

# Missouri Department of Transportation

Code: R05748

Title: Transportation Project Designer

Exemption Status: Exempt

Grade: 18

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## Job Description

**Effective Date** 04-01-2006

**Replaces  
(Effective Date)** 01-01-2005

**General Summary** The transportation project designer is responsible for directing a team of designers and technicians in the preparation and production of detailed transportation construction plans, specifications, and estimates and ensuring design complies with department standards and requirements. Responsibilities are performed under general supervision.

**Minimum/Required  
Qualifications** Bachelor's Degree: Civil Engineering  
Successful completion of the Engineer-in-Training exam.  
Six years of experience in highway or transportation engineering.

**Supervisory  
Responsibilities** Full Supervision

**Location** District Offices - Design

**Special Working  
Conditions/Job  
Characteristics** Job requires district-wide and/or statewide travel.

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## Examples of Work

- (1) Supervises preparation of construction plans and job special provisions for transportation projects including evaluating project needs and available resources, and assigning tasks.
- (2) Supervises design personnel including making employment-related decisions, training, and conducting performance management.
- (3) Checks and reviews plans for accuracy and compliance with standards and accepted practices for bridge surveys and preliminary, right-of-way, final and consultant plans.
- (4) Provides design expertise to project core teams and participates in the project scoping process.
- (5) Reviews consultant-prepared plans and makes recommendations on proposed developments and commercial permits related to right-of-way activity.
- (6) Establishes, monitors and updates project design schedules and cost estimates and ensures design timeline is met.
- (7) Investigates and responds to state, city and county officials, property owners, and general public inquiries, requests and complaints.

- (8) Prepares township, municipal, county, funding and drainage agreements.
- (9) Prepares information for lettings, awards, and location and design hearings, including providing information to media sources.
- (10) Designs and drafts projects utilizing project design software.
- (11) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (12) 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.**