

Missouri Department of Transportation

Code: R05034

Title: Senior Project Reviewer

Exemption Status: Non-Exempt

Grade: 16

Job Description

Effective Date 04-01-2006

Replaces (Effective Date) 08-01-2004

General Summary The senior project reviewer creates bidding documents and reviews complex plans, specifications, and estimates to ensure quality plans and bidding documents for construction 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 Lead Worker Only

Location Central Office - Design

Special Working Conditions/Job Characteristics Job requires occasional, statewide and out-of-state, overnight travel.

Examples of Work

- (1) Reviews complex plans, specifications, and estimates for completeness, accuracy, and compliance with current design criteria and constructability issues; verifies right of way has been acquired along with necessary permits and utility relocation.
- (2) Communicates with the district on errors, omissions, and recommendations for plans and job special provisions submitted by the district; communicates with the district on the implementation of any new department design standards or revisions that were not incorporated in their latest job submittals.
- (3) Assists in the bid opening process by reviewing contractor bids and final contracts for completeness and accuracy.
- (4) Creates requests for bids and assembles plans and bidding documents; coordinates and prepares addenda to the bidding documents.
- (5) Responds to requests and questions from contractors, district personnel, and consultants regarding the bidding documents and processes, and coordinates and participates in pre-bid conferences as a resource for bidding and contract services.
- (6) Coordinates meetings and training sessions with district personnel and other agencies to discuss issues or inform them of changes associated with bidding and contracts.
- (7) 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.

- (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.