

Missouri Department of Transportation

Code: R01590

Title: Assistant Design Technician

Exemption Status: Non-Exempt

Grade: 4

Job Description

Effective Date 01-01-2014

Replaces
(Effective Date) 08-01-2005

General Summary The assistant design technician provides entry-level technical support in the preparation of plans and documents used in the design of roadway projects. Responsibilities are performed under direct supervision.

Minimum/Required
Qualifications High School Diploma or GED/HiSET

Supervisory
Responsibilities None

Location Central and District Offices - Design

Special Working
Conditions/Job
Characteristics

Examples of Work

- (1) Drafts and plots location sketches, title sheets, plan and profile sheets, or special sheets.
- (2) Develops tract maps and computes right of way areas.
- (3) Computes summaries of quantities; may prepare cost estimates.
- (4) Retrieves design plans from microfilm file or compact disk for the designers, the general public, contractors, consultants and utility companies.
- (5) Assists with research of historical databases and records.
- (6) Utilizes computer aided drafting equipment as directed.
- (7) 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.