

# Missouri Department of Transportation Job Description

**Job Title:** Project Reviewer

**Title Code:** R05036

**Salary Grade:** 7

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central Office – Design

**Effective Date:** 07-01-2022

**Replaces (Effective Date):** 02-01-2021

## **General Summary**

The project reviewer creates bidding documents and review 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.

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

- Job requires occasional, statewide or 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.

