

# Missouri Department of Transportation

Code: R05035

Title: Intermediate Project Reviewer

Exemption Status: Non-Exempt

Grade: 14

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## Job Description

**Effective Date** 04-01-2006

**Replaces  
(Effective Date)** 08-01-2004

**General Summary** The intermediate 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 moderate supervision.

**Minimum/Required  
Qualifications** Bachelor's Degree: Civil Engineering  
Two years of experience in highway or transportation engineering.

**Supervisory  
Responsibilities** None

**Location** Central Office - Design

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

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## 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) Attends and participates in pre-bid conferences with contractors, district personnel, and consultants as a resource for bidding and contract services.
- (6) 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.