Missouri Department of Transportation Job Description

Job Title: Intermediate Historic Preservation Specialist

Title Code: R04073

Salary Grade: 8

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 intermediate historic preservation specialist performs varied and moderately complex activities involving scientific investigations of cultural resources, writing reports and memoranda, processing field data, addressing impacts of proposed transportation projects. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- Bachelor's degree in anthropology, archaeology, historic preservation or related field.
- Two years of experience in research, writing, interpretation, or other demonstrable professional activities related to historic resources, archaeological and field studies with an academic institution, historical organization or agency, museum, or other professional institution or public agency.
- 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. Assists with field investigations and analysis regarding architectural history, historic bridges, or other studies of historically significant resources.

2. Evaluates projects for historic resource impacts and compliance with state, federal and organizational guidelines; presents information to department staff through frequent and regular communications; and makes recommendations regarding the need to avoid or minimize historic resource impacts, or develop compensatory mitigation plans.

3. Classifies scientific field data, assists with the cleaning, marking and identifying of artifacts, and assists in preparing the data for curation.

4. Prepares, edits, and reviews internal reports, correspondence, and graphic materials as it relates to historic resource and/or archaeologist regulations and requirements; follows up on permit requests as assigned.

5. 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.

6. Obtains information from historic preservation staff and district personnel to develop, write, and edit technical reports in accordance with department policies and practices for approval by the Federal Highway Administration and other agencies.

7. Researches topics concerning federal or state legislation, regulatory agency guidance, and performs literature or computer searches on various historic preservation topics; provides technical assistance in understanding and complying with state, federal and organizational standards and regulations and participates on project core teams.

8. Prepares maps of sites, artifact illustrations and photography, graphic layout and paste-up, map editing, and other technical aspects of report preparation.

9. Performs other responsibilities as required or assigned.