Missouri Department of Transportation Job Description

Job Title: Senior Historic Preservation Specialist

Title Code: R04079

Salary Grade: 9

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker

District/Division: Central Office – Design

Effective Date: 09-01-2026

Replaces (Effective Date): 04-01-2026

General Summary

The senior historic preservation specialist performs varied and complex activities with regard to conducting and/or leading both scientific field, laboratory studies, and historic preservation studies to interpret and mitigate adverse impacts that lie within proposed highway projects in compliance with federal laws and regulations. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's degree in anthropology, archaeology, historic preservation, or related field.
- Four 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.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide and out-of-state, overnight travel.
- Job requires moderate physical activity.
- Job requires exposure to moderately adverse and undesirable environmental conditions.
- A postsecondary degree is the best measure to ensure candidates possess required knowledge in scientific practices, regulatory knowledge, and technical skills taught in formal environmental programs.

Examples of Work

1. Evaluates projects for historical and archaeological resource impacts and compliance with state, federal and organizational guidelines; presents information to department staff through frequent and regular communications; makes recommendations regarding the need to avoid or minimize adverse impacts or develop compensatory mitigation plans.

2. Prepares, edits, and reviews internal reports, correspondence, and graphic materials as it relates to historical and archaeological resource regulations, requirements, or other preservation issues; follows up on permit requests as assigned; prepares resource related information and materials for public hearings.

3. Obtains information from 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.

4. Conducts field investigations and analysis regarding architectural history, historic bridges, or other studies of historically significant resources.

5. Prepares technical reports for inclusion in historic preservation or environmental documents in accordance with federal requirements and department policies.

6. Researches topics concerning federal or state legislation, regulatory agency guidance, and performs literature computer searches on various preservation topics; provides technical assistance in understanding and complying with state, federal and organizational preservation standards and regulations; participates on project core teams.

7. Prepares formal Memorandum of Agreement for archaeological and historical properties adversely affected by the proposed action for execution by the department, Federal Highway Administration, Missouri State Historic Preservation Officer, and Advisory Council on Historic Preservation.

8. Develops mitigation agreements and memoranda of understanding with resource agencies.

9. Serves as expert and represents the department's cultural resource activities both internally and externally.

10. Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management

11. Performs other responsibilities as required or assigned.