

# Missouri Department of Transportation

Code: R04203

Title: Maintenance Management System  
Administrator

Exemption Status: Exempt

Grade: 18

---

## Job Description

Effective Date 03-01-2019

Replaces  
(Effective Date)

**General Summary** The maintenance management systems administrator oversees and supports the activities associated with managing the maintenance management system (MMS) software, including data analysis and verification, training, testing, application development, and implementation of system updates. Responsibilities are performed under general supervision.

**Minimum/Required Qualifications** Bachelor's Degree: Business Administration, Computer Science, Mathematics, or related field  
Eight years of experience in data preparation and analysis.

**Supervisory Responsibilities** Full Supervision

**Location** Central Office - Maintenance

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

---

## Examples of Work

- (1) Coordinates and facilitates the development and delivery of MMS applications to better serve customer business needs, including determining functional requirements.
- (2) Oversees data analysis and verification of data accuracy in MMS database; performs user acceptance testing and system testing of MMS software solutions, including client/server applications and intranet web applications and queries.
- (3) Plans, directs, coordinates and monitors the progress of the data maintenance and application support section within the division.
- (4) Serves as liaison for MMS to department staff and external consultants.
- (5) Distributes software updates to the general user community; prepares software applications for distribution, runs or coordinates update scripts, and coordinates team resources; ensures updates are completed in a timely and accurate manner.
- (6) Creates custom queries/reports for internal and external customers, including those used by district and

central office staff.

- (7) Works with vendors to ensure MMS updates meet the department's needs and objectives, fit within the department's infrastructure and work with other department and intranet web applications as necessary.
- (8) Directs training of department personnel in the proper use of assigned software in both classroom and field environments; creates upgrades to existing software as requested by the department.
- (9) Facilitates effective communication, teamwork and project management among division staff, district staff, and consultants throughout the department.
- (10) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (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.**