

Missouri Department of Transportation

Code: R03564

Title: Bridge Inventory Analyst

Exemption Status: Non-Exempt

Grade: 10

Job Description

Effective Date 03-15-2015

Replaces (Effective Date) 11-01-2007

General Summary The bridge inventory analyst is responsible for maintaining the National Bridge Inventory (NBI) in the department's Transportation Management System (TMS), which includes adding, updating, and reviewing the data so as to ensure accuracy for the submittal of the annual NBI and Element Level data files to the Federal Highway Administration. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications Two years of college or Associate's Degree: Drafting, Computer Aided Drafting, Engineering Technology, Business, or Database Management.
Four years of experience in drafting, computer aided drafting, engineering technology, or business related areas involving the direct management of complex database systems.

Supervisory Responsibilities None

Location Central Office - Bridge

Special Working Conditions/Job Characteristics Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Reviews and processes inspection packet submittals for locally owned structures, including screenings of structures needing follow up or review by an engineer.
- (2) Reviews, monitors, and updates the NBI database in TMS for changes due to structure rehabilitation, construction, inspection, load rating, or other general database maintenance.
- (3) Serves as an initial point of contact and resource for activities related to bridge inspections and NBI data for internal and external customers.
- (4) Provides training and feedback to inspectors on updating data in TMS following completed inspections and submitting required inspection documentation on locally owned structures.
- (5) Generates standard reports and develops custom database queries on NBI and inspection data for internal and external customers.
- (6) Monitors compliance with federal requirements, as well as department policies in the Bridge Inspection and

Rating Manual, related to load postings, inspection due dates, critical inspection findings, and other issues as directed by the Bridge Management Engineer.

- (7) Assists developing bridge inspection consultant contracts by preparing data packets for individual structures and by identifying structures coming due for consultant inspections through data queries and knowledge provided by inspectors.
- (8) Performs other responsibilities as required or assigned.

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