

Missouri Department of Transportation Job Description

Job Title: Intermediate Design Technician

Title Code: R01534

Salary Grade: 4

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 intermediate design technician provides 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 and two years of technical experience.
OR
- Associate Degree in Civil Engineering Technology, Surveying, or related field.

Special Working Conditions/Job Characteristics

Examples of Work

1. Drafts plan and profile sheets, preliminary plans, resurfacing and overlay projects, culvert sections, cross sections, borrow areas, traffic control plans, bridge surveys, and special sheets utilizing computer-aided drafting and design.
2. Works with cross sections and topography on plans to establish and compute grade lines, earthwork quantities, and elevations on minor roads and driveways.
3. Utilizes design software, computer aided design and drafting, or calculator to calculate quantities such as concrete, steel, asphalt, and grading as required for project assignments; prepares tabulation sheets, summaries of quantities, and cost estimates.
4. Utilizes computer aided design and drafting to edit and graphically illustrate district road maps.

5. Gathers data during field checks by sketching, measuring, performing calculations, and utilizing photography to prepare plan sheets and summarize project information.
6. Assists in layout of right of way and easements on plans sheets.
7. Research 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.
8. Mounts displays, project overviews, maps, and photos for public hearings and presentations; prepares handouts for bid lettings, public hearings, legal hearings and public meetings.
9. Assists with assembling project plans and specifications, proposals, addenda or cost estimates for bid openings; may review final contracts for completeness and accuracy; may assist in bid opening process.
10. 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.