

Missouri Department of Transportation

Code: R05086

Title: Intermediate Project Development Specialist

Exemption Status: Non-Exempt

Grade: 14

Job Description

Effective Date 05-15-2014

Replaces
(Effective Date)

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

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

Supervisory Responsibilities None

Location Central Office - Design

Special Working Conditions/Job Characteristics

Examples of Work

- (1) Supports and collaborates with liaison engineers on engineering projects and participates in liaison engineer core team and area team meetings.
- (2) Supports and collaborates with engineering policy group on engineering policy guidelines, design standards, and job special provision updates.
- (3) Provides engineering support for value engineering studies, highway safety analysis, access justification reports, Americans with Disabilities Act compliance issues, and design build projects.
- (4) Ensures that project documents and plans conform to design standards and department policy.
- (5) Assists design personnel with tasks including local program, consultant, and utility tasks.
- (6) Participates and contributes on special assigned teams with the Federal Highway Administration and various divisions.
- (7) Coordinates with the bidding and contracts unit to assist with reviewing and estimating projects.
- (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.