Missouri Department of Transportation Job Description

Job Title: Historic Preservation Specialist

Title Code: R04071

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Design

Effective Date: 09-01-2026

Replaces (Effective Date): 04-01-2026

General Summary

The historic preservation specialist performs routine entry-level activities involving background research prior to fieldwork for jobs, conducting archaeological fieldwork to identify, test, and mitigate archaeological sites, and completing initial field documentation of architectural resources and bridges. This position also conducts field and background survey work to locate, test, evaluate, excavate, and salvage archaeological sites. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- Bachelor's degree in anthropology, archaeology, historic preservation, or related field.
- Successful completion of a range of motion 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.
- A postsecondary degree is the best measure to ensure candidates possess required knowledge in scientific practices, regulatory knowledge, and technical skills taught in formal environmental programs.

Examples of Work

1. Conducts background research to identify previously recorded cultural resources in project area prior to fieldwork.

2. Assists with archaeological investigations in proposed project areas, including Phase I (identification), Phase II (assessment), and Phase III (data recovery/salvage).

3. Processes field data to assist the archaeology assistant and laboratory staff in analysis and report production, including completion of field documentation and preparation of artifacts for analysis and curation.

4. Photographs architectural resources in project areas for review by the bridge coordinator and architectural historian.

5. Creates, maintains, and tracks artifact databases, develops queries, and assists in preparing technical reports.

6. May direct crews during Phase I surveys and Phase II testing of archaeological sites, and may serve as project leader for cultural resource investigations, including field crew direction and report production.

7. Performs other responsibilities as required or assigned.