

Missouri Department of Transportation

Code: R05077

Title: Assistant District Maintenance and Traffic Engineer

Exemption Status: Exempt

Grade: 18

Job Description

Effective Date 03-01-2008

Replaces (Effective Date) 04-01-2006

General Summary The assistant district maintenance and traffic engineer assists the district maintenance and traffic engineer in coordinating the effective, safe and efficient operation of maintenance activities on the state highway system within the district including concrete and asphalt paving operations, highway sign maintenance and bridge maintenance. Responsibilities are performed under general supervision.

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

Supervisory Responsibilities Full Supervision

Location Districts - Maintenance; Traffic

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

Examples of Work

- (1) Serves as district maintenance and traffic engineer in the absence of the incumbent to direct all maintenance and traffic activities within the district.
- (2) Investigates highway incidents, supervises emergency response situations, and conducts field inspection trips to monitor maintenance, traffic and special crew activity, as assigned.
- (3) Prioritizes and monitors maintenance activities within the district, as assigned.
- (4) Conducts field inspections of signing, pavement marking, signal operations, access issues and traffic operations.
- (5) Supervises maintenance and traffic personnel, as assigned; makes hiring and other employment-related decisions, assigns work, disciplines employees, trains and conducts performance management.
- (6) Serves as a technical resource, evaluates and inspects district maintenance and traffic activities to ensure performance is in accordance with department policies.

- (7) Inspects maintenance equipment to ensure compliance with department preventive maintenance and safety standards.
- (8) Evaluates maintenance and traffic staffing and equipment levels and makes recommendations regarding the most effective and efficient use of district resources.
- (9) Monitors the progress of district maintenance and traffic activities to ensure projects are completed in a timely manner.
- (10) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (11) 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.