

# Missouri Department of Transportation

Code: R03522

Title: Traffic Specialist

Exemption Status: Non-Exempt

Grade: 7

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## Job Description

Effective Date 01-16-2025

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Replaces  
(Effective Date) 07-01-2022

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**General Summary** The traffic specialist reviews and approves work relating to roadway access, traffic handling, and excavation proposed on department right of way, and performs inspections of projects to ensure compliance with specifications set forth in permits. Responsibilities are performed under moderate supervision.

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**Minimum/Required Qualifications** Two years of college or Associate's Degree: Engineering, Construction Technology, or related field, **AND** two years of experience with the department in construction inspection, highway design, traffic technician positions, or related field, **OR** Four years of experience with the department in construction inspection, highway design, traffic technician positions, or related field

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**Supervisory Responsibilities** None

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**Location** Central and District Offices - Highway Safety and Traffic

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**Special Working Conditions/Job Characteristics** Job requires exposure to moderately adverse and undesirable environmental conditions.  
Job may require operation of vehicles to plow snow and spread ice control materials.

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## Examples of Work

- (1) Prepares and issues permits to utility companies, contractors, developers, governmental entities, or individuals for work on department right of way with designated project specifications and requirements.
- (2) Meets with contractors, developers, governmental entities, individuals, and utility companies to explain procedures and department policies on granting permits.
- (3) Reviews and approves proposed plans for construction on department right of way for feasibility with regard to drainage, sight distance, landscaping, curbing, traffic flow, and related requirements; makes recommendation for modification; may coordinate permit work with other district departments.
- (4) Reviews work zone requests and approves or restricts work zone activity based on the impact to traffic and the community.
- (5) Conducts field inspections of projects and work zones, and performs measurements of traffic control devices to ensure compliance with departmental standards.
- (6) Prepares reports and correspondence for presentation in department and public meetings.

- (7) Submits proposals and studies to supervisor or to the Traffic Division for review and approval.
- (8) Testifies at formal and/or informal hearings to explain department actions in specific cases pertaining to permit applications.
- (9) Assists department personnel with access, utility and other traffic related issues.
- (10) May assist traffic engineer with striping layouts, signal observation studies, traffic studies, and lighting requests.
- (11) May review, inspect, or escort over-dimension loads on state routes.
- (12) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**