

Missouri Department of Transportation Job Description

Job Title: Senior Project Development Specialist

Title Code: R05087

Salary Grade: 9

Exemption Status: Non-Exempt

Supervisory Responsibilities: Lead Worker Only

District/Division: Central Office - Design

Effective Date: 06-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The senior project development specialist provides engineering support for complex projects to individual units within the Design Division. 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

- 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. Supports and collaborates with liaison engineers on engineering projects, including reviewing plans for quality and compliance.
2. Participates in area team and core team meetings for liaison engineers, assisting districts with specific design issues.
3. Supports and collaborates with engineering policy group on engineering policy guidelines, design standards, and job special provision updates.
4. Provides engineering support for value engineering studies, highway safety analysis, access justification reports, Americans with Disabilities Act compliance issues, and design build projects.

5. Ensures that project documents and plans conform to design standards and department policy.
6. Supports and collaborates with design personnel on tasks including local program, consultant, and utility tasks.
7. Participates and contributes on special assigned teams with the Federal Highway Administration and various divisions.
8. Coordinates with the bidding and contracts engineer to assist with reviewing and estimating projects in the largest monthly lettings.
9. May perform lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management
10. Performs other responsibilities as required or assigned.