

# Missouri Department of Transportation

Code: R05036

Title: Project Reviewer

Exemption Status: Non-Exempt

Grade: 7

---

## Job Description

Effective Date 07-01-2022

Replaces  
(Effective Date) 02-01-2021

General Summary The project reviewer creates bidding documents and reviews plans, specifications, and estimates to ensure quality plans and bidding documents for construction projects. Responsibilities are performed under moderate supervision.

Minimum/Required  
Qualifications Bachelor's degree in Engineering from an ABET-accredited college or university curriculum.

Supervisory  
Responsibilities None

Location Central Office - Design

Special Working  
Conditions/Job  
Characteristics Job requires occasional, statewide and out-of-state, overnight travel.

---

## Examples of Work

- (1) Reviews plans, specifications, and estimates for completeness, accuracy, and compliance with current design criteria and constructability issues.
- (2) Communicates with the district on errors, omissions, and recommendations for plans and job special provisions submitted by the district.
- (3) Assists in the bid opening process by reviewing contractor bids and reviewing final contracts for completeness and accuracy.
- (4) Creates requests for bids and assembles plans and bidding documents; prepares addenda to the bidding documents.
- (5) Attends and participates in pre-bid conferences with contractors, district personnel, and consultants as a resource for bidding and contract services.
- (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.