

Missouri Department of Transportation Job Description

Job Title: Multimodal Operations Technician

Title Code: R01494

Salary Grade: 2

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Multimodal Operations

Effective Date: 12-16-2024

Replaces (Effective Date): 06-01-2023

General Summary

Provides technical or paraprofessional support in preparation of project/grant applications, project/grant agreements, plans and documents related to waterways, aviation, transit, freight and railroad program administration. This position is governed by federal and state regulations for administering funds for each program. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- High School Diploma or GED/HiSET

Special Working Conditions/Job Characteristics

Examples of Work

1. Tracks federal and state funds and sub-awards for each subrecipient; prepares all required federal and state reports relating to program funding and projects
2. Prepares grant applications and supporting documentation; prepares grant agreements for subrecipients.
3. Creates and maintains databases, spreadsheets, charts and graphs using current technology, manages data to ensure quality.
4. Corresponds with project/program sponsor and/or subrecipients on project data and request for reimbursements.

5. Reviews and processes documents such as expense vouchers, invoices, purchase orders and similar documents for correct entry, coding and accuracy.
6. Researches historical databases and records; locates and reproduces plans that are kept on microfilm or compact disk for designers, the general public, contractors, consultants and utility companies.
7. Performs other responsibilities as required or assigned.