

Missouri Department of Transportation Job Description

Job Title: District Design Liaison

Title Code: R05893

Salary Grade: 9

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Design

Effective Date: 07-01-2022

Replaces (Effective Date): 03-01-2021

General Summary

The district design liaison assists cities and counties in the selection of local projects and in the coordination of project development and agreements for certain federally funded projects. 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

Examples of Work

1. Reviews and provides comments and/or approves programming information, preliminary plans, right of way plans and documents, environmental and cultural resource clearances, final plans, bid proposals, engineer's estimate of cost, and engineering services contracts.
2. Provides guidance to local agencies in programming, securing consultant contracts, and developing agreements for federal programs.
3. Coordinates local public agency projects within the district, including plans review, comments, and/or approvals with the appropriate divisions.
4. Serves in a liaison capacity with city and county officials on programs, notifying them when pre-construction conferences are necessary and assisting them during construction of federally funded projects.

5. Coordinates the technical transfer assistance, bridge engineering, and traffic engineering programs with local jurisdictions.
6. Maintains a manual or computer database progress status report on each project.
7. Makes presentations to local sponsors detailing the federal aid process and disseminates information relative to their participation in various programs.
8. Serves in a liaison capacity with city and county officials on issues pertaining to rail-roadway crossing programs, and if needed, in the preparation of the agreement.
9. Performs other responsibilities as required or assigned.