

Missouri Department of Transportation Job Description

Job Title: District Final Plans and Reports Processor

Title Code: R03133

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: District Offices – Construction and Materials

Effective Date: 02-16-2026

Replaces (Effective Date): 07-01-2022

General Summary

- The district final plans and reports processor checks final construction plans and documents on completed projects for completeness and accuracy, and provides support to the district operations office in final plans and project documentation.
- Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- High School Diploma or GED/HiSET.
- Six years of experience in construction, specification interpretation, and construction procedures.

Special Working Conditions/Job Characteristics

Examples of Work

1. Checks and transmits final construction plans and documents on completed projects; performs calculations to verify final payment estimates on each project; provides support to project offices and answers questions for final plans, wage rate information, and contract administration issues.
2. Maintains lists of prime contractors and subcontractors on active projects in the districts; maintains insurance lists, Equal Employment Opportunity (EEO) training schedules and reports, and other documents as required.
3. Reviews subcontracts, including checking all entries and calculations for accuracy and verifying items, quantities, EEO compliance, and Disadvantaged Business Enterprise participation.

4. May participate in pre-construction conferences with county officials, consultants, and contractors to explain EEO and other requirements; may check and recommend payments on contractor pay requests, final certifications, and change orders.
5. May assist or serve as the district radiation safety officer, which includes conducting leak tests, attending and conducting audits, training and responding to inquiries from regulators and department employees.
6. Maintains equipment inventory and supply records for district project operations; orders district construction supplies as needed.
7. Maintains all required contract related documents, plans, and electronic files for active and completed projects, maintains reports and records and handles routine correspondence and phone calls.
8. Coordinates and conducts final plans training for project office personnel.
9. Conducts periodic audits on district construction and materials work units to ensure all required contract documents are maintained and stored in compliance with policy (location, format, file name convention, content type, etc.), and that AWP procedures are followed (data entry, timeliness/accuracy of key dates, accuracy of contract adjustments, QRG processes, etc.).
10. Serves on the statewide CoMAT team and disseminates information to appropriate district staff.
11. Performs other responsibilities as required or assigned.