

Missouri Department of Transportation

Code: R05085

Title: Project Development Specialist

Exemption Status: Non-Exempt

Grade: 12

Job Description

Effective Date 05-15-2014

Replaces
(Effective Date)

General Summary The project development specialist provides engineering support to individual units within the Design Division. Responsibilities are performed under moderate supervision.

Minimum/Required
Qualifications Bachelor's Degree: Civil Engineering

Supervisory
Responsibilities None

Location Central Office - Design

Special Working
Conditions/Job
Characteristics

Examples of Work

- (1) Provides engineering support for value engineering studies, highway safety analysis, access justification reports, Americans with Disabilities Act compliance issues, and design build projects.
- (2) Assists design engineers with project development tasks and other engineering tasks as assigned.
- (3) Supports and collaborates with engineering policy group on engineering policy guidelines, design standards, and job special provision updates.
- (4) Coordinates with the bidding and contracts unit to assist with reviewing and estimating projects.
- (5) Ensures that project documents and plans conform to design standards and department policy.
- (6) Assists design personnel with tasks including local program, consultant, and utility tasks.
- (7) Assists environmental staff to ensure compliance with federal and state laws pertaining to natural and social resources.
- (8) 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.