Missouri Department of Transportation Job Description

Job Title: Maintenance Operations Specialist

Title Code: R04541

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices – Maintenance

Effective Date: 11-01-2026

Replaces (Effective Date): 07-01-2022

General Summary

The maintenance operations specialist provides operational support in the management of the roadway maintenance program. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- Bachelor's degree in civil engineering, engineering management, or related field, **OR**
- Six years of highway maintenance operations experience.

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. Supports maintenance staff in developing and revising maintenance policies, and Engineering Policy Guide procedures and guidelines.
2. Assists in the analysis and preparation of maintenance related reports, correspondence, records, and presentations.
3. Inspects field operations, work zones, buildings, communications networks, and road conditions, and assists in the preparation of related recommendations, correspondence, and reports.
4. Supports the bridge inspection program, as needed.

5. Supports the preparation of plans, specifications, and estimates for roadway maintenance contracts.

6. Assists in the evaluation and review of district maintenance activities to ensure conformity with department policies.

7. Supports the preparation of damage survey summary reports for disaster reimbursement to the Federal Highway Administration (FHWA) and Federal Emergency Management Agency.

8. Supports the preparation of preventative maintenance plans and cost reports for federally eligible maintenance work to FHWA.

9. Coordinates work zone lane closures across district boundaries, coordinates work in multiple work zones on the same route, ensures accurate entry into the statewide work zone database, conducts post construction reviews, and identifies improvements for future work zone projects.

10. Provides district staff input on work zone design and operation, performs quality assurance to promote consistency and compliance with department policies and guidelines, and develops communication strategy/plan with district communications staff for each work zone.

11. Performs quality assurance reviews on federally eligible maintenance work.

12. Performs other responsibilities as required or assigned.