

Missouri Department of Transportation Job Description

Job Title: Assistant Maintenance Liaison

Title Code: R04459

Salary Grade: 11

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: District and Central Offices - Maintenance

Effective Date: 04-01-2023

Replaces (Effective Date): 07-01-2022

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.

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 regular 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 an accurate and timely 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. Assists training department personnel in the proper use of MMS in both classroom and field environments.
9. Facilitates effective communication and teamwork among district staff, division staff, and consultants.
10. Facilitates deployment of statewide Automatic Vehicle Locator Global Positioning System for applicable MoDOT fleet.
11. Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
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.