

Missouri Department of Transportation

Code: R01356

Title: Core Drill Superintendent

Exemption Status: Exempt

Grade: 16

Job Description

Effective Date 01-01-2014

Replaces (Effective Date) 09-01-2007

General Summary The drilling superintendent directs and coordinates statewide drilling activities necessary to obtain material samples and data for subsurface investigations. Responsibilities are performed under general supervision.

Minimum/Required Qualifications High School Diploma or GED/HiSET
Department of Natural Resources Certification for monitoring well installations.
Eight years of experience in all phases of exploration drilling.

Supervisory Responsibilities Full Supervision

Location Central Office - Construction and Materials

Special Working Conditions/Job Characteristics Job requires occasional, statewide, overnight travel.
Job requires exposure to moderately adverse and undesirable environmental conditions.
Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

- (1) Establishes job priorities for drilling requests; schedules and assigns work by coordinating with the geotechnical and district personnel; and establishes and maintains a budget for personnel, equipment, and materials.
- (2) Maintains records for drilling personnel, equipment usage, and time reporting.
- (3) Maintains inventory records; reviews pavement thickness reports for accuracy as governed by the materials manual and federal regulations; and prepares summary reports.
- (4) Performs general field inspections to ensure proper drilling procedures, maintenance of equipment, and training of personnel; and consults with district personnel on problems or special assignments.
- (5) Consults with outside vendors and contractors for services, new drilling equipment, and materials.
- (6) Investigates new drilling methods; provides recommendations regarding specifications for new drilling equipment or the fabrication or modification of existing drilling equipment.
- (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.