

Missouri Department of Transportation

Code: R01370

Title: Core Drill Supervisor

Exemption Status: Non-Exempt

Grade: 14

Job Description

Effective Date 09-01-2014

Replaces
(Effective Date) 01-01-2014

General Summary The core drill supervisor oversees multiple statewide crews responsible for field 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
Valid Class A Commercial Driver's License with tanker endorsement, no air brake restrictions, and interstate status (either Excepted Interstate [EI] or Non-Excepted Interstate [NI]).
Seven years of experience in exploration drilling.
Successful completion of a work simulation examination and a medical-physical examination.

Supervisory Responsibilities Full Supervision

Location Central Office - Construction and Materials

Special Working Conditions/Job Characteristics Job requires regular, 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) Supervises and trains drilling personnel in proper utilization of equipment and safety procedures; manages all field drilling operations; and conducts performance management responsibilities.
- (2) Provides technical assistance and checks quality of work performed; directs work site preparation, including traffic control and signing; and enforces safety policies.
- (3) Maintains required records and prepares reports; and maintains inventory of tools and equipment.
- (4) Contacts service representatives for any necessary equipment repairs; and assigns routine cleaning and preventative maintenance of vehicles and equipment.

- (5) May perform drilling duties as needed.
- (6) Performs drilling superintendent duties in supervisor's absence.
- (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.