

# Missouri Department of Transportation

Code: R04135

Title: Historic Preservation Specialist - Nonsafety Sensitive

Exemption Status: Non-Exempt

Grade: 11

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## Job Description

Effective Date 08-01-2015

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### Replaces (Effective Date)

**General Summary** The historic preservation specialist - nonsafety sensitive performs routine entry-level activities involving investigations of cultural resources, writing reports and memoranda, and addressing impacts of proposed transportation projects. Responsibilities are performed under direct supervision.

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**Minimum/Required Qualifications** Bachelor's Degree: Historic Preservation, Architectural History, or related field.

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**Supervisory Responsibilities** None

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**Location** Central Office - Design

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**Special Working Conditions/Job Characteristics** Job requires occasional, statewide, overnight travel.

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## Examples of Work

- (1) Obtains information from historic preservation staff and district personnel to assist in developing, writing, and editing technical reports in accordance with department policies and practices for approval by the Federal Highway Administration and other agencies.
- (2) Assists in the preparation of resource documentation, which includes resource descriptions, maps, illustrations, photography, graphic layout, etc.
- (3) Assists in the evaluation of projects for historical resource impacts and compliance with state, federal and organization guidelines.
- (4) Assists with analysis regarding architectural history, historical bridges, or other studies of historically significant resources.
- (5) Assists in the preparation of internal reports, correspondence, and graphic materials as it relates to historic preservation regulations and requirements.
- (6) Researches topics concerning federal or state legislation, regulatory agency guidance, and performs literature or computer searches on various historic preservation topics.
- (7) May conduct field investigations and analysis regarding architectural history, historic bridges, or other

studies of historically significant resources.

- (8) 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.**