

Missouri Department of Transportation Job Description

Job Title: Facility Operations Specialist

Title Code: R01391

Salary Grade: 4

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices - General Services

Effective Date: 1-1-2026

Replaces (Effective Date): 12-16-2024

General Summary

The facility operations specialist performs routine entry-level maintenance, renovation, and repair functions at department facilities and buildings. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- High school diploma or GED/HiSET.
- Two years equivalent combination of post-secondary education and experience in a building repair and maintenance field such as carpentry, electrical wiring, facilities operation and management, HVAC, or related.
- Successful completion of a work simulation examination and a medical-physical examination.

Special Working Conditions/Job Characteristics

- Job may require occasional overnight travel.
- Job requires heavy physical exertion and effort.
- Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.
- Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

1. Performs routine maintenance to building interiors and plumbing, electrical, heating, and air conditioning systems.
2. Assists with complex building repairs and renovations.
3. Builds and assembles cabinets, shelving, counter tops, bookcases, tables and baseboards; moves and assembles furniture and partitions.
4. Performs outdoor maintenance such as landscaping, mowing, and snow removal.
5. May install and service liquid chlorine and salt brine pumps at salt buildings.
6. Performs other responsibilities as required or assigned.