

Missouri Department of Transportation

Code: R05659

Title: District Construction Liaison

Exemption Status: Non-Exempt

Grade: 16

Job Description

Effective Date 12-01-2013

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

General Summary The district construction liaison provides guidance and construction advice to local agencies during the construction and closeout phases of federal aid projects, ensuring the guidelines for materials testing and construction requirements necessary to fulfill federal requirements are followed. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Civil Engineering
Four years of experience in highway or transportation engineering.

**Supervisory
Responsibilities** None

Location District Offices - Construction

**Special Working
Conditions/Job** Job requires exposure to moderately adverse and undesirable environmental conditions.

Characteristics Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

- (1) Performs oversight and coordinates quality assurance of local federal aid projects, providing or locating technical expertise or advice on local roads issues when the need arises.
- (2) Performs preliminary, intermediate, and final inspections of federal aid projects for compliance with the contract, specifications, local public agency manual requirements, and federal guidelines.
- (3) Reviews and approves project reports, project records, reimbursement requests and final contract documents; approves district level change orders and recommends approval for central office level change orders.
- (4) Communicates with local agencies, consultant engineers and contractors to mediate and resolve problems promptly and ensure that projects are constructed efficiently to the appropriate quality as governed by the local public agency manual.
- (5) Interprets and advises local agencies on construction plans, specifications, and special provisions and makes recommendations as required.
- (6) Coaches and mentors local agencies and their consultants with regard to the federal aid process as appropriate.

- (7) Reviews final contract plans, specifications and estimates for constructability and compliance with federal guidelines, and communicates review comments to appropriate personnel.
- (8) Reviews local public agency manual for compliance with current federal requirements and makes recommendations for changes/additions as necessary.
- (9) Updates appropriate databases with current project data during construction through completion of the federal aid project; distributes reports to internal/external customers.
- (10) Performs other responsibilities as required or assigned.

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