

Missouri Department of Transportation Job Description

Job Title: Senior Multimodal Operations Technician

Title Code: R01496

Salary Grade: M06

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Multimodal Operations

Effective Date: 06/01/2023

Replaces (Effective Date):

General Summary

Provides advanced technical or paraprofessional support in preparation of project/grant applications, project/grant agreements, plans and documents related to waterways, aviation, transit, freight and railroad program administration. This position is governed by federal and state regulations for administering funds for each program. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- High School Diploma or GED/HiSET and four years of technical experience, OR
- Associate's Degree in Civil Engineering Technology, Surveying or related field and two years of experience in technical positions, OR
- Bachelor's Degree in Civil Engineering Technology or related field.

Special Working Conditions/Job Characteristics

- None

Examples of Work

1. Tracks federal and state funds and sub-awards for each subrecipient; prepares all required federal and state reports relating to program funding and projects
2. Prepares grant applications and supporting documentation; prepares grant agreements for subrecipients.
3. Creates and maintains databases, spreadsheets, charts, and graphs using current technology, manages data to ensure quality.

4. Corresponds with project/program sponsor and/or subrecipients on project data and request for reimbursements.
5. Reviews and processes documents such as expense vouchers, invoices, purchase orders and similar documents for correct entry, coding, and accuracy.
6. Researches historical databases and records; locates and reproduces plans that are kept on microfilm or compact disk for designers, the general public, contractors, consultants and utility companies.
7. Monitors project/program progress and records.
8. Utilizes software programs to calculate and/or analyze design reports, project plans and quantities, and databases.
9. Reviews program/projects for funding eligibility, reviews and processes change orders and request for reimbursements.
10. Maintains necessary contact with Federal partners, consulting engineers and project sponsors in review of project/grant, plans, specifications, and contracts.
11. Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.