

# Missouri Department of Transportation Job Description

**Job Title:** Computer Aided Drafting and Design Services Administrator

**Title Code:** R05610

**Salary Grade:** 13

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Supervisory

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

**Effective Date:** 10-01-2025

**Replaces (Effective Date):** 08-01-2025

## **General Summary**

The computer aided drafting and design services administrator is responsible for coordinating development and maintenance, user training and support, and software quality control in the areas of computer aided drafting and design (CADD), photogrammetric data, surveying data and engineering related computer activities. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's degree in engineering from an ABET-accredited college or university curriculum.
- Nine years of experience in highway or transportation engineering.

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

- Job requires occasional, statewide or out-of-state, overnight travel.
- 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 statewide support structure for CADD users, surveyors, and civil information modeling users.
2. Manages the department's CADD resources, including operation of current and new versions of engineering software applications for adherence to department standards, specifications, and practices.
3. Oversees training for the use of CADD, surveying, civil information modeling, and coordinates user support.

4. Coordinates the use of civil information modeling to ensure data movement compatibility and quality.
5. Oversees development and maintenance of procedures for instructing personnel in the operation of CADD and civil information modeling applications.
6. Serves as a department expert, conducts special studies, and provides guidance and quality assurance for civil information modeling, surveying, and remote sensing.
7. Supervises mobile mapping and unmanned aerial vehicle operations (UAV), including the annual lidar contract.
8. Performs supervisory responsibilities.
9. Performs other responsibilities as required or assigned.