Missouri Department of Transportation Job Description

Job Title: Intermediate Maintenance Operations Specialist

Title Code: R04542

Salary Grade: 8

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 intermediate 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. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- Bachelor's degree in civil engineering, engineering management, or related field **AND** two years of related experience, **OR**
- Eight 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. Researches and develops draft 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.

3. Inspects field operations, work zones, buildings, communications networks, and road conditions to observe procedures, and assists in the preparation of related recommendations, correspondence, and reports.

4. Supports the bridge inspection program, as needed.

5. Assists in 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. Assists in 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.