Missouri Department of Transportation Job Description

Job Title: District Construction Liaison

Title Code: R05659

Salary Grade: 9

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: District Offices - Construction

Effective Date: 09-01-2026

Replaces (Effective Date): 06-01-2025

General Summary

The district construction liaison provides technical support and guidance to district, project, and construction staff. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's degree in engineering from an ABET-accredited college or university curriculum.
- Four years of experience in highway or transportation engineering.

Special Working Conditions/Job Characteristics

- Job requires exposure to moderately adverse and undesirable environmental conditions.
- A postsecondary degree is the best measure to ensure candidates possess required engineering knowledge, including in applied physics and mathematics, drafting, engineering processes and procedures, project management, industry ethical standards, and analyzing and modeling data.

Examples of Work

1. Provides guidance and coordination for district project office, materials, design, and information systems personnel regarding construction and materials automation; provides technical support and expertise for district construction projects.
2. Provides district and statewide support of construction administration software, including serving as team leader for the construction automation team.
3. Reviews construction contract change orders; interprets specifications and provides technical expertise in the contract process; ensures documentation conforms to federal and department requirements.

4. Develops and maintains the district work zone law enforcement program, including determining law enforcement needs and coordinating with law enforcement and safety personnel; assists in developing agency contracts and reviews reimbursements.
5. Coordinates internal and external training for construction and materials staff, including developing and presenting training classes to inspection staff.
6. Maintains and develops district construction and materials automated reports, including end user training.
7. Assists in coordinating district construction activities, including operational and administrative decisions; conducts construction field inspections.
8. Performs other responsibilities as required or assigned.