

Missouri Department of Transportation Job Description

Job Title: Commercial Motor Vehicle Program Manager

Title Code: R04122

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker Only

District/Division: Central Office – Highway Safety and Traffic Division

Effective Date: 02-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The commercial motor vehicle program manager develops, coordinates and monitors commercial motor vehicle safety programs; develops and monitors highway safety programs with local and state law enforcement. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Criminal Justice, or related field, **AND** six years of experience in positions related to commercial motor vehicle enforcement/ inspection, auditing, business analysis/review or highway safety program administration, **OR**
- Ten years of experience in positions related to commercial motor vehicle enforcement/ inspection, auditing, business analysis/review or highway safety program administration.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Manages the Motor Carrier Safety Assistance Program to reduce the number and severity of commercial motor vehicle crashes, including preparing the annual commercial vehicle safety plan, reporting to the plan's external partners, and managing the program's budget.
2. Manages law enforcement contracts including preparing contracts, monitoring monthly voucher/activity submissions and preparing activity reports.

3. Presents highway safety information at national, state and local conferences, workshops and meetings.
4. Plans and manages highway safety training conferences.
5. Assists with the development and implementation of the grants management database system.
6. Performs other responsibilities as required or assigned.