

# Missouri Department of Transportation Job Description

**Job Title:** Computer Aided Drafting and Design Support Manager

**Title Code:** R05083

**Salary Grade:** 11

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Supervisory

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

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

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

## **General Summary**

The computer aided drafting and design support manager is responsible for coordinating the implementation, maintenance, user training, and support of computer aided drafting and design (CADD) applications used for transportation system design.

## **Minimum/Required Qualifications**

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

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

- Job requires occasional statewide and/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 training for employees and consultants in the use of CADD and automated engineering systems.
2. Supervises CADD personnel providing support for users of the department's automated engineering systems; provides direction for CADD team daily operation and project development for technical solutions to improve design and construction workflows, including responsibility for achieving project goals within schedule using available resources.

3. Manages the department's CADD training program, including developing and scheduling training, coordinating CADD trainers and ensuring CADD trainers receive the necessary training to perform their jobs.
4. Engages in public speaking and representation of CADD issues in technical committees, including utilizing knowledge of districts' production workflow for the development of highway contract plans or construction inspection practices.
5. Coordinates user support functions, including scheduling training staff, on-site support, phone support and problem reporting.
6. Ensures data movement compatibility and product quality of the department's automated engineering systems.
7. Manages and coordinates development and maintenance of the department's CADD engineering software.
8. Verifies engineering software complies with department standards, specifications and practices.
9. Performs supervisory responsibilities.
10. Performs other responsibilities as required or assigned.