

Missouri Department of Transportation

Code: R01036

Title: Senior System Management Technician

Exemption Status: Non-Exempt

Grade: 8

Job Description

Effective Date 01-01-2014

**Replaces
(Effective Date)** 08-01-2005

General Summary The senior system management technician provides advanced administrative and paraprofessional support in parks road management, traffic operations, sign production, maintenance management, bridge management, roadside management, highway safety program administration, construction management, and/or environmental support, including resolving standard issues and minor non-standard issues with a high degree of independence. Complex nonstandard issues or special problems are referred to the appropriate personnel. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** High School Diploma or GED/HISET
Two years of technical experience in operations or related positions.

**Supervisory
Responsibilities** None

Location Central Office - Maintenance, System Management Support, Traffic, Highway Safety

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

Examples of Work

- (1) Prepares and processes specifications, requests for proposals, bid requests, requisitions, bid openings, plans, traffic contracts, maintenance contracts, and reports.
- (2) Develops and monitors the budget for assigned areas; approves expenditures as required by established guidelines.
- (3) Maintains and updates inventory records for nonexpendable items, capital investment, petroleum products, warehouse stock, and maintenance materials.
- (4) Develops and/or maintains databases, spreadsheets, and manuals related to maintenance, traffic, motor carrier services, or highway safety operations.
- (5) Collects data from vendors, contractors, and governmental agencies.
- (6) Provides assistance to managers and professional staff by providing information and business process clarification as needed.

- (7) Verifies and processes payments and billings to vendors, political subdivisions, other governmental agencies and contractors.
- (8) Maintains department records for activities such as Adopt-A-Highway, bid proposals, bridge inspection, bridge repairs, environmental assessments, park roads programs and sign production.
- (9) Conducts research, runs queries and reports and provides information and practice clarification to department staff.
- (10) Assists in quality assurance programs.
- (11) Compiles data for preparation of fiscal notes on proposed legislation.
- (12) 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.