

# Missouri Department of Transportation

Code: R01044

Title: Airport Project Technician

Exemption Status: Non-Exempt

Grade: 10

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## Job Description

**Effective Date** 03-01-2014

**Replaces (Effective Date)** 01-01-2014

**General Summary** The airport project technician provides advanced technical or paraprofessional support in the preparation of grant applications, grant agreements, plans and documents used in aviation projects. This position is governed by federal and state regulations for administration of federal block grant funds for airports. Responsibilities are performed under general supervision.

**Minimum/Required Qualifications** High School Diploma or GED/HiSET, and six years of technical and/or paraprofessional experience.  
OR  
Associate's Degree in Civil Engineering Technology, Surveying or related field, and four years of experience in technical positions.  
OR  
Bachelor's Degree in Civil Engineering Technology or related field.

**Supervisory Responsibilities** None

**Location** Central Office - Multimodal Operations

**Special Working Conditions/Job Characteristics** None

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## Examples of Work

- (1) Tracks federal and state aviation funds and sub-awards to project sponsors; prepares all required federal and state reports relating to aviation funding and aviation projects.
- (2) Prepares federal aviation administration grant applications and supporting documentation; prepares grant agreements for project sponsors.
- (3) Reviews aviation projects for funding eligibility, reviews/processes change orders and pay reimbursement requests.
- (4) Creates and maintains databases, charts and graphs using current technology; manages databases to ensure data quality.

- (5) Maintains necessary contact with division, Federal Aviation Administration, consulting engineers, and project sponsors in the review of grants, plans, specifications, and contracts.
- (6) Utilizes computer aided drafting, design software, and various other computer software programs to perform design related activities; may review design reports, project plans, locate information on aerial and topographic maps, crosscheck plans and specifications, develop and maintain databases, and prepare detailed reports and graphs.
- (7) Utilizes design software, computer aided drafting and design, or calculator to calculate quantities such as concrete, steel, asphalt, and grading as required for project assignments; prepares tabulation sheets, summaries of quantities, and cost estimates.
- (8) Utilizes design software, computer aided drafting and design, or calculator to check calculations, detailed drawings, aerial photography, survey data, shop drawings and finished plans or maps developed by co-workers, consultants, or contractors to ensure completeness, accuracy, and adherence to design concept, specifications, and contract provisions.
- (9) Researches historical databases and records; locates and reproduces airport plans that are kept on microfilm or compact disk for designers, the general public, contractors, consultants, and utility companies.
- (10) Prepares displays and graphics for public meetings.
- (11) Assists with assembling project plans and specifications, proposals, addenda or cost estimates for bid openings; may review final contracts for completeness and accuracy; may assist in the bid opening process.
- (12) 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.**