Missouri Department of Transportation

Title: Final Plans Reviewer
Code: R03149
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.