Missouri Department of Transportation Job Description

Job Title: Assistant Maintenance Supervisor

Title Code: R01380

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: Full Supervision

District/Division: District Offices – As assigned

Effective Date: 10-01-2025

Replaces (Effective Date): 12-16-2024

General Summary

The assistant maintenance supervisor performs and supervises the activities of crews working on the maintenance of right of way, facilities and the state highway system. 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 restriction, and interstate status (either Excepted Interstate [EI] or Non-Excepted Interstate [NI]).
- Six years of progressively responsible experience performing roadway, roadside, bridge, sign maintenance or pavement marking responsibilities.
- Successful completion of a work simulation examination and a medical-physical examination.

Special Working Conditions/Job Characteristics

- Job requires heavy physical exertion and effort.
- 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. Supervises crews in the performance of maintenance operations such as mowing, blade patching, shoulder improvements, leveling course, spot sealing, cleaning ditches, roadside maintenance, mud jacking, concrete replacement, bridge deck repair, building maintenance and repair, snow removal, sign maintenance, and striping operations.

2. Assigns tasks and equipment for daily activities; coordinates, schedules and assigns maintenance operations.

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

4. Evaluates employee performance and may make recommendations on employment, promotion, transfer, disciplinary action and discharge.

5. Oversees the cleaning and routine maintenance of vehicles, equipment, buildings and grounds.

6. Assists supervisor in maintaining purchase, supply, inventory, usage and materials records; maintains personnel records and reports.

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

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

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

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

11. Performs supervisory responsibilities.

12. Performs other responsibilities as required or assigned.