job specifications, recommend bids for approval, and monitor work).

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 skilled experience in the trade area.

Specialized Trades Supervisor

Pay grade: 31

This is a supervisory-level position specializing in areas such as: electrical; heating, ventilation, and air conditioning (HVAC); electronics; carpentry; concrete and masonry; welding; plumbing; and/or painting. Duties include oversight of construction, remodels, maintenance, or replacement for state buildings or facilities. This position provides assistance in more complex projects and supervision of vocational-level employees. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees 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.):*

Three years of skilled experience in trades, building maintenance, or construction.

Specialized Trades Manager

Pay grade: 34

This is a managerial-level position specializing in areas such as: electrical; heating, ventilation, and air conditioning (HVAC); electronics; carpentry; concrete and masonry; welding; plumbing; and/or painting. Employees at this level manage construction, remodels, maintenance, or replacement for state building or facilities. This position manages the vocational and supervisory-level employee resources. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen.

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.):*

Five years of semi-skilled or higher-level experience in trades, building maintenance, or construction, and one year of supervisory 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, or a legal resident of a country participating in the Visa Waiver Program (VWP).



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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.

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

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: --