

# Missouri Department of Transportation

Code: R05649

Title: Off-System Plans Reviewer

Exemption Status: Non-Exempt

Grade: 16

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## Job Description

Effective Date 09-01-2018

Replaces  
(Effective Date) 01-15-2014

**General Summary** The off-system plans reviewer evaluates federal funds usage for non-state federal aid bridge replacement or repair projects, reviews consultant bridge design and contract document submittals for compliance with federal regulations and department policies and ensures resolution of bridge-related issues prior to project advertisement for contract bidding; oversees the Bridge Engineering Assistance Program (BEAP), administers Memorandums of Understanding (MOU), reviews bridge project reports, and approves invoices for payment; serves as the main contact for utility and attachment requests and prepares bridge utility attachment agreements for execution. Responsibilities are performed under general supervision.

**Minimum/Required Qualifications** Bachelor's Degree: Civil Engineering  
Four years post-graduate civil engineering experience including demonstrated proficiency in structural or hydraulic design and/or bridge rating. An advanced degree in civil engineering with an emphasis in structures or hydrology/hydraulics may be substituted for a maximum of two years of experience.

**Supervisory Responsibilities** Lead Worker Only

**Location** Central Office - Bridge

**Special Working Conditions/Job Characteristics**

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## Examples of Work

- (1) Manages federal the Off-System Bridge Set-Aside program (i.e., off-system bridge replacement and rehabilitation) and Soft Match Credit (SMC) reimbursement for Local Public Agency (LPA) bridge projects, including approving statewide project programming requests, reviewing structure eligibility, determining eligibility cost limits and best project value, prioritizing and coordinating submittals and review requests, approving plans, reviewing Specification and Estimate (PS&E) submittals, and archiving program documents and historical information.
- (2) Manages the statewide BEAP program, including approving project requests, obligating funds through MOU agreements, approving and distributing payments, reviewing engineering study recommendations, scoring consultant program applications, and archiving program documents.

- (3) Serves as a liaison and performs general management of the bridge utility attachment process for state owned structures, including approving statewide proposals and project requests for existing state structures, updating cost components and determining maintenance fee estimates for state structures, preparing utility attachment agreements, invoicing payments, and archiving documents.
- (4) Provides written correspondence regarding quality assurance outcomes, program compliance review findings, and other required deliverables.
- (5) Reviews off-system and LPA bridge project submittals, including preliminary review requests, final plans, job specifications, bid proposals, structure condition, load ratings, hydraulics, and engineer estimates for program eligibility cost and compliance with department guidelines and best practice; determines project approval based on compliance with federal SMC reimbursements; prepares annual federal bridge project report of structural component from bid costs.
- (6) Reviews consultant submittals for LPA federal aid projects and provides summary information or recommendations to bridge division engineers; documents compliance of submittals, programming, and eligibility reviews.
- (7) Provides recommendations, guidance, and clarifications to consultants, local public agencies, department personnel, Federal Highway Administration (FHWA), utilities, and other entities pertaining to technical issues.
- (8) Researches and evaluates structural item deficiencies and identifies possible adjustments of bridge inspection reports; writes load rating posting letters to bridge inspection personnel for reviewed or studied structures.
- (9) Coordinates with department personnel, consultants, and utility companies on attaching or relocating utilities on state structures, including researching existing agreements and preparing new agreement cost estimates; provides structural guidance to utility contractors and consultants for utility plans production.
- (10) Researches agreements, plans, projects, and installations for bridge utilities and attachments to verify status, method, ownership, abandonment, and unauthorized installations; reviews annual utility payment invoicing, maintenance issues, or project complications.
- (11) Reviews and approves final structural plans for bridge utility attachments and supporting equipment and ensures required improvements or revisions are made.
- (12) Maintains databases, electronic files, and documents for project information for LPA federal progress.
- (13) Performs 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.
- (14) 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.**