

Missouri Department of Transportation Job Description

Job Title: Transportation Project Manager

Title Code: R05444

Salary Grade: 12

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker Only

District/Division: District Offices – Administrative Office or as assigned

Effective Date: 07-01-2022

Replaces (Effective Date): 02-16-2021

General Summary

The transportation project manager drives the project scoping process, directs project core teams across all phases of project development, and is responsible for achievement of project goals within budget and on schedule; serves as the department's engineer of record on roadway projects. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's degree in Engineering from an ABET-accredited college or university curriculum.
- Licensed as a Professional Engineer in the State of Missouri.
- Six years of progressive experience in engineering positions, including demonstrated ability to manage teams, multiple projects, and focus on several functional areas of engineering.

Special Working Conditions/Job Characteristics

- Job requires district-wide and/or statewide travel.

Examples of Work

1. Directs district project core teams composed of planning, design, bridge, construction, maintenance, legal, right of way, utility, traffic, and maintenance personnel, in project planning, scheduling and budgeting.
2. Monitors project team activity and design plans for compliance with federal regulations, management directives, and department policies and procedures; signs and seals roadway plans and specifications.
3. Coordinates project activities with cities, counties and other state and federal agencies.

4. Serves as the department contact for elected officials, property owners, media, contractors and the general public on project development issues; works with community relations personnel to develop the project development communication plan.
5. Reviews and makes recommendations and final decisions during the development of highway construction plans, including design exceptions.
6. Directs and oversees consultants including interviewing, recommending selection, providing guidance, administering contracts, approving invoices, reviewing work and evaluating consultant performance.
7. Reviews work plans with resource managers to identify resource needs, select core team members and ensure projects remain on schedule; tracks project information in the department's project development software to ensure accuracy of project changes, activity and requirements.
8. Manages the project estimating process for preparation of the Statewide Transportation Improvement Plan; drives the project scoping process.
9. Performs lead worker responsibilities including providing instruction and guidance, reviewing work, coaching, training, and providing performance management input to the direct supervisor.
10. Serves as an expert witness during condemnation proceedings and general liability cases.
11. Performs other responsibilities as required or assigned.