

Missouri Department of Transportation Job Description

Job Title: Motor Carrier Project Manager

Title Code: R04118

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker Only

District/Division: Central Office – Motor Carrier Services

Effective Date: 12-16-2024

Replaces (Effective Date): 07-01-2022

General Summary

The motor carrier project manager leads the development of motor carrier special projects, and provides guidance in motor carrier services operations, regulatory activities, compliance and audit programs. This position is governed by federal and state regulations and department policy. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Accounting, Finance, Economics, Business Administration, Public Administration, Criminal Justice, or related field, **AND** six years of experience with the department in motor carrier services and/or a professional position demonstrating knowledge and application of laws, regulations, policies, and procedures, as well as the ability to develop and manage projects, **OR**
- Ten years of experience with the department in motor carrier services and/or a professional position demonstrating knowledge and application of laws, regulations, policies, and procedures, as well as the ability to develop and manage projects.

Special Working Conditions/Job Characteristics

Examples of Work

1. Manages the interpretation, development and design of department motor carrier policies and procedures, including internal policies and procedures for the division.
2. Provides guidance in the management of the over dimension/overweight, operating authority, support services, and international registration plan areas.

3. Develops responses to fiscal notes and legislative inquiries in regard to motor carrier related services.
4. Attends meetings and conferences as a representative of the department on motor carrier issues; provides information when necessary.
5. Serves as lead on special assignments such as performance measures, Commercial Vehicle Information Systems and Networks (CVISN) deployment, process improvement teams, freight teams, and truck parking initiatives.
6. 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.
7. Performs other responsibilities as required or assigned.