

# 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:** 07-01-2022

**Replaces (Effective Date):** 02-01-2020

## **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; completes special projects relating to maintenance operations. Responsibilities are performed under moderate supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: 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. Performs quality assurance reviews on federally eligible maintenance work.
10. Performs other responsibilities as required or assigned.