

Missouri Department of Transportation Job Description

Job Title: District Utilities Manager

Title Code: R03461

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: District Offices – Design

Effective Date: 09-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The district utilities manager is responsible for negotiating and preparing agreements with utility companies and municipalities in the relocation of utility structures or facilities for existing or planned highways and for coordinating the relocation of the structures/facilities. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Associate's Degree in Civil Engineering Technology, Drafting, Electrical Technology, or related field.
- Certification in the following within six months of hire:
 1. Introduction to Utility Coordination for Highway Projects (NHI – 134006A)
 2. Preparing and Communicating Effective Utility Relocation Requirements (NHI – 134117)
- Five years of experience in highway or transportation engineering, utility coordination, permitting, or related field.

Special Working Conditions/Job Characteristics

- Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.

Examples of Work

1. Notifies utility companies and municipalities of upcoming projects, approves consultant use as needed, and establishes a plan of adjustment to accommodate the department's projects.

2. Prepares reimbursable utility agreements, highway and construction easements, job special provisions, and engineering specifications; reviews and approves utility plan of adjustment and subcontract work; verifies design and construction cost estimates meet state and federal auditing guidelines; negotiates and approves Commission obligation percentages on reimbursable adjustments; approves final utility invoices for payment.
3. Contacts and works with municipalities, consultants, and utility companies on matters pertaining to relocation of structures or facilities and estimates cost to department.
4. Reviews utility permit applications for compliance with policy and prepares policy variance documentation.
5. Conducts field visits with municipalities, consultants, and utility companies to explain how projects will affect their facilities.
6. Estimates utility relocation expenses for proposed projects for internal budgeting and planning.
7. Coordinates with construction personnel to resolve issues arising after execution of utility or railroad agreements or with the adjustment of service lines.
8. Coordinates projects with utility companies and municipalities to ensure letting commitments are met; requests and tracks utility reimbursements for highway projects.
9. Reviews developer, utility company, and municipal driven projects for impacts to existing utility facilities and to future department projects.
10. Provides liaison support between multimodal and local agencies for active warning devices installed on local road/railroad crossings and to other divisions regarding utility facilities.
11. Performs supervisory responsibilities.
12. Performs other responsibilities as required or assigned.