

Missouri Department of Transportation

Code: R04460

Title: Maintenance Liaison

Exemption Status: Exempt

Grade: 12

Job Description

Effective Date 07-01-2022

**Replaces
(Effective Date)** 02-01-2021

General Summary The maintenance liaison assists districts on the management of the overall maintenance program; researches, develops, or modifies maintenance procedures; and completes special projects relating to maintenance operations.
Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Engineering, Engineering Management, or related field and eight years of related experience.
or
Twelve years of progressively responsible highway maintenance and traffic operations experience, including four years of supervisory responsibility.

**Supervisory
Responsibilities** Full Supervision

Location Central and District Offices - Maintenance

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

Examples of Work

- (1) Provides direction, supervises and coordinates district maintenance, traffic, special crews and equipment activities.
- (2) Investigates highway incidents, supervises emergency response situations, and conducts field inspection trips to monitor maintenance, traffic and special crew activity.
- (3) Provides district-wide oversight and quality assurance of assigned operations functions including providing technical expertise and advice on area operations.
- (4) Coordinates, distributes, and tracks district operating budget; transfers district resources to meet funding needs, plans for future district operational needs, and prioritizes projects and activities based on established budget.
- (5) Communicates with area leaders, the public, and community organizations regarding department goals and objectives; responds to inquiries, complaints, and requests for information from legislators, public officials, the general public, media, and internal customers.

- (6) Disseminates and implements department policies and procedures to maintenance, traffic and special crews.
- (7) Manages the district maintenance, traffic and special crew workforce including identifying the availability of, and recruitment needs for, professional and technical expertise.
- (8) Evaluates maintenance, traffic and special crew performance and recommends employment, promotion and disciplinary action.
- (9) May conduct bridge field-checks for rehabilitation contracts and recommend bridge preventative maintenance, rehabilitation, or replacement for programming.
- (10) Facilitates effective communication and teamwork among department district and division staff, consultants and vendors.
- (11) Facilitate deployment of Maintenance Management System and Automatic Vehicle Locator Global Positioning System statewide.
- (12) Performs supervisory 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 in a manner consistent with the department's Affirmative Action Program.
- (13) 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.