

Missouri Department of Transportation Job Description

Job Title: Intermediate Historic Preservation Specialist Non-Safety Sensitive

Title Code: R04133

Salary Grade: 8

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Design

Effective Date: 07-01-2022

Replaces (Effective Date): 09-17-2018

General Summary

The intermediate historic preservation specialist – non-safety sensitive performs varied and moderately complex activities involving investigations of built-environment cultural resources, writing reports and memoranda, and addressing impacts of proposed transportation projects. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Historic Preservation, Architectural History or related field.
- Two years of experience in research, writing, interpretation, or other demonstrable professional activities related to historic resources with an academic institution, historical organization or agency, museum, or other professional institution or public agency.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Assists with analysis regarding architectural history, historic bridges, or other studies of historically significant resources.
2. Evaluates projects for historical resource impacts and compliance with state, federal and organizational guidelines; presents information to department staff through frequent and regular

communications; and makes recommendations regarding the need to avoid or minimize historic property adverse effects, or develop compensatory mitigation plans.

3. Prepares resource documentation, which includes resource descriptions, maps, illustrations, photography, graphic layout, etc.
4. Prepares, edits, and reviews internal reports, correspondence, and graphic materials as it relates to historic preservation regulations and requirements.
5. May serve as project leader for cultural resource investigations and report production.
6. Obtains information from historic preservation staff and district personnel to develop, write, and edit technical reports in accordance with department policies and practices for approval by the Federal Highway Administration and other agencies.
7. Assists in the preparation of formal Memorandum of Agreement and Section 4(f) Evaluations for historical properties adversely affected by department undertakings.
8. Researches topics concerning federal or state legislation, regulatory agency guidance, and performs literature or computer searches on various historic preservation topics; provides technical assistance in understanding and complying with state, federal and organizational standards and regulations and participates on project core teams.
9. May conduct field investigations and analysis regarding architectural history, historic bridges, or other studies of historically significant resources.
10. Performs other responsibilities as required or assigned.