

Missouri Department of Transportation

Code: R05717

Title: Assistant State Design Engineer

Exemption Status: Exempt

Grade: 21

Job Description

Effective Date 03-01-2008

**Replaces
(Effective Date)** 04-01-2006

General Summary The assistant state design engineer is responsible for directing and coordinating design activities for the division as assigned including providing day-to-day leadership in the division. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Civil Engineering
Licensed as a Professional Engineer in the State of Missouri.
Over nine years of progressive 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.

Examples of Work

- (1) Provides technical expertise and support to design personnel and district design teams.
- (2) Reviews and edits commission items for accuracy and policy compliance.
- (3) Manages the division budget and ensures compliance with budget policies.
- (4) Makes recommendations to the state design engineer concerning personnel issues.
- (5) Provides design expertise for legal issues including serving as an expert witness in design issues.
- (6) Approves division expense reports.
- (7) Ensures design criteria are appropriate when compared to national standards and department direction.
- (8) Ensures best practices are developed and new procedures are investigated; coordinates special studies.
- (9) Assumes the role of state design engineer in supervisor's absence.
- (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.