

# Missouri Department of Transportation

Code: R04054

Title: Senior Environmental Specialist

Exemption Status: Exempt

Grade: 15

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## Job Description

**Effective Date** 05-01-2012

**Replaces  
(Effective Date)** 04-01-2006

**General Summary** The senior environmental specialist performs varied and complex activities with regard to ensuring department compliance with local, state, and federal environmental laws and regulations. Responsibilities are performed under general supervision.

**Minimum/Required  
Qualifications** Bachelor's Degree: Social, Environmental, or Natural Sciences, or related field  
Four years of experience in environmental studies.

**Supervisory  
Responsibilities** Lead Worker Only

**Location** Central Office - Design

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

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## Examples of Work

- (1) Evaluates projects for environmental impacts and compliance with state, federal, and organizational guidelines; presents information to department staff through frequent and regular communications; makes recommendations regarding the need to avoid or minimize environmental impacts, or develop compensatory mitigation plans.
- (2) Prepares, edits, and reviews internal reports, correspondence, and graphic materials as it relates to environmental regulations, requirements, or other environmental issues, including follow up on permit requests; prepares environmental related information and materials for public meetings and hearings.
- (3) Obtains information from environmental staff and district personnel to develop, write, and edit technical reports in accordance with department policies and practices for approval by the Federal Highway Administration and other agencies.
- (4) Performs environmental site assessment of new building properties for purchase by the department and performs environmental site assessments of existing properties for sale by districts.
- (5) Provides technical assistance to other business units regarding environmental rules and regulations and their impact on department contracts.
- (6) Researches topics concerning federal or state legislation, regulatory agency guidance, and performs literature computer searches on various environmental topics; provides technical assistance in

understanding and complying with state, federal, and organizational environmental standards and regulations; participates on project core teams.

- (7) Develops mitigation agreements and memoranda of understanding with resource agencies.
- (8) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (9) 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.**