



STATE OF MISSOURI
OFFICE OF THE ADJUTANT GENERAL
DEPARTMENT OF PUBLIC SAFETY
IKE SKELTON NATIONAL GUARD TRAINING SITE
2302 MILITIA DRIVE
JEFFERSON CITY, MISSOURI 65101-1203
<http://www.moguard.com>



NGMO-SR

16 June 2017

JOB OPPORTUNITY BULLETIN #06-17-481 (STATE)

Position Control Number 3000005

FLSA Classification: Code 2 Non-Exempt

1. The Office of the Adjutant General, State Resources is currently accepting applications for a Groundskeeper II at the Macon Training Site, 1616 S. Missouri, Macon, Missouri 63552.

a. **AUTHORIZED STARTING SALARY:** \$2,195.00 to \$2,265.00 per month.

b. **PRIMARY FUNCTIONS AND RESPONSIBILITIES:** Work is performed under the general supervision of the Heavy Equipment Operator. May supervise part-time, temporary employees or M-day soldiers. Supervise and participate in the care and maintenance of grounds and the improvement of landscapes by planting trees, grass, flowers, and shrubs. May operate and maintain a large greenhouse. Mix soils, prepare cuttings, transplant seedlings, stake and spray plants, weeds and flowerbeds, and fertilize plants. Direct and participate in filling, surfacing, hauling, and fertilizing operations. Direct and participate in removal of dirt, rubbish, snow, ice, leaves, and other refuse. Directs and participates in the maintenance of walkways, parking areas, sheds, and benches. Mow and trim lawns, prune trees, plants, and shrubs; trim hedges with hand and/or power equipment; weed flowerbeds; remove hazardous tree limbs. Prepare reports and maintain records of time worked, materials used and equipment maintenance. Repair and maintain tools and equipment. Water lawns, trees, and shrubs using hoses and/or sprinkler systems. Spray lawns, shrubs, and trees with fertilizer and insecticides; apply soil supplements to improve soil. Exercise some judgment regarding routine issues relating to work activities. Confers with supervisor regarding non-routine work issues. Procure supplies and materials required for the day-to-day maintenance of grounds and to support projects. May be required to operate equipment such as backhoe, grader, roller, etc. Will be required to participate in other work activities as assigned in response to workload or requests.

c. **WORKING CONDITIONS:** Work assignments may be inside or outside in extremes of hot or cold weather. Some heavy lifting is required. May be required to walk, stand, kneel, or sit for long periods of time. May be required to work after hours, weekends, or holidays in support of troop activities.

d. **CLOSING DATE OF ANNOUNCEMENT:** Completed applications must be received by close of business 30 June 2017.

e. **AVAILABILITY DATE:** Incumbent must be available for duty no later than 1 August 2017.

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f. **QUALIFICATIONS:** Three or more years of Groundskeeper experience, and possession of a high school diploma or GED certificate. Possess and maintain a current State Driver's License in the home of record state.

The United States Military Selective Service Act requires males aged 18-26 to register with the Selective Service Administration. In support of this federal regulation, the State of Missouri, Division of the Adjutant General, will require certification of registration with the Selective Service Administration prior to being employed.

Employment with the Office of the Adjutant General may be contingent upon the prospective employee providing the Office of the Adjutant General with a favorable background check. If the applicant is selected for employment prior to the completion of all required background investigations, and the results of the investigations are unfavorable, the employee will be released from employment with the Office of the Adjutant General.

Prospective employee must comply with 105.262 RSMO (HB600), which requires state employees to file and pay their state income tax.

Prospective employee must also be legally eligible to work for the State of Missouri.

DESIRABLE: Membership in the Missouri National Guard. A Missouri Class A commercial driver's license and military driver's license.

g. **APPLICATION PROCEDURES:** Persons who wish to be considered for this position must complete MO 812-0938 (6-16), DPS Application for Employment. Applications may be picked up from the State Resources Division located on the second floor of the Office of the Adjutant General, 2302 Militia Drive, Jefferson City, Missouri 65101-1203, or downloaded from www.moguard.com. Completed applications may be returned to the above listed address.


h. **AREA OF CONSIDERATION:** Statewide.

i. **PERSONNEL TO RECEIVE AUTOMATIC CONSIDERATION:** None.

2. Supervisors will call this J.O.B. to the attention of all personnel and will post in a conspicuous place on all bulletin boards. This position may be viewed on the Missouri Works Internet website address at <https://mocarers.mo.gov>, or the Missouri National Guard Home Page at: www.moguard.com.

3. The Missouri National Guard is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, gender, religion, national origin, political affiliation, age, disabling conditions, or any other non-merit factor. For questions regarding this job opportunity, please contact Elaine Forck at (573) 638-9609 or Elaine.a.forck.nfg@mail.mil.

FOR THE ADJUTANT GENERAL:


JILL L. DEGADO
Military Executive