

Missouri Department of Transportation Job Description

Job Title: Senior General Services Technician

Title Code: R01032

Salary Grade: 4

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices - General Services

Effective Date: 10-01-2022

Replaces (Effective Date): 07-01-2022

General Summary

The senior general services technician provides advanced administrative and paraprofessional support in general services functions such as fleet management, facilities maintenance, facilities management, and procurement, including resolving standard issues and minor nonstandard issues with a high degree of independence. Complex nonstandard issues or special problems are referred to the appropriate personnel. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- High School Diploma or GED/HiSET
- Two years of technical experience in general services or related positions

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Prepares and issues specifications and bid invitations to suppliers; reviews bids for accuracy and completeness; develops and distributes summary documents regarding bids received.
2. Purchases materials, parts, and supplies within predetermined limits; prepares and processes purchase orders by determining product specifications, searching for vendors, and monitoring vendor contracts for accuracy of delivered goods.
3. Answers questions and provides user support related to the department's fleet management system, purchasing card system and/or fuel card system; develops processes, communicates with

users, and provides training as necessary; requests or provides system access or personal identification numbers to employees; updates system data as necessary; coordinates the issuance or transfer of license plates and obtaining of titles for department equipment.

4. Performs equipment life cycle, fleet management, and facilities management analysis to promote cost efficient operations.
5. Maintains databases and spreadsheets related to fleet management, facilities management, procurement, travel services, distribution center services and/or equipment repair.
6. Conducts research, provides information and practice clarification to department staff.
7. May develop and conduct training for district employees in purchasing, warehousing, fleet management, and distribution procedures.
8. May perform audits on district equipment, including viewing equipment, reviewing and correcting records, and providing a report of findings.
9. May coordinate district surplus equipment auctions and maintain related records.
10. May coordinate travel services for department staff, including motor pool (rental, leased, and state-owned vehicles), airline (commercial and state) and lodging.
11. 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.