

# Missouri Department of Transportation Job Description

**Job Title:** Environmental Specialist

**Title Code:** R04052

**Salary Grade:** 7

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central Office – Design

**Effective Date:** 04-01-2026

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The environmental specialist performs routine entry-level activities with regard to assisting the environmental studies unit in an effort to comply with environmental regulations. Responsibilities are performed under direct supervision.

## **Minimum/Required Qualifications**

- Bachelor's degree in environmental, natural resource, or social science, or related field.

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

- Job requires regular, statewide or out-of-state, overnight travel.
- A postsecondary degree is the best measure to ensure candidates possess required knowledge in scientific practices, regulatory knowledge, and technical skills taught in formal environmental programs.

## **Examples of Work**

1. Evaluates projects for environmental impacts and compliance with state, federal and organizational guidelines; presents information to department staff through frequent and regular communications; makes recommendations regarding the need to avoid or minimize environmental impacts, or develop compensatory mitigation plans.
2. Prepares, edits, and reviews internal reports, correspondence, and graphic materials as it relates to environmental regulations, requirements, or other environmental issues; including follow up on permit requests as assigned.

3. Obtains detailed information from environmental staff and district personnel to develop, write and edit technical reports in accordance with department policies and practices for approval by the Federal Highway Administration and other agencies.
4. Researches topics concerning federal or state legislation, regulatory agency guidance, and performs literature or computer searches on various environmental topics; provides technical assistance in understanding and complying with state, federal, and organizational environmental standards and regulations, and participates on project core teams.
5. May assist with field investigations and analysis regarding floodplain and parkland evaluations, noise assessments, land use determinations, or socio-economic studies.
6. Performs other responsibilities as required or assigned.