Missouri Department of Transportation Job Description

Job Title: Core Drill Superintendent

Title Code: R01356

Salary Grade: 9

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Construction and Materials

Effective Date: 09-01-2026

Replaces (Effective Date): 10-01-2025

General Summary

The core drill superintendent directs and coordinates statewide drilling activities necessary to obtain material samples and data for subsurface investigations. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- High school diploma or GED/HiSET.
- Department of Natural Resources Certification for monitoring well installations.
- Eight years of experience in all phases of exploration drilling.
- OSHA 10-Hour Certification required within 90 days.

Special Working Conditions/Job Characteristics

- Job requires frequent, statewide, overnight travel.
- Job requires exposure to moderately adverse and undesirable environmental conditions.

Examples of Work

1. Establishes job priorities for drilling requests; schedules and assigns work by coordinating with the geotechnical and district personnel; and establishes and maintains a budge for personnel, equipment, and materials.
2. Maintains records for drilling personnel, equipment usage, and time reporting.
3. Maintains inventory records, reviews pavement thickness reports for accuracy as governed by the materials manual and federal regulations, and prepares summary reports.

4. Performs general field inspections to ensure proper drilling procedures, maintenance of equipment, and training of personnel; and consults with district personnel on problems or special assignments.

5. Consults with outside vendors and contractors for services, new drilling equipment, and materials.

6. Investigates new drilling methods; provides recommendations regarding specifications for new drilling equipment or the fabrication or modification of existing drilling equipment.

7. Performs supervisory responsibilities.

8. Performs other responsibilities as required or assigned.