

# Missouri Department of Transportation

Code: R04036

Title: Transportation Program Manager

Exemption Status: Exempt

Grade: 17

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## Job Description

Effective Date 11-01-2017

Replaces  
(Effective Date) 08-01-2004

**General Summary** The transportation program manager supervises investigations specialist staff, oversees programs, directs the statewide planning, coordination, and implementation of activities for motor carrier safety, hazardous materials, and economic enforcement efforts. Responsibilities are performed under general supervision.

**Minimum/Required Qualifications** Bachelor's Degree: Criminal Justice, Law Enforcement, Safety, Business Administration, or related field.  
Certified in North American Standard Inspection, General Hazardous Materials, Cargo Bulk Packaging, Motor Coach, Compliance Review, Investigations course, and New Entrant Safety Audit course.  
Six years of experience in motor carrier enforcement activities.

**Supervisory Responsibilities** Full Supervision

**Location** Central Office - Motor Carrier Services

**Special Working Conditions/Job Characteristics** Job requires regular statewide travel, occasional nationwide travel and occasional overnight travel.  
Job may require exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.

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## Examples of Work

- (1) Manages district field offices' operations; monitors district monthly output to ensure Commercial Vehicle Safety Plan numbers are met and provides direction as needed of regulatory changes to field staff.
- (2) Reviews applicable federal and state statutes and regulations to ensure program compliance and operation efficiency; provides technical advice and assistance on legislative and regulatory proposals; reviews proposed legislative rule changes and fiscal notes to determine if legislation presents a risk in loss of grant funding; provides feedback to senior management of rule review findings.
- (3) Reviews and approves reports and monitors productivity of each program assigned to ensure the program is successful.
- (4) Cooperates with federal and state agencies and organizations in the development and implementation of regulatory standards; participates in regional and national organizations to achieve enforcement consistency and compliance.

- (5) Develops and maintains a system of program evaluation and quality assurance through reports, data analysis and periodic on-site evaluation of activities conducted by field staff.
- (6) Administers internal and external training of hazardous materials and safety requirements/regulations; provides technical assistance and consultation to field personnel and the motor carrier industry, and identifies training needs; presents general safety outreaches for the division and upon carrier and/or association request.
- (7) Assists information technology personnel in upgrading and/or installing new or existing software and assists in any changes within the division's motor carrier system.
- (8) Reviews regulatory, rule and/or policy changes as they occur and provides necessary information to field staff.
- (9) Determines and identifies the intrastate carriers to be seen by running a quarterly list; filters the list accordingly; distributes the list to the proper field staff.
- (10) Maintains and presents department-wide and division specific measures; assists with monitoring division measures assigned to Safety & Compliance (S&C) staff.
- (11) Assists with the planning, direction, monitoring and evaluation of the motor carrier hazardous materials compliance program; develops annual enforcement plan in conformance with federal regulatory and funding standards; coordinates inspection of affected motor coach carriers with other agencies; assists and provides direction to field staff.
- (12) Assists in planning, monitoring and evaluating the motor carrier commercial vehicle safety and compliance plan; develops annual performance plan in accordance with regulatory and funding standards; serves as liaison with federal authorities on enforcement and reporting matters.
- (13) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Plan.
- (14) 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.**