

# Missouri Department of Transportation Job Description

**Job Title:** Maintenance Technician

**Title Code:** R01064

**Salary Grade:** 2

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central and District Offices - Maintenance

**Effective Date:** 11-21-2024

**Replaces (Effective Date):** 10-01-2022

## **General Summary**

The maintenance technician provides semi-skilled technical or paraprofessional support in connection with the maintenance of roadways. Responsibilities are performed under direct supervision.

## **Minimum/Required Qualifications**

- High School Diploma or GED/HiSET
- Valid Class B Commercial Driver's License with tanker endorsement and no air brake restriction.

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

- 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. Collects data for field, bridge and roadside maintenance projects.
2. Inspects contract maintenance projects including guardrail/guard cable repair, fence repair, mowing and patching, and assists in contract preparation.
3. Prepares work orders and change orders.
4. Participates in field inspections of contracted maintenance work for conformance to plans, specifications and terms of contract.

5. Liaisons with local law enforcement to collect information necessary for repair and billing of contracted projects.
6. Maintains contractor repair records.
7. Performs field reviews of pavement, bridge, culvert and roadside sites to document existing conditions; advises maintenance staff of potential concerns.
8. Performs safety and quality assurance field checks of maintenance activities.
9. May coordinate training for district maintenance personnel.
10. May coordinate supply and material movement within the district.
11. May administer maintenance programs.
12. Performs other functions such as snow removal and lesser construction contracting/inspection duties.
13. Performs other duties 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.**