

# Missouri Department of Transportation

Code: R05610

Title: Computer Aided Drafting and Design Services Engineer

Exemption Status: Exempt

Grade: 20

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## Job Description

Effective Date 03-01-2008

Replaces (Effective Date) 04-01-2006

**General Summary** The computer aided drafting and design services engineer is responsible for coordinating development and maintenance, user training and support, and software quality control in the areas of computer aided drafting and design (CADD), photogrammetric data, surveying data and engineering related computer activities. Responsibilities are performed under general supervision.

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

**Supervisory Responsibilities** Full Supervision

**Location** Central Office - Design

**Special Working Conditions/Job Characteristics** Job requires occasional, statewide or out-of-state, overnight travel.

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## Examples of Work

- (1) Provides statewide support structure for CADD users, surveyors, and automated engineering systems users.
- (2) Verifies operation of current and new versions of engineering software applications for adherence to department standards, specifications, and practices.
- (3) Provides training for employees in the use of CADD, surveying, and automated engineering systems, and coordinates user support.
- (4) Manages the department's CADD resources.
- (5) Coordinates the use of automated engineering systems to ensure data movement compatibility and quality.
- (6) Develops and maintains procedures for instructing personnel in the operation of CADD and automated engineering systems applications.
- (7) Serves as a department expert, conducts special studies, and provides guidance and quality assurance for

automated engineering, surveying, and photogrammetry.

- (8) Ensures photogrammetric data is provided to the districts.
- (9) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (10) 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.**