

Missouri Department of Transportation

Code: R04128

Title: Senior Environmental Specialist - Safety Sensitive

Exemption Status: Exempt

Grade: 15

Job Description

Effective Date	12-01-2013
Replaces (Effective Date)	05-01-2012
General Summary	The senior environmental specialist - safety sensitive performs varied and complex activities with regard to ensuring department compliance with local, state, and federal environmental laws and regulations. Responsibilities are performed under general supervision.
Minimum/Required Qualifications	Bachelor's Degree: Social, Environmental, or Natural Sciences, or related field Four years of experience in environmental studies.
Supervisory Responsibilities	Lead Worker Only
Location	Central Office - Design
Special Working Conditions/Job Characteristics	Job requires regular, statewide or out-of-state, overnight travel. 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) 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; prepares environmental related information and materials for public meetings and hearings.
- (3) Obtains 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) Performs environmental site assessment of new building properties for purchase by the department and performs environmental site assessments of existing properties for sale by districts.
- (5) Provides technical assistance to other business units regarding environmental rules and regulations and

their impact on department contracts.

- (6) Researches topics concerning federal or state legislation, regulatory agency guidance, and performs literature computer searches on various environmental topics; provides technical assistance in understanding and complying with state, federal, and organizational environmental standards and regulations; participates on project core teams.
- (7) Develops mitigation agreements and memoranda of understanding with resource agencies, including negotiation of waste cleanup requirements and other mitigation commitments.
- (8) Develops and coordinates training programs for department employees to ensure compliance with environmental regulations concerning the identification, storage, use, and disposal of hazardous waste.
- (9) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (10) 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.