

# Missouri Department of Transportation Job Description

**Job Title:** Standards Specialist

**Title Code:** R05043

**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 standards specialist researches, develops, and recommends revisions to design standards. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

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

## **Special Working Conditions/Job Characteristics**

- Job requires occasional, statewide or out-of-state, overnight travel.

## **Examples of Work**

1. Researches, develops, and recommends routine revisions to design standards, including standard specifications, job special provisions, general provisions, project development manual, standard plans, and bid items.
2. Performs research for policy and procedure changes and makes recommendations to management.
3. Clarifies standard documents and provides past project information to both internal personnel and external customers.
4. Investigates new products and design criteria for applicability to highway design.
5. Assists in the training of design personnel on application of design standards.
6. Represents the division on department or statewide committees/teams.

7. Coordinates the distribution of design standards and the Federal Highway Administration (FHWA) review and approval of design standards.
8. Performs other responsibilities as required or assigned.