Missouri Department of Transportation Job Description

Job Title: Maintenance Crew Leader

Title Code: R01061

Salary Grade: 6

Exemption Status: Non-Exempt

Supervisory Responsibilities: Lead Worker

District/Division: District Offices - As assigned

Effective Date: 11-16-2026

Replaces (Effective Date): 12-16-2024

General Summary

The maintenance crew leader assigns and monitors the work of a crew and trains employees performing highway maintenance duties while also performing these same activities. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- High School Diploma or GED/HiSET.
- Valid Class A Commercial Driver's License with tanker endorsement, no air brake restrictions, and interstate status (either Excepted Interstate [EI] or Non-Excepted Interstate [NI]).
- Five years of experience, of which two years must be performing roadway, roadside, bridge or sign maintenance or pavement marking responsibilities as described in the following examples of work. The remaining three years of experience must be in related duties.
- Successful completion of a work simulation examination and a medical-physical examination.

Special Working Conditions/Job Characteristics

- Job requires significant physical stamina and endurance, including the ability to move materials by hand, operate hand tools, and perform stationary flagging.
- Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties in heavy traffic areas, on or near heavy equipment or machinery, and with hazardous chemicals or materials.
- Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

1. Leads crews during maintenance operations, including setting up work zones, mowing, patching, overlaying, grading, sealing, cleaning ditches, mudjacking, replacing concrete, repairing bridge decks, removing snow, maintaining signs and striping roadways.
2. Operates highway maintenance equipment, including tractors, dozers, loaders, trucks, graders and snowplows.
3. Oversees material usage in the field and may prepare and submit supply, inventory, material, and building reports; assists in maintaining employee records.
4. Oversees routine maintenance of equipment, buildings and grounds.
5. Inspects bridges and roadways to determine maintenance needs, work progress and results of completed work.
6. Trains employees in equipment operation, including safety, and in the maintenance of vehicles, equipment, buildings and grounds.
7. Responds to roadway hazards such as snow, flooding or traffic accidents and restores roads for safe driving; may act as an emergency incident responder during nights or weekends.
8. Responds to public inquiries and complaints about highway maintenance and road conditions.
9. May lead crews during nighttime maintenance operations.
10. May lead a road striping crew, including possessing responsibility for the operation, care and maintenance of a road striper.
11. Coordinates with other maintenance buildings to ensure sufficient work force, material and equipment to complete field operations.
12. Assumes supervisory responsibilities in supervisor's absence.
13. Performs lead worker responsibilities, including providing general instruction, assigning and reviewing work, coaching and training, and providing input to the supervisor on staffing decisions; utilizes performance logs to document crew performance and provides input to the supervisor on performance management.
14. Performs other responsibilities as required or assigned.