

Missouri Department of Transportation

Code: R02007

Title: Senior Facility Operations Specialist

Exemption Status: Non-Exempt

Grade: 12

Job Description

Effective Date 01-01-2014

**Replaces
(Effective Date)** 06-01-2010

General Summary The senior facility operations specialist performs advanced and skilled building and utilities maintenance, repairs, and renovations to department facilities. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** High School Diploma or GED/HiSET, plus completion of a formal post-secondary technical training program (at least 30 credit hours and one school year in duration) in building trades such as heating, air conditioning, carpentry, or electrical wiring.
Four years of experience in building repair and maintenance.
Successful completion of a work simulation examination and a medical-physical examination.

**Supervisory
Responsibilities** Lead Worker Only

Location Central or District Offices - General Services

**Special Working
Conditions/Job
Characteristics** Job may require occasional, statewide, 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.
Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

- (1) Performs on-site inspections of building and utility repairs and maintenance performed by contractors to ensure work meets required specifications.
- (2) Installs and maintains heating and air conditioning equipment, power equipment, lighting fixtures, power panels and related building utilities.
- (3) Repairs heating equipment, electrical systems, pumps, plumbing, utility lines, roofs, and related building maintenance.
- (4) Recommends or performs preventative maintenance for buildings and utilities.
- (5) Develops and prepares various building and utilities contracts for maintenance and repairs.
- (6) May serve as a liaison with external vendors, contractors, and engineers.

- (7) Develops and prepares various building and utility contracts for renovation, maintenance and repairs.
- (8) Researches and prepares cost estimates and specifications for materials and services to be bid.
- (9) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (10) 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.