

Missouri Department of Transportation

Code: R05852

Title: Assistant State Bridge Engineer

Exemption Status: Exempt

Grade: 21

Job Description

Effective Date 03-01-2008

Replaces
(Effective Date) 04-01-2006

General Summary The assistant state bridge engineer is responsible for coordinating department expertise in the specific area of transportation engineering related to bridges and structures. Incumbents have quality assurance responsibilities and work closely with the state bridge engineer to establish broad policy and accomplish bridge-related objectives as they relate to the department's tangible results. 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. An advanced degree in Civil Engineering related to the specific area of assignment may be substituted for a maximum of two years of experience.

Supervisory Responsibilities Full Supervision

Location Central Office - Bridge

Special Working Conditions/Job Characteristics Job requires occasional, statewide and/or national, overnight travel.

Examples of Work

- (1) Coordinates technical support and other assigned personnel; schedules and assigns work, reviews progress and provides guidance in critical assignments to accomplish the division's functions and goals.
- (2) Provides technical expertise on structural engineering policies, construction-related problems and questions, and individual projects.
- (3) Participates as a member of the division's management team to address issues such as quality assurance, personnel, budget and administrative policies.
- (4) Monitors and reviews preparation of the State Transportation Improvement Plan by participating in bridge memo conferences, bridge design layout conferences and other bridge-related meetings.
- (5) Monitors and reviews proposed and final national changes impacting state structures; follows research and new product information for incorporation into design practices and procedures.

- (6) Provides quality assurance and guidance in cost-based estimating and preparation of bridge special provisions and bridge working days for contract documents.
- (7) Conducts special studies, gives presentations and writes reports and position papers in area of expertise.
- (8) Monitors and reviews contractor bids from monthly lettings; represents the division at monthly bid review meetings; provides in-depth contract bid letting information such as price trends.
- (9) Reviews and responds to fiscal notes and state and federal registers of proposed legislation and regulations for bridge design and construction.
- (10) Assumes the role of the state bridge engineer in supervisor's absence.
- (11) Provides guidance and oversight in the areas of personnel recruitment, hiring, promotions, training, coaching and discipline.
- (12) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (13) 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.