

# Missouri Department of Transportation

Code: R05083

Title: Computer Aided Drafting and Design Support Engineer

Exemption Status: Exempt

Grade: 18

---

## **Job Description**

**Effective Date** 12-20-2013

**Replaces (Effective Date)** 05-01-2006

**General Summary** The computer aided drafting and design support engineer is responsible for coordinating the implementation, maintenance, user training and support of computer aided drafting and design (CADD) applications used for transportation system design.

**Minimum/Required Qualifications** Bachelor's Degree: Civil Engineering  
Licensed as a Professional Engineer in the State of Missouri  
Six years of experience in highway or transportation engineering

**Supervisory Responsibilities** Full Supervision

**Location** Central Office - Design

**Special Working Conditions/Job Characteristics** Job requires occasional statewide and/or out-of-state overnight travel.

---

## **Examples of Work**

- (1) Provides training for employees and consultants in the use of CADD and automated engineering systems.
- (2) Supervises CADD personnel providing support for users of the department's automated engineering systems; provides direction for CADD team daily operation and project development for technical solutions to improve design and construction workflows, including responsibility for achieving project goals within schedule using available resources.
- (3) Manages the department's CADD training program, including developing and scheduling training, coordinating CADD trainers and ensuring CADD trainers receive the necessary training to perform their jobs.
- (4) Engages in public speaking and representation of CADD issues in technical committees, including utilizing knowledge of districts' production workflow for the development of highway contract plans or construction inspection practices.
- (5) Coordinates user support functions, including scheduling training staff, on-site support, phone support and problem reporting.
- (6) Ensures data movement compatibility and product quality of the department's automated engineering

systems.

- (7) Manages and coordinates development and maintenance of the department's CADD engineering software.
- (8) Verifies engineering software complies with department standards, specifications and practices.
- (9) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (10) 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.**