

# Missouri Department of Transportation Job Description

**Job Title:** Senior Maintenance Technician

**Title Code:** R01066

**Salary Grade:** 6

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central and District Offices - Maintenance

**Effective Date:** 12-16-2024

**Replaces (Effective Date):** 10-01-2022

## **General Summary**

The senior maintenance technician provides advanced technical or paraprofessional support in connection with the maintenance of roadways. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- High School Diploma or GED/HiSET and four years of experience in technical and/or field maintenance positions, **OR**
- Associate Degree in Civil Engineering Technology or related field and two years of experience in technical and/or field maintenance positions, **OR**
- Bachelor's Degree in Civil Engineering Technology or related field.
- Valid Class B Commercial Driver's License with tanker endorsement and no air brake restriction.

## **Special Working Conditions/Job Characteristics**

- Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.
- Job may require operation of vehicles to plow snow and spread ice control materials.

## **Examples of Work**

1. Collects data for field, bridge and roadside maintenance projects, and converts maintenance data into records, files, maps and reports.
2. Inspects contract maintenance projects and assists in administering contracts, including guardrail/guard cable repair, fence repair, mowing and patching, and assists in contract preparation.
3. Prepares work orders, change orders and contractor payment requests.
4. Conducts field inspections of contracted maintenance work for conformance to plans, specifications and terms of contract.
5. Liaisons with local law enforcement to collect information necessary for repair and billing of contracted projects.
6. Develops and maintains databases and case files for contracted repairs; maintains contractor repair records, reports for budget review and quantity summaries.
7. Performs field reviews of pavement, bridge, culvert and roadside sites to document existing conditions; advises maintenance staff of potential concerns.
8. Performs safety and quality assurance field checks of maintenance activities.
9. May coordinate training for district maintenance personnel.
10. May coordinate supply and material movement within the district.
11. May serve as a core team member or on other field maintenance teams that determine district maintenance priorities.
12. May administer maintenance programs such as a district's Adopt-a-Highway program.
13. Performs other functions such as snow removal and lesser construction contracting/inspection duties.
14. Performs other duties as required or assigned.