

Missouri Department of Transportation

Code: R05046

Title: Assistant State Design Engineer - Local
Programs Administrator

Exemption Status: Exempt

Grade: MM06

Job Description

Effective Date	07-01-2022
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Replaces (Effective Date)	12-16-2021
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General Summary	The assistant state design engineer – local programs administrator oversees the department's Local Public Agency (LPA) program and provides associated guidance; supervises the engineering policy group for engineering policy, including the Engineering Policy Guide (EPG), standard plans, and standard specifications for highway construction; and manages the department's computer aided drafting and design (CADD) function.
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Minimum/Required Qualifications	Bachelor's Degree in Engineering from an ABET-accredited college or university curriculum Licensed as a Professional Engineer in the State of Missouri Over nine years of experience in highway or transportation engineering
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Supervisory Responsibilities	Full Supervision
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Location	Central Office - Design
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Special Working Conditions/Job Characteristics	Job requires regular, statewide or out-of-state travel.
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Examples of Work

- (1) Administers the LPA program to assist local public agencies with the federal aid project delivery process.
- (2) Provides technical expertise and support to district LPA managers; coordinates information regarding LPA projects with internal districts and divisions to determine funding eligibility and oversight of federal and state policies and procedures.
- (3) Oversees local federal aid projects to assure compliance with federal laws, rules, regulations and policies and applicable state statutes, rules, regulations, and policies.
- (4) Oversees and/or performs engineering analysis and review of local projects to ensure they meet applicable standards.
- (5) Provides engineering support and review of the impact of federal and state laws on local projects to ensure compliance with accepted standards.

- (6) Meets and facilitates meetings with city and county officials and Federal Highway Administration officials to provide and exchange information and resolve problems regarding eligibility, engineering, and financial issues.
- (7) Oversees the engineering policy group, including developing and updating the EPG, standard plans, and standard specifications for highway construction.
- (8) Oversees the department's CADD function.
- (9) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (10) 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.