

# Missouri Department of Transportation Job Description

**Job Title:** Maintenance Operations Specialist

**Title Code:** R04541

**Salary Grade:** 7

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

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

**Effective Date:** 07-01-2022

**Replaces (Effective Date):** 02-01-2020

## **General Summary**

The maintenance operations specialist provides operational support in the management of the roadway maintenance program. Responsibilities are performed under direct supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Civil Engineering, Engineering Management, or related field. **OR**
- Six years of highway maintenance operations experience.

## **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. Supports maintenance staff in developing and revising maintenance policies, and Engineering Policy Guide procedures and guidelines.
2. Assists in the analysis and preparation of maintenance related reports, correspondence, records, and presentations.
3. Inspects field operations, work zones, buildings, communications networks, and road conditions, and assists in the preparation of related recommendations, correspondence, and reports.

4. Supports the bridge inspection program, as needed.
5. Supports the preparation of plans, specifications, and estimates for roadway maintenance contracts.
6. Assists in the evaluation and review of district maintenance activities to ensure conformity with department policies.
7. Supports the preparation of damage survey summary reports for disaster reimbursement to the Federal Highway Administration (FHWA) and Federal Emergency Management Agency.
8. Supports the preparation of preventative maintenance plans and cost reports for federally eligible maintenance work to FHWA.
9. Performs quality assurance reviews on federally eligible maintenance work.
10. Performs other responsibilities as required or assigned.