

Missouri Department of Transportation Job Description

Job Title: Traffic Specialist

Title Code: R03522

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Office – Highway Safety and Traffic

Effective Date: 01-16-2025

Replaces (Effective Date): 07-01-2022

General Summary

- The traffic specialist reviews and approves work relating to roadway access, traffic handling, and excavation proposed on department right of way, and performs inspections 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** two years of experience with the department in construction inspection, highway design, traffic technician positions, or related field, **OR**
- Four 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.
- Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

1. Prepares and issues permits to utility companies, contractors, developers, governmental entities, or individuals for work on department right of way with designated project specifications and requirements.
2. Meets with contractors, developers, governmental entities, individuals, and utility companies to explain procedures and department policies on granting permits.
3. Reviews and approves proposed plans for construction on department right of way for feasibility with regard to drainage, sight distance, landscaping, curbing, traffic flow, and related requirements; makes recommendation for modification; may coordinate permit work with other district departments.
4. Reviews work zone requests and approves or restricts work zone activity based on the impact to traffic and the community.
5. Conducts field inspections of projects and work zones, and performs measurements of traffic control devices to ensure compliance with departmental standards.
6. Prepares reports and correspondence for presentation in department and public meetings.
7. Submits proposals and studies to supervisor or to the Traffic Division for review and approval.
8. Testifies at formal and/or informal hearings to explain department actions in specific cases pertaining to permit applications.
9. Assists department personnel with access, utility and other traffic related issues.
10. May assist traffic engineer with striping layouts, signal observation studies, traffic studies, and lighting requests.
11. May review, inspect, or escort over-dimension loads on state routes.
12. Performs other responsibilities as required or assigned.