Missouri Department of Transportation Job Description

Job Title: Maintenance Management System Administrator

Title Code: R04203

Salary Grade: 11

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Maintenance Division

Effective Date: 10-16-2025

Replaces (Effective Date): 02-01-2025

General Summary

The maintenance management systems administrator oversees and supports the activities associated with managing the maintenance management system (MMS) software, including data analysis and verification, training, testing, application development, and implementation of system updates. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Computer Science, Mathematics, or related field, **AND** eight years of experience in data preparation and analysis, **OR**
- Twelve years of experience in data preparation and analysis.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Coordinates and facilitates the development and delivery of MMS applications to better serve customer business needs, including determining functional requirements.
2. Oversees data analysis and verification of data accuracy in MMS database; performs user acceptance testing and system testing of MMS software solutions, including client/server applications and intranet web applications and queries.
3. Plans, directs, coordinates, and monitors the progress of the data maintenance and application support section within the division.

4. Serves as liaison for MMS to department staff and external consultants.

5. Distributes software updates to the general user community; prepares software applications for distribution, runs or coordinates update scripts, and coordinates team resources; ensures updates are completed in a timely and accurate manner.

6. Creates custom queries/reports for internal and external customers, including those used by district and central office staff.

7. Works with vendors to ensure MMS updates meet the department's needs and objectives, fit within the department's infrastructure and work with other department and intranet web applications as necessary.

8. Directs training of department personnel in the proper use of assigned software in both classroom and field environments; creates upgrades to existing software as requested by the department.

9. Facilitates effective communication, teamwork and project management among division staff, district staff, and consultants throughout the department.

10. Performs supervisory responsibilities.

11. Performs other responsibilities as required or assigned.