

# Missouri Department of Transportation

Code: R05751

Title: Assistant District Engineer

Exemption Status: Exempt

Grade: 21

---

## **Job Description**

**Effective Date** 03-01-2008

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

**General Summary** The assistant district engineer is responsible for directing engineering and/or operational activities for the district as assigned and for assuming the authority of the district engineer when necessary. 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 experience in highway or transportation engineering.

**Supervisory  
Responsibilities** Full Supervision

**Location** District Offices - Administrative Office

**Special Working  
Conditions/Job  
Characteristics** Job requires occasional, statewide, overnight travel.

---

## **Examples of Work**

- (1) Supervises and provides direction to district department heads; supports employee development through mentoring, performance management and area work plans.
- (2) Monitors and ensures district programs and projects are on schedule and will meet the department's expectations; investigates schedule delays and recommends remedial action as assigned; conducts field visits to monitor activities for assigned areas.
- (3) Directs and tracks the district operating budget, state transportation improvement plan, equipment purchases, facilities program and business plan; allocates resources within the district to meet budget and funding needs; plans for future district operational needs; prioritizes district projects and activities.
- (4) Serves as the district engineer as required.
- (5) Responds to requests for information from other districts and divisions.
- (6) Responds to complaints and requests for information from public officials, consultants, contractors, community groups, the public, media representatives and legislative bodies; represents the department at public functions.

- (7) Disseminates and implements department policies and procedures pertaining to activities of assigned areas.
- (8) Informs the district engineer of important district activities and personnel issues, and recommends appropriate action.
- (9) Conducts public hearings and meetings and acts as a spokesperson for the district to local committees, civic groups and media.
- (10) Makes recommendations on personnel utilization including the location of personnel authorizations; reviews and approves district disciplinary actions, promotions and staffing decisions.
- (11) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (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.**