

Missouri Department of Transportation Job Description

Job Title: Design Support Engineer

Title Code: R05025

Salary Grade: 11

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Design

Effective Date: 09-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The design support engineer coordinates department design, professional services, and/or local projects administration activities among districts, divisions and consultants. Responsibilities are performed under general supervision.

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.
- Six years of progressive experience in highway or transportation engineering.

Special Working Conditions/Job Characteristics

- Job requires occasional statewide travel.

Examples of Work

1. Serves as the department's consultant expert and provides direction to districts, divisions and consultants regarding contract and professional services issues; evaluates and processes district and division consultant contracting requests and manages the department's consultant contract review process.
2. Assists the local programs administrator in coordinating with local public agencies on the federal aid project delivery process.
3. Serves as a technical resource for department project managers and design personnel.

4. Evaluates and processes consultant, municipal, county, maintenance and cost-share agreements.
5. Monitors progress and performs quality assurance of project activities and roadway design plans for compliance with department policies and procedures, federal regulations, and management directives.
6. Develops, maintains, and communicates project information including monitoring project resources, cost and schedule.
7. Provides direction to district project teams regarding developing project purpose and need, transportation alternatives, methods for alternative analysis, and necessary number of man-hours.
8. Performs supervisory responsibilities.
9. Performs other responsibilities as required or assigned.