

# Missouri Department of Transportation

Code: R04036

Title: Transportation Program Manager

Exemption Status: Exempt

Grade: 17

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## Job Description

Effective Date 08-01-2004

Replaces (Effective Date) 09-01-2002

**General Summary** The transportation program manager oversees several regional field offices and staff, and directs the statewide planning, coordination, and implementation of activities for motor carrier safety, hazardous materials, and economic enforcement efforts. Responsibilities are performed under general supervision.

**Minimum/Required Qualifications** Bachelor's Degree: Criminal Justice, Law Enforcement, Safety, Business Administration, or related field. North American Standard Inspection Certification, General Hazardous Materials, Cargo Bulk Package, Motor Coach, Compliance Review Course.  
Four years of experience in motor carrier enforcement activities.

**Supervisory Responsibilities** Full Supervision

**Location** Central Office - Motor Carrier Services

**Special Working Conditions/Job Characteristics** Job requires regular, statewide, and out-of-state, overnight travel and occasional, nationwide, overnight travel.

Job requires heavy physical exertion and effort.

Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.

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## Examples of Work

- (1) Plans, directs, monitors, and evaluates the motor carrier hazardous materials compliance program; develops annual enforcement plan in conformance with federal regulatory and funding standards; coordinates inspection of affected cargo tank carriers with other involved agencies; inspects vehicles carrying hazardous materials for compliance with established federal regulations; reviews applications for fitness to transport hazardous materials.
- (2) Assists in planning, monitoring, and evaluating the motor carrier commercial vehicle safety and compliance plan; develops annual enforcement plan in accordance with regulatory and funding standards; serves as liaison with federal authorities on enforcement and reporting matters.
- (3) Manages regional field offices operations; monitors regional staff work output and provides direction as needed regulatory changes to field staff; assists in developing grant.
- (4) Reviews applicable federal and state statutes and regulations to ensure program compliance and operation

efficiency; provides supervisor with technical advice and assistance on legislative and regulatory proposals; monitors and disseminates or contract proposals and project applications for funding support.

- (5) Reviews and approves regional field staff's compliance reviews, safety audits, educational contacts, vehicle inspection reports, safety enforcement cases, and economic enforcement cases prior to forwarding to legal staff; reviews and approves time sensitive reports prior to integration into federal data base system.
- (6) Cooperates with federal and state agencies and organizations in the development and implementation of regulatory standards; participates in regional and national organizations to achieve enforcement consistency and compliance.
- (7) Develops and maintains a system of program evaluation and quality assurance through reports, data analysis, and periodic on-site evaluation of inspections conducted by field staff.
- (8) Develops and administers internal and external training of hazardous materials and safety requirements/regulations; provides technical assistance and consultation to field personnel and the motor carrier industry, and identifies training needs.
- (9) Assists computer technology personnel in upgrading or installing new or existing software packages in regional offices.
- (10) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Plan.
- (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.**