

Missouri Department of Transportation Job Description

Job Title: Multimodal Operations Specialist

Title Code: R04076

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Multimodal Operations

Effective Date: 12-01-2024

Replaces (Effective Date): 07-01-2022

General Summary

The multimodal operations specialist performs routine entry-level activities in areas related to waterways, aviation, transit, and railroad program administration, including the administration of state and federal funding for operational and capital expenditures to entities that provide transportation services. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Accounting, Business Administration, Finance, Planning, Public Administration, or related field, **OR**
- Four years of experience in positions relating to multimodal transportation, federal or state grant program management, public or transportation administration, transportation planning, accounting, or financial analysis.

Special Working Conditions/Job Characteristics

- Job requires regular, statewide, overnight travel.
- Positions requiring airport inspection may be considered physically demanding due to lifting and carrying requirements.

Examples of Work

1. Assists in the development of procedures, standards, and criteria to establish eligibility for multimodal operations and transportation programs; provides technical assistance to plan, implement, and operate programs and related systems.

2. Reviews grant applications for completeness, accuracy, plan compliance, methodology, and feasibility; solicits grant applications.
3. Reviews multimodal projects for conformance to non-discrimination on the basis of elderly or handicap requirements and the Americans with Disabilities Act (ADA).
4. Communicates with transportation providers to provide guidance on requirements and procedures for multimodal projects.
5. Attends or organizes and conducts meetings, workshops, training, and conferences for information or planning relating to multimodal matters; prepares and distributes materials related to multimodal transportation for public use.
6. Conducts on-site inspections of projects and multimodal transportation services as required.
7. Assists local advocacy groups in developing multimodal related plans.
8. 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.