Missouri Department of Transportation Job Description

Job Title: Facility Operations Supervisor

Title Code: R02005

Salary Grade: 8

Exemption Status: Non-Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central and District Offices - General Services

Effective Date: 10-16-2025

Replaces (Effective Date): 12-16-2024

General Summary

The facility operations supervisor plans, supervises, and coordinates the maintenance, renovation, and construction of department buildings. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- High School Diploma or GED/HiSET, plus completion of a formal post-secondary technical training program (at least 30 credit hours and one school year in duration) in building trades such as heating, air conditioning, carpentry, or electrical wiring, **AND** six years of experience in building construction, building maintenance, or building design, **OR**
- Seven years of experience in building construction, building maintenance, or building design.

Special Working Conditions/Job Characteristics

- Job requires frequent district-wide and occasional, statewide, overnight travel.
- Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.
- Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

1. Supervises the maintenance and operation of all district or Central Office facilities and capital properties, and coordinates maintenance and repair projects and programs for preventative maintenance, routine maintenance, janitorial and other related services.
2. Conducts physical inspections of facilities, discusses facility needs with department personnel, creates, reviews, or updates necessary facility planning documents, and submits facility related

requests to necessary personnel for approval and inclusion in the capital improvement and capital asset preservation programs.

3. Supervises the input and maintenance of facility data in appropriate automated systems for use in capital planning, facility and property asset management, service order management, security system management, and building automation.
4. Coordinates work with contractors, consulting firms, manufacturers, suppliers and district personnel during building construction, renovation, remodeling and modification, including facility inspections.
5. Coordinates facilities-related issues involving occupational health and safety, physical security of employees and department facilities, environmental compliance and emergency management; responds to facility-related emergencies.
6. Consults and advises district or Central Office management on matters related to facilities management, maintenance and operations.
7. Administers construction documents, including building construction contracts, permits, contractor payments, requests for proposal or quotations, and construction change orders.
8. Prepares cost estimates and bids for programmed work.
9. Provides input during the budget preparation process and has budgetary compliance responsibilities.
10. Purchases or supervises the purchase of building supplies and materials.
11. Performs supervisory responsibilities.
12. Performs other responsibilities as required or assigned.