

# Missouri Department of Transportation Job Description

**Job Title:** Core Drill Assistant

**Title Code:** R01318

**Salary Grade:** 3

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central Office – Construction and Materials

**Effective Date:** 04-01-2024

**Replaces (Effective Date):** 08-01-2023

## **General Summary**

The core drill assistant drives water and supply trucks to work sites, assists in setting up and preparing drilling equipment to obtain material samples and data for subsurface investigations, and performs a variety of functions to assist in core drill team during operations; or mobilizes an auger and/or pavement drill to obtain information for soil surveys. Responsibilities are performed under direct supervision.

## **Minimum/Required Qualifications**

High school diploma or GED/HiSET.

A passing grade on the written portion of the commercial driver's license (CDL) exam is required prior to the hire date. Must pass the driving portion of the Class A CDL exam with tanker endorsement, no air brake restriction, and interstate status (either Excepted Interstate [EI] or Non-Excepted Interstate [NI]) within 60 days of hire into the position.

OSHA 10-Hour certification required within 90 days.

Successful completion of a work examination and a medical-physical examination.

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

Job requires continuous, statewide, overnight travel.

Job requires heavy physical exertion and effort.

Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including duties in heavy traffic areas, on barges in bodies of water, on or near heavy equipment or machinery, and on steep slopes and muddy ground.

Job may require operation of vehicles to plow snow and spread ice control materials.

### **Examples of Work**

1. Maintains and services drill units; cleans tools, pipe assemblies, and other equipment as needed, including but not limited to oil changes, installing anti-freeze, and draining pipe hoses.
2. Prepares water and supply trucks and drives to drilling sites throughout the state.
3. Assists in preparing for drilling operations by clearing brush or removing obstacles and setting up work zones.
4. Mixes cement to fill pavement core holes at construction sites.
5. Removes samples, tags, and packs samples in coordination with geotechnical staff.
6. Prepares mud pit for return circulation; fills system with water; mixes drilling mud as required; lays out tools and equipment for ready access.
7. Mobilizes augers and/or pavement drills to different locations to obtain soil and/or pavement samples; removes samples, tags and packs samples for further testing; may contact property owners to secure entry permission into augering site.
8. 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.**