

# Missouri Department of Transportation

Code: R03133

Title: District Final Plans and Reports Processor

Exemption Status: Non-Exempt

Grade: 12

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## Job Description

**Effective Date** 01-01-2014

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

**General Summary** The district final plans and reports processor checks final construction plans and documents on completed projects for completeness and accuracy, and provides support to the district operations office in final plans and project documentation. Responsibilities are performed under general supervision.

**Minimum/Required  
Qualifications** High School Diploma or GED/HiSET, plus additional coursework in mathematics  
Eight years of experience in construction, specification interpretation, and construction procedures.

**Supervisory  
Responsibilities** None

**Location** District Offices - Construction and Materials

**Special Working  
Conditions/Job  
Characteristics**

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## Examples of Work

- (1) Checks and transmits final construction plans and documents on completed projects; performs calculations to verify final payment estimates on each project; provides support to project offices and answers questions for final plans, wage rate information, and contract administration issues.
- (2) Maintains lists of prime contractors and subcontractors on active projects in the districts; maintains insurance lists, Equal Employment Opportunity (EEO) training schedules and reports, and other documents as required.
- (3) Reviews subcontracts, including checking all entries and calculations for accuracy and verifying items, quantities, EEO compliance, and Disadvantaged Business Enterprise participation.
- (4) May participate in pre-construction conferences with county officials, consultants, and contractors to explain EEO and other requirements; may check and recommend payments on contractor pay requests, final certifications, and change orders.
- (5) May assist or serve as the district radiation safety officer, which includes conducting leak tests, attending and conducting audits, training and responding to inquiries from regulators and department employees.
- (6) Maintains equipment inventory and supply records for district project operations; orders district construction

supplies as needed.

- (7) Maintains all required contract related documents, plans, and electronic files for active and completed projects, maintains reports and records and handles routine correspondence and phone calls.
- (8) Coordinates and conducts final plans training for project office personnel.
- (9) 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.**