

Missouri Department of Transportation

Code: R03149

Title: Final Plans Reviewer

Exemption Status: Non-Exempt

Grade: 12

Job Description

Effective Date 01-01-2014

**Replaces
(Effective Date)** 06-01-2006

General Summary The final plans reviewer reviews and checks final plans and final change orders submitted by the districts. Responsibilities are performed under moderate supervision.

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

**Supervisory
Responsibilities** None

Location Central Office - Construction and Materials

**Special Working
Conditions/Job
Characteristics** Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Checks and processes final plans and final change orders submitted by the districts.
- (2) Checks calculations performed by districts for accuracy and proper documentation.
- (3) Verifies documentation of the construction phase of contracts.
- (4) Ensures all necessary paperwork and documents are submitted to the Federal Highway Administration for reimbursement to the state.
- (5) Answers questions and provides guidance to contractors, the districts, and other areas within the department with regard to final plans, documentation, and procedures.
- (6) Conducts final plans preparation training sessions for district personnel as needed.
- (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.