

Missouri Department of Transportation Job Description

Job Title: Project Development Specialist

Title Code: R05085

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office - Design

Effective Date: 06-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The project development specialist provides engineering support to individual units within the Design Division. 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

- A postsecondary degree is the best measure to ensure candidates possess required engineering knowledge, including in applied physics and mathematics, drafting, engineering processes and procedures, project management, industry ethical standards, and analyzing and modeling data.

Examples of Work

1. Provides engineering support for value engineering studies, highway safety analysis, access justification reports, Americans with Disabilities Act compliance issues, and design build projects.
2. Assists design engineers with project development tasks and other engineering tasks as assigned.
3. Supports and collaborates with engineering policy group on engineering policy guidelines, design standards, and job special provision updates.
4. Coordinates with the bidding and contracts unit to assist with reviewing and estimating projects.
5. Ensures that project documents and plans conform to design standards and department policy.

6. Assists design personnel with tasks including local program, consultant, and utility tasks.
7. Assists environmental staff to ensure compliance with federal and state laws pertaining to natural and social resources.
8. Performs other responsibilities as required or assigned.