

Missouri Department of Transportation Job Description

Job Title: Bridge Inventory Analyst

Title Code: R03564

Salary Grade: 6

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Bridge

Effective Date: 02-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The bridge inventory analyst is responsible for maintaining the National Bridge Inventory (NBI) in the department's Transportation Management System (TMS), which includes adding, updating, and reviewing the data so as to ensure accuracy for the submittal of the annual NBI and Element Level data files to the Federal Highway Administration. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- Two years of college or Associate's Degree: Drafting, Computer Aided Drafting, Engineering Technology, Business, or Database Management.
- Four years of experience in drafting, computer aided drafting, engineering technology, or business related areas involving the direct management of complex database systems.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.
- A postsecondary degree is the best measure to ensure candidates possess required knowledge in computer aided drafting; trigonometry, geometry, and physics; statics and strength of materials; surveying concepts; material quantity calculations, takeoffs, and unit pricing; and dimensioning concepts.

Examples of Work

1. Reviews and processes inspection packet submittals for locally owned structures, including screenings of structures needing follow up or review by an engineer.

2. Reviews, monitors, and updates the NBI database in TMS for changes due to structure rehabilitation, construction, inspection, load rating, or other general database maintenance.
3. Serves as an initial point of contact and resource for activities related to bridge inspections and NBI data for internal and external customers.
4. Provides training and feedback to inspectors on updating data in TMS following completed inspections and submitting required inspection documentation on locally owned structures.
5. Generates standard reports and develops custom database queries on NBI and inspection data for internal and external customers.
6. Monitors compliance with federal requirements, as well as department policies in the Bridge Inspection and Rating Manual, related to load postings, inspection due dates, critical inspection findings, and other issues as directed by the Bridge Management Engineer.
7. Assists developing bridge inspection consultant contracts by preparing data packets for individual structures and by identifying structures coming due for consultant inspections through data queries and knowledge provided by inspectors.
8. Performs other responsibilities as required or assigned.