

# Missouri Department of Transportation

Code: R06608

Title: Environmental and Historic Preservation  
Manager

Exemption Status: Exempt

Grade: 20

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## **Job Description**

**Effective Date** 09-01-2005

**Replaces  
(Effective Date)** 02-01-2000

**General Summary** The environmental and historic preservation manager supervises and directs the activities of the department's environmental and historic preservation work units such that permits may be obtained from regulatory agencies and federal funds may be obtained from the Federal Highway Administration. Responsibilities are performed under general supervision.

**Minimum/Required  
Qualifications** Master's Degree: Environmental Science, Social Science, Historic Preservation, or related field  
  
OR  
  
Bachelor's Degree: Civil Engineering or Environmental Engineering and Licensure as a Professional Engineer in the State of Missouri. Waiver of certification as a professional engineer requires approval from the Human Resources Director-Central Office.  
  
Over nine years of experience in transportation project development, environmental studies, environmental impact analysis, or historic preservation.

**Supervisory  
Responsibilities** Full Supervision

**Location** Central Office - Design

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

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## **Examples of Work**

- (1) Coordinates the preparation of technical environmental reports and environmental documents for submittal to federal and state reviewing authorities.
- (2) Directs, supervises, and coordinates environmental and historic preservation field studies.
- (3) Serves as the project manager for complex and/or controversial environmental assessments or environmental impact studies; serves as the National Environmental Policy Act expert by providing oversight and quality control/quality assurance for district led assessments and studies.
- (4) Trains district staff in all aspects of the environmental process.

- (5) Corresponds and meets with federal, state, and local agencies to gather and provide data for environmental studies.
- (6) Determines environmental classification, document format, and priority for proposed highway projects.
- (7) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (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.**