# Missouri Department of Transportation Job Description

**Job Title:** Traffic Operations Supervisor

**Title Code:** R03586

**Salary Grade:** 9

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Supervisory

**District/Division:** District and Central Offices – Highway Safety and Traffic

**Effective Date:** 09-01-2026

**Replaces (Effective Date):** 09-01-2025

## General Summary

The traffic operations supervisor reviews, approves, and manages routine and complex projects on department right of way by utility companies, contractors, developers, government entities, or individuals; and performs inspection of projects to ensure compliance with specifications set forth in permits. Responsibilities are performed under general supervision.

## Minimum/Required Qualifications

- Two years of college or associate's degree in construction technology, engineering, or related field, **AND** six years of direct experience in traffic operations, **OR**
- Eight years of direct experience in traffic operations.

## Special Working Conditions/Job Characteristics

- Job requires exposure to moderately adverse and undesirable environmental conditions.

## Examples of Work

1. Conducts reviews of and approves complex development proposals to be constructed on department right of way for feasibility with regard to access management, drainage, sight distance, traffic control plan and devices, landscaping and other requirements; makes recommendations for modifications and coordinates projects.
2. Conducts planning/pre-construction meetings with developers, engineering consultants, architects, city or county officials, utility engineers, and internal customers to explain department procedures, policies, specifications and codes, and to develop and negotiate strategies for complex traffic related issues.

3. Makes quality assurance reviews as necessary to ensure compliance with permit specifications, including work zone traffic control plan and devices.

4. Conducts, or assists in conducting, public hearings and other formal meetings; may serve on core teams for construction projects to review for access management; may assist other public entities in the selection of traffic consultants.

5. Prepares and reviews correspondence and reports; develops standard contracts or memorandums of understanding.

6. Testifies at formal and/or informal hearings to explain department actions in specific cases pertaining to permit applications.

7. Assists department personnel with access management, utility, and other related traffic issues.

8. Conducts quality assurance reviews and prepares or supervises the preparation of automated reports and programs for permit activities in the district.

9. Performs supervisory responsibilities.

10. Performs other responsibilities as required or assigned.