

# Missouri Department of Transportation Job Description

**Job Title:** Traffic Specialist

**Title Code:** R03522

**Salary Grade:** 7

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central and District Offices – Highway Safety and Traffic

**Effective Date:** 08-01-2025

**Replaces (Effective Date):** 01-16-2025

## **General Summary**

The traffic specialist reviews, approves, and manages routine and complex proposed projects on department right of way by utility companies, contractors, developers, governmental entities, or individuals; and performs inspection of projects to ensure compliance with specifications set forth in permits. Responsibilities are performed under moderate supervision.

## **Minimum/Required Qualifications**

- Two years of college or associate's degree in construction technology, engineering, or related field, **AND** two years of experience in construction inspection, highway design, traffic technician positions, or related field, **OR**
- Four years of experience in construction inspection, highway design, traffic technician positions, or related field.

## **Special Working Conditions/Job Characteristics**

- Job requires exposure to moderately adverse and undesirable environmental conditions.
- Job may require operation of vehicles to plow snow and spread ice control materials.

## **Examples of Work**

1. Prepares and issues permits to utility companies, contractors, developers, governmental entities, or individuals for work on department right of way with designated project specifications and requirements.

- 2.** Meets with contractors, developers, governmental entities, individuals, and utility companies to explain procedures and department's policies on granting permits.
- 3.** Reviews and approves proposed plans for construction on department right of way for feasibility regarding drainage, sight distance, landscaping, curbing, traffic flow, and related requirements; makes recommendations for modifications and may coordinate permit work with other district departments.
- 4.** Reviews work zone requests and approves or restricts work zone activity based on the impact to traffic and the community.
- 5.** Conducts field inspections of projects and work zones, and performs measurements of traffic control devices to ensure compliance with department standards.
- 6.** Prepares reports and correspondence for presentation in department and public meetings.
- 7.** Submits proposals and studies to supervisor or to the Traffic Division for review and approval.
- 8.** Testifies at formal and/or informal hearings to explain department actions in specific cases pertaining to permit applications.
- 9.** Assists department personnel with access, utility, and other traffic related issues.
- 10.** May assist traffic engineers with striping layouts, signal observation studies, traffic studies, and lighting requests.
- 11.** May review, inspect, or escort over-dimension loads on state routes.
- 12.** Performs other responsibilities as required or assigned.