

# Missouri Department of Transportation Job Description

**Job Title:** Intermediate Multimodal Operations Technician

**Title Code:** R01495

**Salary Grade:** 4

**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 moderately complex 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 moderate supervision.

## **Minimum/Required Qualifications**

- High School Diploma or GED/HiSET
- Associate's Degree in Civil Engineering Technology, Surveying or related field.

## **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. Monitors project/program progress and records.
8. Utilizes software programs to calculate and/or analyze design reports, project plans and quantities, and databases.
9. Performs other responsibilities as required or assigned.