

Missouri Department of Transportation

Code: R04459

Title: Assistant Maintenance Liaison

Exemption Status: Exempt

Grade: 18

Job Description

Effective Date 04-16-2020

Replaces
(Effective Date)

General Summary The assistant maintenance liaison oversees and supports management of Maintenance Management System (MMS) software, including training, trouble shooting, application development, and implementation of system updates; assists with operational maintenance liaison responsibilities. Responsibilities are performed under general supervision.

Minimum/Required Qualifications Bachelor's Degree: Civil Engineering, Engineering Management, or related field and six years of related experience
or
More than ten years of progressively responsible highway maintenance operations experience.

Supervisory Responsibilities Lead Worker Only

Location Central Office - Maintenance

Special Working Conditions/Job Characteristics Job requires occasional, statewide, overnight travel
At least eight years of supervisory experience preferred.

Examples of Work

- (1) Serves as a highway maintenance operations expert in the delivery of MMS applications to better serve customer business needs, including determining functional requirements.
- (2) Assists with the statewide Emergency Operations Center during winter operations and other emergency response efforts, on a rotational basis, including weekends and days off.
- (3) Troubleshoots and verifies data accuracy in MMS database; performs user acceptance testing and system testing of MMS software solutions.
- (4) Demonstrates MMS functionality to maintenance field staff assisting in the implementation, usability and support of the application.
- (5) Assists as a liaison for MMS to department staff and external consultants.
- (6) Assists in distributing MMS software updates to the general user community; prepares software applications for distribution, runs or coordinates update scripts, coordinates team resources, and ensures updates are

completed in a timely and accurate manner.

- (7) Assists vendors to ensure MMS updates meet department needs and objectives, fit within the department's infrastructure, and work with other department and intranet web applications as necessary.
- (8) Assist training department personnel in the proper use of MMS, in both classroom and field environments.
- (9) Facilitates effective communication and teamwork among department district and division staff, and consultants.
- (10) Facilitates deployment of statewide Automatic Vehicle Locator Global Positioning System for applicable MoDOT fleet.
- (11) 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.
- (12) Performs other duties 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.