

Missouri Department of Transportation Job Description

Job Title: Historic Preservation Specialist Non-Safety Sensitive

Title Code: R04135

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Design

Effective Date: 07-01-2022

Replaces (Effective Date): 09-17-2018

General Summary

The historic preservation specialist – non-safety sensitive performs routine entry-level activities involving investigations of built-environment cultural resources, writing reports and memoranda, and addressing impacts of proposed transportation projects. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Historic Preservation, Architectural History, or related field.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Obtains information from historic preservation staff and district personnel to assist in developing, writing, and editing technical reports in accordance with department policies and practices for approval by the Federal Highway Administration and other agencies.
2. Assists in the preparation of resource documentation, which includes resource descriptions, maps, illustrations, photography, graphic layout, etc.
3. Assists in the evaluation of projects for historical resource impacts and compliance with state, federal and organization guidelines.

4. Assists with analysis regarding architectural history, historical bridges, or other studies of historically significant resources.
5. Assists in the preparation of internal reports, correspondence, and graphic materials as it relates to historic preservation regulations and requirements.
6. Researches topics concerning federal or state legislation, regulatory agency guidance, and performs literature or computer searches on various historic preservation topics.
7. May conduct field investigations and analysis regarding architectural history, historic bridges, or other studies of historically significant resources.
8. Performs other responsibilities as required or assigned.