

Missouri Department of Transportation Job Description

Job Title: Facility Operations Crew Worker

Title Code: R01306

Salary Grade: 2

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices – General Services

Effective Date: 12-16-2024

Replaces (Effective Date): 10-01-2022

General Summary

The facility operations crew worker performs minor or routine maintenance on building interiors, exteriors, and grounds. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- High School Diploma or GED/HiSET
- Successful completion of a work simulation examination and a medical-physical examination.

Special Working Conditions/Job Characteristics

- Job requires heavy physical exertion and effort.
- Job requires exposure to moderately adverse and undesirable environmental conditions.
- Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

1. Performs routine maintenance on building interiors, such as replacing light bulbs, switches and fuses; repairing windows and blinds; and installing floor and ceiling tile.
2. Performs facility renovation, repair, and maintenance functions such as pouring and finishing concrete, roofing, painting and plastering, and installing carpet, sheetrock, and doors.
3. Performs routine maintenance to plumbing, heating, and air conditioning systems.
4. Repairs, moves, and assembles file cabinets and furniture.

5. Loads and unloads freight and delivers to appropriate office.
6. Performs maintenance to building exteriors and grounds, such as snow removal, mowing, trimming, and related activities.
7. May assist with annual building inspections.
8. Performs other responsibilities as required or assigned.