

Missouri Department of Transportation

Code: R05081

Title: District Maintenance and Traffic Engineer

Exemption Status: Exempt

Grade: 20

Job Description

Effective Date 09-01-2015

**Replaces
(Effective Date)** 03-01-2008

General Summary The district maintenance and traffic engineer provides district-wide oversight, technical expertise and quality assurance of district maintenance operations; plans, coordinates, and manages district traffic engineering operations; and supervises routine maintenance of state bridges in the district. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Civil Engineering
Licensed as a Professional Engineer in the State of Missouri
Eight years of experience in highway or transportation engineering

**Supervisory
Responsibilities** Full Supervision

Location Districts - Administrative Office

**Special Working
Conditions/Job
Characteristics** Job requires exposure to moderately adverse and undesirable environmental conditions.

Examples of Work

- (1) Provides direction, supervises and coordinates district maintenance, traffic, special crews and equipment activities.
- (2) Investigates highway incidents, supervises emergency response situations, and conducts field inspection trips to monitor maintenance, traffic and special crew activity.
- (3) Provides district-wide oversight and quality assurance of assigned operations functions including providing technical expertise and advice on area operations.
- (4) Coordinates, distributes, and tracks district operating budget; transfers district resources to meet funding needs, plans for future district operational needs, and prioritizes projects and activities based on established budget.
- (5) Communicates with area leaders, the public, and community organizations regarding department goals and objectives; responds to inquiries, complaints, and requests for information from legislators, public officials, the general public, media, and internal customers.
- (6) Disseminates and implements department policies and procedures to maintenance, traffic and special

crews.

- (7) Manages the district maintenance, traffic and special crew workforce including identifying the availability of, and recruitment needs for, professional and technical expertise.
- (8) Evaluates maintenance, traffic and special crew performance and recommends employment, promotion and disciplinary action.
- (9) May conduct bridge field-checks for rehabilitation contracts and recommend bridge preventative maintenance, rehabilitation, or replacement for programming.
- (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.