

Missouri Department of Transportation

Code: R05032

Title: Structural Preliminary and Review Engineer

Exemption Status: Exempt

Grade: 20

Job Description

Effective Date 10-01-2010

Replaces
(Effective Date)

General Summary The structural preliminary and review engineer is responsible for supervising the engineers and technicians responsible for preliminary designing, preliminary detailing, creating job special provisions, calculating working days and cost estimating for all department bridges. 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 civil engineering with a proficiency in structural design and/or engineering applications programming. An advanced degree in civil engineering with an emphasis in structures or engineering applications programming 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) Supervises engineers and technicians responsible for preliminary designing, preliminary detailing, creating job special provisions, calculating working days and cost estimating for all department bridges; makes hiring and other employment related decisions, assigns work, disciplines, conducts performance management, and trains employees in the preliminary and review section.
- (2) Determines resource needs and works with other division staff to commit resources to design teams and make production decisions.
- (3) Advises and serves as a technical resource for project teams and other division staff in the areas of preliminary bridge design and review.
- (4) Monitors and reviews the state transportation improvement plan and coordinates the scheduling of bridge memo conferences, bridge design layout conferences and other bridge-related meetings.
- (5) Monitors and reviews contractor bids from monthly lettings; represents the division at monthly bid review

- meetings; provides in-depth contract bid letting information as required.
- (6) Maintains and develops review guidelines and job special provisions to conform to standards, accepted procedures and practices.
 - (7) Conducts project field checks; maintains project files.
 - (8) Attends project-specific meetings, division meetings and district project core team meetings; liaisons with department project teams and federal and state agencies.
 - (9) Provides technical expertise on structural engineering policies and projects.
 - (10) Signs and seals structural plans and related documents as necessary.
 - (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.