

Missouri Department of Transportation Job Description

Job Title: Environmental and Historic Preservation Manager

Title Code: R06608

Salary Grade: 13

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Design

Effective Date: 10-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The environmental and historic preservation manager supervises and directs the activities of the department's environmental and historic preservation work units such that permits may be obtained from regulatory agencies and federal funds may be obtained from the Federal Highway Administration. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Master's Degree: Environmental Science, Social Science, Historic Preservation, or related field.
OR
- Bachelor's Degree: Civil Engineering or Environmental Engineering and Licensure as a Professional Engineer in the State of Missouri. Waiver of certification as a professional engineer requires approval from the Human Resources Director-Central Office.
- Over nine years of experience in transportation project development, environmental studies, environmental impact analysis, or historic preservation.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Coordinates the preparation of technical environmental reports and environmental documents for submittal to federal and state reviewing authorities.
2. Directs, supervises, and coordinates environmental and historic preservation field studies.

3. Serves as the project manager for complex and/or controversial environmental assessments or environmental impact studies; serves as the National Environmental Policy Act expert by providing oversight and quality control/quality assurance for district led assessments and studies.
4. Trains district staff in all aspects of the environmental process.
5. Corresponds and meets with federal, state, and local agencies to gather and provide data for environmental studies.
6. Determines environmental classification, document format, and priority for proposed highway projects.
7. Performs supervisory responsibilities.
8. Performs other responsibilities as required or assigned.