

Missouri Department of Transportation Job Description

Job Title: Maintenance Superintendent

Title Code: R01330

Salary Grade: 9

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: District Offices - As assigned

Effective Date: 01-01-2023

Replaces (Effective Date): 07-01-2022

General Summary

The maintenance superintendent administers maintenance activities in one or more counties at the district level, including special maintenance activities at a district-wide level. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- High School Diploma or GED/HiSET.
- Valid Class A Commercial Driver's License with tanker endorsement, no air brake restrictions, and interstate status (either Excepted Interstate [EI] or Non-Excepted Interstate [NI]).
- Eight years of progressively responsible experience performing roadway, roadside, bridge, or sign maintenance or pavement marking responsibilities.

Special Working Conditions/Job Characteristics

- Job requires exposure to high volumes of traffic, adverse weather situations, and other moderately undesirable environmental conditions.
- Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

1. Plans, prioritizes, and schedules operations among multiple maintenance buildings or special maintenance groups.
2. Inspects roads, bridges, and right of way to review work progress and determine maintenance needs and to make recommendations for pavement, bridge and roadside management plans.

3. Supervises maintenance personnel, including making employment-related decisions, assigning work, training, employee development, documenting performance, and conducting performance management.
4. Performs safety and quality assurance field checks, serves as a technical resource, liaisons between maintenance staff, other districts, and Central Office; evaluates and inspects maintenance activities to ensure policy and procedure compliance.
5. Coordinates work between areas within and outside the district, including coordinating projects with other districts, agencies, counties and municipalities.
6. Responds to customer concerns and questions, meets with the public and other agencies to resolve problems and complaints, investigates encroachments on right of way, and serves as the department's area media contact for maintenance.
7. Maintains records concerning budgeting, performance management, promotions, employment, safety, training, equipment, materials, and district maintenance programs; prepares related reports.
8. Responds to roadway emergencies and incidents such as snow removal, flooding, or traffic accidents and directs response.
9. Makes equipment and materials recommendations; researches, develops, monitors performance, and maintains inventories of supplies, suppliers, and maintenance products; coordinates an area's material and supply orders.
10. Prepares, manages, and prioritizes the work plan, budget, projects, and activities for the assigned area while coordinating funds and resources with other areas to reach the goals of the district and department.
11. Serves as a maintenance representative on district and statewide teams.
12. Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
13. Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.