

Missouri Department of Transportation

Code: R05652

Title: Planning and Programming Engineer

Exemption Status: Exempt

Grade: 20

Job Description

Effective Date 03-01-2008

Replaces (Effective Date) 04-01-2006

General Summary The planning and programming engineer supervises the statewide programming section, which develops the statewide five-year transportation improvement program, and the local programming section, which administers federal programs for cities and counties. 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 - Transportation Planning

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

Examples of Work

- (1) Oversees development of the Statewide Transportation Improvement Plan (STIP), amendments to the STIP, and the STIP Accountability Report.
- (2) Responds to programming-related requests from districts, divisions, the Federal Highway Administration, state legislators, and city and county officials; supervises report development for the media, elected officials, special interest groups, department management, and the general public.
- (3) Manages the local program team including federal programs such as off system, bridge enhancement and congestion mitigation air quality.
- (4) Directs the administration of the statewide and local programming work units.
- (5) Develops and tracks the programming section's budget.
- (6) Tracks and updates programming-related organizational performance measures.
- (7) Reviews financial analyses of available construction funds, their optimum use, and distribution to the districts for programming.
- (8) Serves as department representative on policy, research, or technical advisory committees or for multi-state

or consultant transportation studies.

- (9) Supervises planning and programming employees including making hiring and other employment related decisions, assigning work, disciplining employees and conducting performance management.
- (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.