 amazed you! This is a job description for the role of Project Reviewer at the Missouri Department of Transportation. The job involves creating bidding documents and reviewing 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

**Supervisory Responsibilities**
None

**Location**
Central Office - Design

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

**Examples of Work**
1. Reviews plans, specifications, and estimates for completeness, accuracy, and compliance with current design criteria and constructability issues.
2. Communicates with the district on errors, omissions, and recommendations for plans and job special provisions submitted by the district.
3. Assists in the bid opening process by reviewing contractor bids and reviewing final contracts for completeness and accuracy.
4. Creates requests for bids and assembles plans and bidding documents; 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.