Missouri Department of Transportation Job Description

Job Title: Intermediate Facility Operations Specialist

Title Code: R02006

Salary Grade: 6

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 intermediate facility operations specialist performs varied and moderately complex building and utilities maintenance, repairs, and renovations to department facilities. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- High school diploma or GED/HiSET.

- Four 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 on-site inspections of building and utility repairs and maintenance performed by contractors to ensure work meets required specifications.

2. Installs and maintains heating and air conditioning equipment, power equipment, lighting fixtures, power panels and related building utilities.

3. Repairs heating equipment, electrical systems, pumps, plumbing, utility lines, roofs, and related building maintenance.

4. Recommends or performs preventative maintenance for buildings and utilities.

5. Develops and prepares various building and utilities contracts for maintenance and repairs.

6. Performs other responsibilities as required or assigned.