

Missouri Department of Transportation Job Description

Job Title: Wetland Coordinator

Title Code: R04086

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Design

Effective Date: 09-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The wetland coordinator ensures that construction projects have necessary permits and that wetland and stream permits, policies, and procedures are communicated to staff. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Biology, Soil Science, Hydrology, or related field.
- Six years of experience in wetland studies, including at least one year of interagency coordination experience.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide and out-of-state, overnight travel.

Examples of Work

1. Trains and advises staff and consultants concerning regulations; conducts biological studies.
2. Conducts training with districts on wetland impacts including permitting and mitigation design, construction, and maintenance.
3. Negotiates agreements, memorandums of understanding, and memorandums of agreement; maintains contact with state and federal regulatory agencies to obtain permits and to keep current on regulatory information.

4. Communicates business related information, including department performance measures to the general public, stakeholders, elected officials, and other departments of transportation.
5. Reviews and updates department manuals; develops and coordinates action plans to improve department's performance in federal and state permit compliance.
6. Represents department at federal and state agency policy development work groups.
7. Co-chairs department wide environmental quality improvement group including district and central office staff.
8. Performs supervisory responsibilities.
9. Performs other responsibilities as required or assigned.