

Missouri Department of Transportation

Code: R05623

Title: Senior Materials Specialist

Exemption Status: Non-Exempt

Grade: 16

Job Description

Effective Date	12-01-2013
Replaces (Effective Date)	04-01-2006
General Summary	The senior materials specialist conducts investigations of materials or construction practices used in highway and bridge construction and maintenance. Responsibilities are performed under general supervision.
Minimum/Required Qualifications	Bachelor's Degree: Civil Engineering Four years of experience in highway or transportation engineering.
Supervisory Responsibilities	Lead Worker Only
Location	Central Office - Construction and Materials
Special Working Conditions/Job Characteristics	Job requires regular, statewide, overnight travel. Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

- (1) Updates the computer system records, templates, and security information on projects.
- (2) Provides technical assistance and updates the field or laboratory quality system manuals and programs.
- (3) Generates and manipulates reports to assist in answering inquiries, solving issues, and ensuring compliance of a project.
- (4) Processes specification changes for consideration and may track suggestions once submitted.
- (5) Responds to external customers' information requests, complaints, solicitations, and support needs.
- (6) Prepares, tabulates, and processes test data for specification compliance; prepares preliminary reports of investigation results and develops recommendations for specific problems.
- (7) Monitors the work of staff and provides guidance and support to other department personnel.
- (8) Conducts investigations of materials or construction practices used in highway and bridge construction and maintenance.
- (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.