

Missouri Department of Transportation Job Description

Job Title: Roadside Management Specialist

Title Code: R04130

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Maintenance

Effective Date: 02-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The roadside management specialist performs varied and complex activities in regard to developing, implementing, and monitoring statewide roadside management programs, policies, and practices. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Agriculture, Agronomy, Landscape Management, or related field, **OR**
- Four years of experience in roadside management.

Special Working Conditions/Job Characteristics

- Job requires regular, statewide, overnight travel.

Examples of Work

1. Prepares recommendations to the Design Division on roadside plans and develops specifications for seeding, fertilizing, mulching, erosion, and maintenance by contract bid or departmental personnel.
2. Monitors the administration of roadside parks and historical monuments throughout the state, including contracts, agreements, conditions, and periodic evaluations.
3. Develops training programs for district personnel in roadside management procedures.
4. Administers statewide vegetation management programs, including mowing, brush control, noxious weeds, and herbicide programs.

5. Develops and administers the incarcerated personnel work release program and policy.
6. Analyzes soil test reports and investigates soil conditions to determine proper cover for highway right of way.
7. Plans and administers the highway gardens and Missouri State Fair annual display.
8. Manages the Adopt-a-Highway and Sponsor-a-Highway programs.
9. Performs other responsibilities as required or assigned.