

Missouri Department of Transportation

Code: R05649

Title: Off-System Plans Reviewer

Exemption Status: Non-Exempt

Grade: 16

Job Description

Effective Date 01-15-2014

**Replaces
(Effective Date)** 04-01-2006

General Summary The off-system plans reviewer ensures that federal funds are used appropriately for non-state federal aid bridge replacement or repair projects, reviews bridge design and contract document submittals prepared by consultants for compliance with the non-state federal aid program requirements, and ensures the resolution of all bridge-related issues prior to approval of project bridge submittals. Responsibilities are performed under moderate supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Civil Engineering
Four years of post-graduate experience in civil engineering is required, with a demonstrated proficiency in structural or hydraulic design and/or bridge rating. An advanced degree in civil engineering with an emphasis in structures or hydrology/hydraulics may be substituted for a maximum of two years of experience.

**Supervisory
Responsibilities** Lead Worker Only

Location Central Office - Bridge

**Special Working
Conditions/Job
Characteristics**

Examples of Work

- (1) Reviews preliminary and final bridge design submittals and design variance requests prepared by consultant engineers for non-state federal aid bridge projects and determines revisions needed to ensure compliance with federal program requirements and established department guidelines prior to approval of project submittals.
- (2) Initiates, composes, and provides detailed written correspondence regarding the outcome of quality assurance and program compliance review findings.
- (3) Performs general management of the Bridge Engineering Assistance Program (BEAP), including processing of project requests, obligating funds, review of engineering study recommendations, approval and distribution of payments, and maintenance of the program history.
- (4) Maintains databases used for tracking critical project information related to the non-state federal aid bridge programs and databases used for tracking similar information for projects funded with the BEAP.

- (5) Provides verbal and written communications to offer solutions, recommendations, guidance and clarifications in response to inquiries from consultants, local agencies, department personnel, the Federal Highway Administration (FHWA), and other entities pertaining to technical issues that are either project-specific or of a general nature.
- (6) Serves as a department representative to local public agencies, engineering consultants, FHWA, and district personnel as needed regarding the non-state federal aid bridge programs for off-system projects.
- (7) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (8) 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.