Missouri Department of Transportation Job Description

Job Title: Core Drill Supervisor

Title Code: R01370

Salary Grade: 8

Exemption Status: Non-Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office - Construction and Materials

Effective Date: 10-01-2025

Replaces (Effective Date): 12-16-2024

General Summary

The core drill supervisor oversees multiple statewide crews responsible for field 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.
- 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 experience in exploration drilling.
- OSHA 10-Hour Certification required within 90 days.
- Successful completion of a work simulation examination and a medical-physical examination.

Special Working Conditions/Job Characteristics

- Job requires regular, statewide, overnight travel.
- Job requires moderate physical activity.
- Job requires exposure to moderately adverse and undesirable environmental conditions.

- Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

1. Supervises and trains drilling personnel in proper utilization of equipment and safety procedures; manages all field drilling operations; and conducts performance management responsibilities.
2. Provides technical assistance and checks quality of work performed; directs work site preparation, including traffic control and signing; and enforces safety policies.
3. Maintains required records and prepares reports; and maintains inventory of tools and equipment.
4. Contacts service representatives for any necessary equipment repairs; and assigns routine cleaning and preventative maintenance of vehicles and equipment.
5. May perform drilling duties as needed.
6. Performs drilling superintendent duties in supervisor's absence.
7. Performs supervisory responsibilities.
8. Performs other responsibilities as required or assigned.