

# Missouri Department of Transportation

Code: R05072

Title: District Maintenance Engineer

Exemption Status: Exempt

Grade: 20

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## Job Description

**Effective Date** 09-01-2015

**Replaces  
(Effective Date)** 03-01-2008

**General Summary** The district maintenance engineer provides district-wide oversight, technical expertise and quality assurance of district maintenance operations functions including budget, personnel and equipment distribution. Responsibilities are performed under general supervision.

**Minimum/Required  
Qualifications** Bachelor's Degree: Civil Engineering  
Licensed as a Professional Engineer in the State of Missouri  
Eight years of experience in highway or transportation engineering.

**Supervisory  
Responsibilities** Full Supervision

**Location** Districts - Administrative Office

**Special Working  
Conditions/Job  
Characteristics** Job requires exposure to moderately adverse and undesirable environmental conditions.

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## Examples of Work

- (1) Provides district-wide oversight and quality assurance of maintenance operations; provides or locates technical expertise or advice on maintenance operations issues.
- (2) Manages district maintenance personnel, including identifying availability of personnel and determining recruitment and hiring needs; assigns personnel to maintenance work units as necessary.
- (3) Supervises, coaches and mentors maintenance superintendents.
- (4) Develops and oversees district preventative maintenance and roadside vegetative management programs.
- (5) Manages and distributes equipment resources to district maintenance units.
- (6) Ensures appropriate training is provided for all maintenance employees.
- (7) Manages the district maintenance budget including distributing funding to maintenance superintendents.
- (8) Represents the district to the public, media and in litigation on maintenance issues.
- (9) Drives district maintenance policy and procedures.
- (10) Provides technical assistance, including making field visits to examine work.

- (11) Develops and oversees maintenance quality control, quality assurance activities and special projects.
- (12) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (13) 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.**