

# Missouri Department of Transportation

Code: R01379

Title: Maintenance Supervisor

Exemption Status: Non-Exempt

Grade: 14

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## Job Description

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| <b>Effective Date</b>                                 | 09-01-2014   |
| <b>Replaces (Effective Date)</b>                      | 01-01-2014   |
| <b>General Summary</b>                                | The maintenance supervisor directs and supervises highway maintenance activities. Responsibilities are performed under general supervision.  |
| <b>Minimum/Required Qualifications</b>                | High School Diploma or GED/HiSET<br>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]).<br>Seven years of progressively responsible experience performing roadway, roadside, bridge, sign maintenance or pavement marking responsibilities. |
| <b>Supervisory Responsibilities</b>                   | Full Supervision   |
| <b>Location</b>                                       | District Offices - As assigned   |
| <b>Special Working Conditions/Job Characteristics</b> | Job requires moderate physical activity.<br>Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.<br>Job may require operation of vehicles to plow snow and spread ice control materials.  |

## Examples of Work

- (1) Directs routine and emergency maintenance operations for a region, including materials, equipment, personnel and external resources.
- (2) Assesses the general condition and surface maintenance needs of bridges and roadways.
- (3) Investigates and responds to public inquiries and complaints regarding road, bridge and right of way conditions.
- (4) Maintains purchase, supply, inventory, usage and materials records; maintains personnel records and reports.
- (5) Provides training to employees on safety, equipment operations and maintenance procedures.
- (6) Responds to roadway incidents, including during nights and weekends, and directs activities following traffic accidents, snowfall, flooding, spills and other emergencies.
- (7) Evaluates employee performance; makes recommendations on employment, promotion, transfer,

disciplinary action and discharge.

- (8) Coordinates with utilities, contractors, municipal public works departments and private individuals on roadway issues.
- (9) Inspects bridges and roadways to determine maintenance needs, work progress and results of completed work.
- (10) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (11) 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.**