

# Missouri Department of Transportation Job Description

**Job Title:** Equipment Technician Support Specialist

**Title Code:** R03514

**Salary Grade:** 9

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central Office - General Services

**Effective Date:** 11-16-2024

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The equipment technician support specialist serves as a technical advisor to the department on matters relating to fleet equipment, including providing technical, warranty and service support, as well as researching and inspecting replacement equipment and conducting or scheduling equipment training. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Two years of college or Associate's Degree: Automotive Technology, **AND** nine years of experience in mechanic related equipment maintenance and repair positions.

OR

- Eleven years of experience in mechanic related equipment maintenance and repair positions.

## **Special Working Conditions/Job Characteristics**

- Job requires regular, statewide, overnight travel.

## **Examples of Work**

1. Serves as technical advisor to the department on equipment maintenance and repair; troubleshoots mechanical problems and assists districts in solving major equipment problems.

2. Reviews equipment specifications and updates as necessary to ensure districts are purchasing efficient, productive and appropriate equipment.
3. Administers in-house warranty programs for large vendors and resolves warranty issues with vendors.
4. Attends equipment service schools and related meetings; studies service manuals to keep up with equipment and repair developments.
5. Provides equipment operation and repair training for district equipment technicians and personnel.
6. Inspects new equipment before delivery to ensure bid specifications are met.
7. Conducts quality assurance inspections on district fleet equipment to ensure accuracy of district inspections.
8. Ensures all vehicles are safety inspected annually; obtains safety inspection licenses and inspection tags.
9. Consults with equipment vendors to explore options to meet district equipment needs and to ensure continual improvement in equipment used by the Department.
10. Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**