Missouri Department of Transportation Job Description

Job Title: Senior Environmental Specialist – Safety Sensitive

Title Code: R04128

Salary Grade: 9

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker

District/Division: Central Office – Design

Effective Date: 09-01-2026

Replaces (Effective Date): 04-01-2026

General Summary

The senior environmental specialist - safety sensitive performs varied and complex activities with regard to ensuring department compliance with local, state, and federal environmental laws and regulations. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's degree in environmental, natural resource, or social science, or related field.
- Four years of experience in environmental studies.
- Successful completion of a medical-physical examination. (Hazardous Waste Only).

Special Working Conditions/Job Characteristics

- Job requires regular, statewide or out-of-state, overnight travel.
- 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. Evaluates projects for environmental impacts and compliance with state, federal, and organizational guidelines; presents information to department staff through frequent and regular communications; makes recommendations regarding the need to avoid or minimize environmental impacts, or develop compensatory mitigation plans.

2. Prepares, edits, and reviews internal reports, correspondence, and graphic materials as it relates to environmental regulations, requirements, or other environmental issues, including follow up on permit requests; prepares environmental related information and materials for public meetings and hearings.

3. Obtains information from environmental 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.

4. Performs environmental site assessment of new building properties for purchase by the department and performs environmental site assessments of existing properties for sale by districts.

5. Provides technical assistance to other business units regarding environmental rules and regulations and their impact on department contracts.

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

7. Develops mitigation agreements and memoranda of understanding with resource agencies, including negotiation of waste cleanup requirements and other mitigation commitments.

8. Develops and coordinates training programs for department employees to ensure compliance with environmental regulations; may develop and coordinate training programs involving the identification, storage, use, and disposal of hazardous waste.

9. Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance development.

10. Performs other responsibilities as required or assigned.