

# Missouri Department of Transportation

Code: R05893

Title: District Design Liaison

Exemption Status: Non-Exempt

Grade: 16

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## Job Description

Effective Date 04-01-2006

Replaces  
(Effective Date) 01-01-2005

General Summary The district design liaison assists cities and counties in the selection of local projects and in the coordination of project development and agreements for certain federally funded projects. 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 - Design

## Special Working Conditions/Job Characteristics

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## Examples of Work

- (1) Reviews and provides comments and/or approves programming information, preliminary plans, right of way plans and documents, environmental and cultural resource clearances, final plans, bid proposals, engineer's estimate of cost, and engineering services contracts.
- (2) Provides guidance to local agencies in programming, securing consultant contracts, and developing agreements for federal programs.
- (3) Coordinates local public agency projects within the district, including plans review, comments, and/or approvals with the appropriate divisions.
- (4) Serves in a liaison capacity with city and county officials on programs, notifying them when pre-construction conferences are necessary and assisting them during construction of federally funded projects.
- (5) Coordinates the technical transfer assistance, bridge engineering, and traffic engineering programs with local jurisdictions.
- (6) Maintains a manual or computer database progress status report on each project.
- (7) Makes presentations to local sponsors detailing the federal aid process and disseminates information relative to their participation in various programs.
- (8) Serves in a liaison capacity with city and county officials on issues pertaining to rail-roadway crossing

programs, and if needed, in the preparation of the agreement.

- (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.**