

# Missouri Department of Transportation

Code: R05659

Title: District Construction Liaison

Exemption Status: Non-Exempt

Grade: 16

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## Job Description

**Effective Date** 01-16-2017

**Replaces (Effective Date)** 12-01-2013

**General Summary** The district construction liaison provides technical support and guidance to district, project, and construction staff. 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** None

**Location** District Offices - Construction

**Special Working Conditions/Job Characteristics** Job requires exposure to moderately adverse and undesirable environmental conditions.

Job may require operation of vehicles to plow snow and spread ice control materials.

## Examples of Work

- (1) Provides guidance and coordination for district project office, materials, design, and information systems personnel regarding construction and materials automation; provides technical support and expertise for district construction projects.
- (2) Provides district and statewide support of construction administration software, including serving as team leader for the construction automation team.
- (3) Reviews construction contract change orders; interprets specifications and provides technical expertise in the contract process; ensures documentation conforms to federal and department requirements.
- (4) Develops and maintains the district work zone law enforcement program, including determining law enforcement needs and coordinating with law enforcement and safety personnel; assists in developing agency contracts and reviews reimbursements.
- (5) Coordinates internal and external training for construction and materials staff, including developing and presenting training classes to inspection staff.
- (6) Maintains and develops district construction and materials automated reports, including end user training.
- (7) Assists in coordinating district construction activities, including operational and administrative decisions; conducts construction field inspections.

- (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.**