

Missouri Veterans Commission – Central Office (Jefferson City)
Is seeking a Capital Improvements Specialist II

Salary Range: \$1,848.00 - \$2,720.00 semi-monthly

Qualifications for this position:

Two or more years of experience as a Capital Improvements Specialist I with the Missouri Uniform Classification and Pay System.

OR

A Bachelor's degree from an accredited college or university with a minimum of 24 earned credit hours in one or a combination of the following: Construction Management; Civil, Mechanical, Electrical, or Structural Engineering; Architecture; Engineering Management; Drafting; Mathematics; or a closely related field;

and,

Three or more years of experience in construction and/or renovation projects which involve multiple trades and includes developing and managing schedules, directing field staff, and estimating project costs (labor, materials, contractors/subcontractors, related expenses); or professional experience in architecture, building/construction engineering, or construction inspection.

(24 earned graduate credit hours from an accredited college or university in the specified fields may substitute for one year of the required experience.)

A Master's degree from an accredited college or university in the specified fields may substitute for two years of the required experience.)

(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)

Benefits Include:

Competitive Salary

Retirement Plan

Health, Dental, Vision & Life Insurance

3 weeks paid vacation/year

12 paid holidays/year

Please see attached [MVC position description](#) and see this link for the State Merit System class specification: [Office of Administration - Division of Personnel](#).

To be considered for employment with MVC, all applicants shall file and pay all Missouri State Income Taxes owed. Tax compliance will be confirmed with the Missouri Department of Revenue. Applicants may check tax compliance status by contacting the Department of Revenue at (573)751-7202.

To apply for this position, please forward a completed a MVC application, resume, transcripts and "Authorization to Release Confidential Information" form to: Becky Buechter, Personnel Clerk, Missouri Veterans Commission, PO Drawer 147, Jefferson City, MO 65102 or fax to (573)751-7660.

Application Deadline: June 16, 2017

An MVC application may be downloaded from our website at:

<http://www.mvc.dps.mo.gov/docs/employment/commissionApp.pdf>

The "Authorization to Release Confidential Information" form may be downloaded at: [Authorization to Release Confidential Information Form](#)

NOTE: To be considered for this position, interested applicants not currently on the State Merit System Register for Capital Improvements Specialist II must submit an application through the Electronic Application System (EASE) website by **June 16, 2017** for the Capital Improvements Specialist II register at: <http://oa.mo.gov/personnel/information-job-applicants>

For questions regarding this employment opportunity, please contact Human Resources at (573)522-1424.

EOE; Drug Free Workplace
MVH celebrates a diverse workforce