Missouri Department of Transportation Job Description

Job Title: Senior Maintenance Engineering Specialist

Title Code: R05105

Salary Grade: 9

Exemption Status: Non-Exempt

Supervisory Responsibilities: Lead Worker

District/Division: Central and District Offices - Maintenance

Effective Date: 09-01-2026

Replaces (Effective Date): 06-01-2025

General Summary

The senior maintenance engineering 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.

Minimum/Required Qualifications

- Bachelor's degree in engineering from an ABET-accredited college or university curriculum.
- Four years of experience in highway or transportation engineering.

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.
- A postsecondary degree is the best measure to ensure candidates possess required engineering knowledge, including in applied physics and mathematics, drafting, engineering processes and procedures, project management, industry ethical standards, and analyzing and modeling data.

Examples of Work

1. Researches, develops, and recommends 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 for internal and external customers.
3. Inspects field operations, work zones, buildings, communications networks, and road conditions to observe procedures, and prepares related recommendations, correspondence, and reports.

4. Supports the bridge inspection program, as needed.

5. Prepares plans, specifications, and estimates for roadway maintenance contracts.

6. Serves as a technical resource, evaluates, and reviews district maintenance activities to ensure conformity with department policies.

7. Prepares damage survey summary reports for disaster reimbursements to the Federal Highway Administration (FHWA) and Federal Emergency Management Agency.

8. Prepares preventative maintenance plans and submits cost reports for federally eligible maintenance work to FHWA.

9. Performs quality assurance reviews on federally eligible maintenance work.

10. Represents the district or division on statewide committees and teams.

11. Performs 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.

12. Performs other responsibilities as required or assigned.