

# Missouri Department of Transportation Job Description

**Job Title:** Assistant District Maintenance Engineer

**Title Code:** R05076

**Salary Grade:** 11

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Full Supervision

**District/Division:** Districts – Maintenance

**Effective Date:** 10-01-2025

**Replaces (Effective Date):** 02-01-2025

## **General Summary**

The assistant district maintenance engineer assists the district maintenance engineer in coordinating the effective, safe, and efficient operation of maintenance activities on the state highway system within the district including concrete and asphalt paving operations, highway sign maintenance and bridge maintenance. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree in Engineering from an ABET-accredited college or university curriculum.
- Licensed as a Professional Engineer in the State of Missouri.
- Six years of experience in highway or transportation engineering.

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

- Job requires exposure to moderately adverse and undesirable environmental conditions.
- This title requires advanced accreditation or licensure which is only available to holders of specific postsecondary degrees.

## **Examples of Work**

1. Serves as district maintenance engineer in the absence of the incumbent to direct all maintenance activities within the district.
2. Prioritizes and monitors maintenance activities within the district, as assigned.
3. Serves as a technical resource for, evaluates and inspects district maintenance activities to ensure performance is in accordance with department policies.

4. Provides supervision, assistance, and guidance to district maintenance personnel, as assigned.
5. Inspects maintenance equipment to ensure compliance with department preventive maintenance and safety standards.
6. Evaluates staffing and equipment levels and makes recommendations to the district maintenance engineer regarding the most effective and efficient use of district resources.
7. Monitors the progress of district maintenance activities to ensure projects are completed in a timely manner.
8. May prepare the district schedule for emergency mobilization of district maintenance personnel for inclement weather.
9. Performs supervisory responsibilities.
10. Performs other responsibilities as required or assigned.