

# Missouri Department of Transportation

Code: R04543

Title: Senior Maintenance Operations Specialist

Exemption Status: Non-Exempt

Grade: 9

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## Job Description

Effective Date 07-01-2022

Replaces  
(Effective Date) 02-01-2020

**General Summary** The senior maintenance operations specialist provides operational support in the management of the roadway maintenance program; researches, develops, and recommends revisions to maintenance procedures; and completes special projects relating to maintenance operations.

**Minimum/Required Qualifications** Bachelor's Degree: Civil Engineering, Engineering Management, or related field and four years of related experience.  
or  
Ten years of highway maintenance operations experience.

**Supervisory Responsibilities** Lead Worker Only

**Location** Central and District Offices - Maintenance

**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.

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## Examples of Work

- (1) Researches, develops, and recommends revisions to maintenance policies, and Engineering Policy Guide procedures and guidelines.
- (2) Analyzes roadway maintenance data and prepares maintenance related reports, correspondence, records, and presentations for internal and external customers.
- (3) Inspects field operations, work zones, buildings, communications networks, and road conditions to observe procedures, and prepares related recommendations, correspondence, and reports.
- (4) Supports the bridge inspection program, as needed.
- (5) Prepares plans, specifications, and estimates for roadway maintenance contracts.
- (6) Serves as a technical resource, evaluates, and reviews district maintenance activities to ensure conformity with department policies.
- (7) Prepares damage survey summary reports for disaster reimbursements to the Federal Highway Administration (FHWA) and Federal Emergency Management Agency.

- (8) Prepares preventative maintenance plans and submits cost reports for federally eligible maintenance work to FHWA.
- (9) Performs quality assurance reviews on federally eligible maintenance work.
- (10) Represents the district or division on statewide committees and teams.
- (11) 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 management.
- (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.**