

Missouri Department of Transportation

Code: R05087

Title: Senior Project Development Specialist

Exemption Status: Non-Exempt

Grade: 16

Job Description

Effective Date 05-15-2014

Replaces
(Effective Date)

General Summary The senior project development specialist provides engineering support for complex projects to individual units within the Design Division. 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 Lead Worker Only

Location Central Office - Design

Special Working Conditions/Job Characteristics

Examples of Work

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

- (9) May perform lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (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.