

# Missouri Department of Transportation

Code: R04073

Title: Intermediate Historic Preservation Specialist

Exemption Status: Non-Exempt

Grade: 13

---

## Job Description

Effective Date 12-01-2013

Replaces  
(Effective Date) 06-01-2010

**General Summary** The intermediate historic preservation specialist performs varied and moderately complex activities involving scientific investigations of cultural resources, writing reports and memoranda, processing field data, addressing impacts of proposed transportation projects. Responsibilities are performed under moderate supervision.

**Minimum/Required Qualifications** Bachelor's Degree: Historic Preservation, Archaeology, Anthropology, or related field.  
Two years experience in research, writing, interpretation, or other demonstrable professional activities related to historic resources, archaeological and field studies with an academic institution, historical organization or agency, museum, or other professional institution or public agency.  
Successful completion of a range of motion examination and a medical-physical examination.

**Supervisory Responsibilities** None

**Location** Central Office - Design

**Special Working Conditions/Job Characteristics** Job requires occasional, statewide, overnight travel.  
Job requires moderate physical activity.  
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) Assists with field investigations and analysis regarding architectural history, historic bridges, or other studies of historically significant resources.
- (2) Evaluates projects for historic resource impacts and compliance with state, federal and organizational guidelines; presents information to department staff through frequent and regular communications; and makes recommendations regarding the need to avoid or minimize historic resource impacts, or develop compensatory mitigation plans.
- (3) Classifies scientific field data, assists with the cleaning, marking and identifying of artifacts, and assists in preparing the data for curation.

- (4) Prepares, edits, and reviews internal reports, correspondence, and graphic materials as it relates to historic resource and/or archaeologist regulations and requirements; follows up on permit requests as assigned.
- (5) May direct crews during Phase I surveys and Phase II testing of archaeological sites, and may serve as project leader for cultural resource investigations, including field crew direction and report production.
- (6) Obtains information from historic preservation 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.
- (7) Researches topics concerning federal or state legislation, regulatory agency guidance, and performs literature or computer searches on various historic preservation topics; provides technical assistance in understanding and complying with state, federal and organizational standards and regulations and participates on project core teams.
- (8) Prepares maps of sites, artifact illustrations and photography, graphic layout and paste-up, map editing, and other technical aspects of report preparation.
- (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.**