

Missouri Department of Transportation Job Description

Job Title: Design Technician

Title Code: R01517

Salary Grade: 2

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices - Design

Effective Date: 10-01-2022

Replaces (Effective Date): 07-01-2022

General Summary

The design technician provides semi-skilled technical or paraprofessional support in the preparation of plans and documents used in the design of roadway projects. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- High School Diploma or GED/HiSET

Special Working Conditions/Job Characteristics

Examples of Work

1. Utilizes computer aided drafting, road design software and various other computer software packages to assist in the preparation of computer-generated design plans by drafting and adding text to the design file and producing plan sheets.
2. Utilizes design software, computer aided design and drafting, or calculator to calculate quantities, types and sizes of materials and other information as required for project assignments; prepares summaries of quantities.
3. Delineates right of way on plans and computes areas; prints microfilm plans and maps for survey research and requests.
4. Mounts displays, project overviews, maps, and photos for public hearings and presentations; prepares handouts for bid lettings, public hearings, legal hearings and public meetings.

5. Researches historical databases and records; locates and reproduces highway plans that are kept on microfilm or compact disk for designers, the general public, contractors, consultants, and utility companies.
6. Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.