Missouri Department of Transportation Job Description

Job Title: General Services Manager

Title Code: R04089

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: District Offices - General Services

Effective Date: 10-16-2025

Replaces (Effective Date): 12-16-2024

General Summary

The general services manager provides direction, district wide oversight and quality assurance in the areas related to equipment management, procurement, warehouse management, facilities management and capital improvements. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Accounting, Facilities Management, or related field, **AND** six years of experience in general services related functions, including fleet management, facilities management, and purchasing and procurement, **OR**

- Ten years of experience in general services related functions, including fleet management, facilities management, and purchasing and procurement.

Special Working Conditions/Job Characteristics

- Job requires regular, overnight, statewide travel.

Examples of Work

1. Manages the operation of fleet, procurement, and facilities with the responsibility of developing and/or implementing policy changes related to these fields and needs.

2. Develops, manages and distributes the budget to ensure the effective and efficient use of agency funds in purchasing, warehousing, equipment needs, facilities needs and capital improvements.
3. Serves as a liaison between the district and central office personnel in the accessing, creating and implementation of policies, programs and guidelines that support the efficient and effective use of assets.

4. Leads district equipment committee to assess equipment needs and researches equipment utilization across the district; coordinates district plans for asset replacement and disposition utilizing best practices.

5. Coordinates with district management to design, implement and improve internal planning, policies and procedures that focus on organizational, group/team and individual performance.

6. Performs supervisory duties including performance reviews, feedback, and training/development; monitors adherence to policy and procedures.

7. Provides information to local governments regarding cooperative bid specifications and contracts as well as the sale of used materials and equipment.

8. May oversee radio personnel who are responsible for maintaining district communications equipment and for resolving radio reception problems.

9. Performs supervisory responsibilities.