

Missouri Department of Transportation

Code: R05036

Title: Project Reviewer

Exemption Status: Non-Exempt

Grade: 12

Job Description

Effective Date	04-01-2006
Replaces (Effective Date)	08-01-2004
General Summary	The project reviewer creates bidding documents and reviews 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.