Missouri Department of Transportation Job Description

Job Title: Intermediate Planning Technician

Title Code: R01038

Salary Grade: 4

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices - Transportation Planning

Effective Date: 12-16-2024

Replaces (Effective Date): 10-01-2022

General Summary

The intermediate planning technician provides routine technical or paraprofessional support of engineering projects and programs involving the collection, classification, summarization and routine analysis of planning data. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- High School Diploma or GED/HiSET and two years of experience in the collection and analysis of data, including methods and procedures of forecasting, **OR**

- Associate Degree in Civil Engineering Technology, Surveying, Drafting, Computer Science or related field.

Special Working Conditions/Job Characteristics

- Job may require statewide travel.

Examples of Work

1. Compiles relevant data used in the assigned section through various contacts; reviews for accuracy and prepares instructions for tabulation of computerized data.

2. Analyzes data to assist supervisor in specific phases of developing projections; utilizes computer software to tabulate current data and historical data in the preparation of statistical projections or informational reports.

3. Maintains control sections and updates files to reflect current status; may conduct special studies and analyze data to develop projections, trends, and patterns.

4. Maintains and updates historic and current records on assigned data and initiates updates when necessary.

5. Creates and maintains databases, charts, graphs, and maps using current technology.

6. Collects and analyzes data on specific projects; researches state transportation agencies' practices and trends.

7. May initiate or answer correspondence related to collection of data in assigned section.

8. Performs other responsibilities as required or assigned.