

Missouri Department of Transportation

Code: R05765

Title: Maintenance Liaison Engineer

Exemption Status: Exempt

Grade: 20

Job Description

Effective Date 03-01-2008

**Replaces
(Effective Date)** 07-01-2007

General Summary The maintenance liaison engineer assists districts on the management of the overall maintenance program; researches, develops, or modifies maintenance procedures; and completes special projects relating to maintenance operations. Responsibilities are performed under general supervision.

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

**Supervisory
Responsibilities** Full Supervision

Location Central Office - Maintenance Division

**Special Working
Conditions/Job
Characteristics** Job requires occasional, statewide and out-of-state, overnight travel.

Examples of Work

- (1) Serves as a department expert in a specific, critical area of engineering; consults with district personnel and makes recommendations on the statewide maintenance program; and coordinates the division's quality assurance, best practices, and policy development programs.
- (2) Evaluates and makes recommendations regarding department manuals, policies, procedures, and state and federal regulations.
- (3) Inspects field operations, work zones, buildings, and road conditions to observe procedures and prepares related recommendations, correspondence, and reports.
- (4) Studies and analyzes the cost and effectiveness of methods, materials, and equipment and determines best practices; conducts special studies on new products and procedures to evaluate effectiveness.
- (5) Revises and develops standards and specifications for maintenance operations.
- (6) Assesses potential training needs and assists in their development.
- (7) Represents the department on maintenance matters at meetings, seminars, or conferences.
- (8) Develops and implements work plans and manages budget expenditures.

- (9) Reviews claims submitted on maintenance contracts.
- (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.