



AUTOMOTIVE/MARINE MAINTENANCE JOB FAMILY

CAREER PATH

Positions in this family diagnose, adjust, maintain, repair, or overhaul light and/or heavy equipment, state vehicles, and marine vessels.

Typical functions

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

- Perform preventative maintenance.
- Perform mechanical work on various types of equipment.
- Perform inspections, diagnoses, maintenance, repairs, and modifications.

The work assigned to positions in this series ranges from preventative and mechanic work to managing day-to-day shop operations and supervision.

Automotive/Marine Technician

Pay grade: 23

A first-level vocational position accountable for performing preventative maintenance related to automotive equipment such as adding or changing fluids, lubricating the vehicle and equipment for service, replacing spark plugs and wires, cleaning and washing interior and exterior, and detailing.

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.):*

High School Diploma or equivalent.

Senior Automotive/Marine Technician

Pay grade: 27

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

This is a mid-level position accountable for performing mechanical and body work on vehicles, light and/or heavy equipment. Employees' main focus is on the inspection, diagnoses, maintenance, repair, modification, and restoration of heavy maintenance and construction equipment, and power generation equipment. Employees may supervise automotive/marine maintenance employees and organize work on a daily basis exercising independence and judgment that is greater than lower-level positions.



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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.):*

High School Diploma or equivalent and two years of relevant experience or appropriate education.

Automotive/Marine Service Supervisor

Pay grade: 29

This is a supervisory-level position accountable for assisting an automotive/marine service coordinator shop manager with the day-to-day operations of an automotive or heavy equipment repair shop, and/or supervision of technicians assigned to field locations. 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.):*

High School Diploma or equivalent and five years of relevant experience or appropriate education.

Automotive/Marine Service Coordinator

Pay grade: 31

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.

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.):*

High School Diploma or equivalent and eight years of relevant experience or appropriate education.



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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).

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 possess or obtain and maintain a Missouri Motor Vehicle Inspection Permit by the end of the training period.
- ❖ If born after January 1, 1984, possess or obtain a Missouri Boaters Safety Certification Card.

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.

Effective: 07/01/2024

Reviewed: 07/01/2024

Revised: --