Missouri Department of Transportation Job Description

Job Title: Maintenance Supervisor

Title Code: R01379

Salary Grade: 8

Exemption Status: Non-Exempt

Supervisory Responsibilities: Full Supervision

District/Division: District Offices - As Assigned

Effective Date: 10-16-2024

Replaces (Effective Date): 12-16-2024

General Summary

The maintenance supervisor directs and supervises highway maintenance activities. Responsibilities are performed under general 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]).
- Seven years of progressively responsible experience performing roadway, roadside, bridge, sign maintenance or pavement marking responsibilities.

Special Working Conditions/Job Characteristics

- Job requires moderate physical activity.
- 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. Directs routine and emergency maintenance operations for a region, including materials, equipment, personnel and external resources.

2. Assesses the general condition and surface maintenance needs of bridges and roadways.

3. Investigates and responds to public inquiries and complaints regarding road, bridge and right of way conditions.

4. Maintains purchase, supply, inventory, usage and materials records; maintains personnel records and reports.

5. Provides training to employees on safety, equipment operations and maintenance procedures.

6. Responds to roadway incidents, including during nights and weekends, and directs activities following traffic accidents, snowfall, flooding, spills and other emergencies.

7. Evaluates employee performance; makes recommendations on employment, promotion, transfer, disciplinary action and discharge.

8. Coordinates with utilities, contractors, municipal public works departments and private individuals on roadway issues.

9. Inspects bridges and roadways to determine maintenance needs, work progress and results of completed work.

10. Performs supervisory responsibilities.

11. Performs other responsibilities as required or assigned.