

# Missouri Department of Transportation Job Description

**Job Title:** Assistant District Construction and Materials Engineer

**Title Code:** R05078

**Salary Grade:** 11

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Full Supervision

**District/Division:** Districts – Construction and Materials

**Effective Date:** 01-01-2025

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The assistant district construction and materials engineer assists with the coordination and supervision of construction and materials activities, provides technical support and makes operational and administrative decisions related to district construction and materials, as assigned. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree in Engineering from an ABET-accredited college or university curriculum.
- Licensed as a Professional Engineer in the State of Missouri.
- Six years of experience in highway or transportation engineering.
- OSHA 10-Hour Certification required within 90 days.

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

- Job requires exposure to moderately adverse and undesirable environmental conditions.
- This title requires advanced accreditation or licensure which is only available to holders of specific postsecondary degrees.

## **Examples of Work**

1. Provides technical support and expertise to resident engineers; ensures resident engineer documentation conforms to federal and department requirements.
2. Performs district project and job site reviews as well as inspections prior to project acceptance.
3. Reviews plans for constructability prior to letting.

4. May oversee the daily operations of the district materials section; checks district project materials summaries; supervises materials personnel including making hiring and other employment related decisions, assigning work, disciplining employees and conducting performance management.
5. Supervises and coordinates quality control procedures to ensure materials comply with specifications.
6. Liaisons with producers, contractors and suppliers to clarify materials specifications or inspection procedures; selects consultants.
7. Interprets specifications and provides technical expertise to solve problems; approves contract change orders.
8. May supervise the collection and analysis of soils and geological data and conduct preliminary geotechnical investigations and soil surveys to provide reports and recommendations for design and construction projects.
9. Supervises sampling and testing programs required on federal aid projects.
10. Performs supervisory responsibilities in a manner consistent with the department's EEO policies.
11. Performs other responsibilities as required or assigned.