

Missouri Department of Transportation

Code: R05025

Title: Design Support Engineer

Exemption Status: Exempt

Grade: 18

Job Description

Effective Date 11-01-2017

**Replaces
(Effective Date)** 05-15-2014

General Summary The design support engineer coordinates department design, professional services, and/or local projects administration activities among districts, divisions and consultants. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Civil Engineering
Licensed as a Professional Engineer in the State of Missouri.
Six years of progressive experience in highway or transportation engineering.

**Supervisory
Responsibilities** Full Supervision

Location Central Office - Design

**Special Working
Conditions/Job
Characteristics** Job requires occasional statewide travel.

Examples of Work

- (1) Serves as the department's consultant expert and provides direction to districts, divisions and consultants regarding contract and professional services issues; evaluates and processes district and division consultant contracting requests and manages the department's consultant contract review process.
- (2) Assists the local programs administrator in coordinating with local public agencies on the federal aid project delivery process.
- (3) Serves as a technical resource for department project managers and design personnel.
- (4) Evaluates and processes consultant, municipal, county, maintenance and cost-share agreements.
- (5) Monitors progress and performs quality assurance of project activities and roadway design plans for compliance with department policies and procedures, federal regulations, and management directives.
- (6) Develops, maintains, and communicates project information including monitoring project resources, cost and schedule.
- (7) Provides direction to district project teams regarding developing project purpose and need, transportation alternatives, methods for alternative analysis, and necessary number of man-hours.

- (8) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action program.
- (9) 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.