

Missouri Department of Transportation

Code: R05476

Title: Structural Project Manager

Exemption Status: Exempt

Grade: 19

Job Description

Effective Date 03-01-2008

Replaces
(Effective Date) 04-01-2006

General Summary The structural project manager supervises bridge project design and detail teams; provides technical support for bridge projects under construction; coordinates bridge projects with district personnel, federal and state agencies; and coordinates production, reviews, signs, and seals bridge construction plans, specifications, and related documents including estimates and job special provisions. Responsibilities are performed under general supervision.

Minimum/Required Qualifications Bachelor's Degree: Civil Engineering
Licensed as a Professional Engineer in the State of Missouri.
Six years of experience in civil engineering with a demonstrated proficiency in structural design, including the ability to manage multiple teams and projects. An advanced degree in civil engineering with an emphasis in structures may be substituted for a maximum of two years of experience.

Supervisory Responsibilities Lead Worker Only

Location Central Office - Bridge

Special Working Conditions/Job Characteristics Job requires statewide travel.

Examples of Work

- (1) Coordinates production of, reviews, signs and seals bridge construction plans, specifications and related contract documents.
- (2) Serves as project team leader for bridge design personnel in the preparation of detailed construction plans for highway bridges and related structures including approving leave, orienting new employees, approving timesheets, and providing feedback and documentation to the structural resource manager on daily activities, beginning-of-job performance plans and end-of-job evaluations of team members.
- (3) Directs and delegates work, advises and serves as a technical resource for project teams and other division staff in the area of bridge design engineering.
- (4) Serves as a technical resource for construction and materials personnel, design personnel, contractors and consultants.

- (5) Schedules, tracks, prioritizes, organizes and delegates projects or project specifics; identifies and requests resources needed to complete bridge designs.
- (6) Evaluates engineering proposals and contractor-proposed changes to construction plans; recommends plan changes when working with construction personnel and private contractors; oversees plan sheet modifications.
- (7) Reviews technical policies, procedures and standards and recommends changes when necessary.
- (8) Researches and implements new bridge design, plan preparation and construction techniques.
- (9) Ensures projects have been reviewed for conformance to standards and accepted procedures and practices, computational and structural errors, and accurate job special provisions; prepares working-day and cost-based estimates.
- (10) Conducts project field checks; maintains project files.
- (11) Attends project-specific meetings, division meetings and district project core team meetings; liaisons with department project teams and federal and state agencies.
- (12) 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.