

Missouri Department of Transportation

Code: R01031

Title: General Services Technician

Exemption Status: Non-Exempt

Grade: 6

Job Description

Effective Date 01-01-2014

Replaces
(Effective Date) 08-01-2005

General Summary The general services technician provides routine administrative and paraprofessional support in general services functions such as fleet management, facilities maintenance, facilities management, and procurement, including resolving routine issues and questions with a moderate degree of independence. Complex questions and nonstandard issues are referred to the appropriate personnel. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications High School Diploma or GED/HiSET
Two years of advanced (beyond entry-level) clerical experience.

Supervisory Responsibilities None

Location Central and District Offices - General Services

Special Working Conditions/Job Characteristics Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Collects data from vendors, contractors, and governmental agencies for operations in assigned areas.
- (2) Verifies and processes payments to vendors, political subdivisions, and contractors.
- (3) Prepares and issues specifications and bid invitations to suppliers; reviews bids for accuracy and completeness; develops and distributes summary documents regarding bids received.
- (4) Purchases materials, parts, equipment and supplies within predetermined limits; prepares and processes purchase orders by determining product specifications, searching for vendors, and monitoring vendor contracts for accuracy of delivered goods.
- (5) Maintains databases and spreadsheets related to fleet management, facilities management, procurement, travel services, distribution center services and/or equipment repair.
- (6) Conducts research, provides information and best practice clarification to department staff.
- (7) May coordinate activities related to travel services and mail services.
- (8) 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.