

# Missouri Department of Transportation

Code: R01517

Title: Design Technician

Exemption Status: Non-Exempt

Grade: 6

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## Job Description

**Effective Date** 01-01-2014

**Replaces  
(Effective Date)** 08-01-2005

**General Summary** The design technician provides semi-skilled technical or paraprofessional support in the preparation of plans and documents used in the design of roadway projects. Responsibilities are performed under moderate supervision.

**Minimum/Required  
Qualifications** High School Diploma or GED/HiSET, including successful completion of a trigonometry course and two years of technical experience. Waiver of the trigonometry requirement requires approval of the Human Resources Director - Central Office.  
OR  
Associate Degree in Civil Engineering Technology, Surveying, or related field.

**Supervisory  
Responsibilities** None

**Location** Central and District Offices - Design

**Special Working  
Conditions/Job  
Characteristics**

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## Examples of Work

- (1) Utilizes computer aided drafting, road design software and various other computer software packages to assist in the preparation of computer generated design plans by drafting and adding text to the design file and producing plan sheets.
- (2) Utilizes design software, computer aided design and drafting, or calculator to calculate quantities, types and sizes of materials and other information as required for project assignments; prepares summaries of quantities.
- (3) Delineates right of way on plans and computes areas; prints microfilm plans and maps for survey research and requests.
- (4) Mounts displays, project overviews, maps, and photos for public hearings and presentations; prepares handouts for bid lettings, public hearings, legal hearings and public meetings.
- (5) Researches historical databases and records; locates and reproduces highway plans that are kept on microfilm or compact disk for designers, the general public, contractors, consultants, and utility companies.
- (6) 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.**