Missouri Department of Transportation Job Description

Job Title: Senior Emergency Management Specialist

Title Code: R04508

Salary Grade: 9

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker

District/Division: Central Office - Safety & Emergency Management

Effective Date: 09-01-2026

Replaces (Effective Date): 02-01-2025

General Summary

The senior emergency management specialist performs varied and complex activities related to the implementation of the department's emergency management programs and assists with emergency communications and radio systems, as well as supporting disaster recovery. Duties are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Emergency Management, Fire Science, Law Enforcement, Safety Management, or related field, **AND** four years of experience in emergency management, fire science, law enforcement, or related field, **OR**
- Eight years of experience in emergency management, fire science, law enforcement, or related field.
- National Incident Management System 100, 200, 300, 400, 700, 800 level training must be obtained within six months of start date.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.
- 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. Implements activities related to the department's emergency preparedness, prevention, mitigation, response, and recovery planning.

2. Assists with Central Office Emergency Operations Center (MoDOT EOC) including standard operating procedures, training, and coordination among incident management personnel.

3. Monitors transportation and infrastructure emergency management issues, including security, medical, and weather-related issues.

4. Ensures communications systems, equipment, and processes are maintained.

5. Assists with monthly emergency communications testing, including radio systems and satellite communications; corrects issues identified during testing and development of monthly summaries and maintenance of standard operating procedures.

6. Supports use of specialized emergency communications equipment, including communications trailers, deployable systems, and MoDOT EOC communications systems.

7. Develops, maintains, and delivers communications training; assists in developing department communications standard operating procedures.

8. Develops collaborative working relationships with federal, state, and local emergency management officials, response agencies, non-profit organizations, and private partners.

9. Organizes and conducts training sessions related to emergency management and traffic incident management programs.

10. Represents the department on state, federal, and industry committees and teams to share best practices, coordinate emergency activities and resource allocation.

11. Coordinates resource and equipment typing and needs for internal and external emergency response activities.

12. Participates in disaster exercises to ensure the department is prepared for emergency incidents.

13. Performs post-disaster damage assessments to determine eligibility for Federal Highway Administration (FHWA) emergency relief and Federal Emergency Management Agency (FEMA) public assistance funding.

14. Supports FEMA and FHWA relief funding projects and reimbursements relating to past declared disasters.

15. Assists with staffing the Emergency Support Function for Transportation (ESF-1) at the State Emergency Management Agency during State Emergency Operations Center activations; supports activities and needs related to the Recovery Support Function for infrastructure during the recovery phase of disasters.

16. May perform lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the

proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.

17. Performs other responsibilities as required or assigned.