

Missouri Department of Transportation Job Description

Job Title: Senior Traffic Specialist – Non-Safety Sensitive

Title Code: R03024

Salary Grade: 8

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Highway Safety and Traffic

Effective Date: 01-16-2025

Replaces (Effective Date): 07-01-2022

General Summary

The senior traffic specialist – non-safety sensitive 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: Engineering, Construction Technology, or related field, **AND** four years of experience with the department in construction inspection, highway design, traffic technician positions, or related field, **OR**
- Six years of experience with the department 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.

Examples of Work

1. Prepares and issues permits for work on department right of way with designated project specifications and requirements.
2. Meets, communicates, and serves as the department's liaison with contractors, developers, consultants, attorneys, government representatives, individuals, and utility companies to explain procedures, required agreements, and the department's policies on granting permits; examines customers' requests in relationship to the goals and objectives of the department.

3. Reviews and approves normal and complex proposed plans for construction on department right of way for feasibility with regard to access management, drainage, sight distance, landscaping, driveway location and design, traffic signal plans, and other roadway improvements for safety; makes recommendations for modifications and may coordinate such projects with other departmental activities.
4. Reviews proposed roadway access locations and traffic control plans to minimize traffic handling concerns.
5. Presides over pre-construction meetings with permit applicants, contractors, and other appropriate parties before work begins on complex projects; directs inspections being performed by independent inspectors on complex projects and assists in the selection process of independent inspectors.
6. Reviews work zone requests and approves or restricts work zone activity based on the impact to traffic and the community.
7. May assist traffic engineers with striping layouts, traffic signal observations, traffic studies and lighting requests.
8. May testify at formal and/or informal hearings to explain department actions in specific cases pertaining to permit applications.
9. Prepares reports and correspondence for presentation in department and public meetings, and assists department personnel with access management, utility, and other traffic related issues.
10. May review, inspect, or escort over-dimension loads on state routes.
11. Performs other responsibilities as required or assigned.