Missouri Department of Transportation Job Description

Job Title: Senior Maintenance Operations Specialist

Title Code: R04543

Salary Grade: 9

Exemption Status: Non-Exempt

Supervisory Responsibilities: Lead Worker

District/Division: Central and District Offices – Maintenance

Effective Date: 11-01-2026

Replaces (Effective Date): 07-01-2022

General Summary

The senior 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 general supervision.

Minimum/Required Qualifications

- Bachelor's degree in civil engineering, engineering management, or related field **AND** four years of related experience, **OR**
- Ten 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, 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 assists in the preparation of 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 reimbursement 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. 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.

12. 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.

13. 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.

14. Performs other responsibilities as required or assigned.