

# Missouri Department of Transportation Job Description

**Job Title:** Final Plans Reviewer

**Title Code:** R03149

**Salary Grade:** 7

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central Office – Construction and Materials

**Effective Date:** 02-16-2026

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

## **General Summary**

- The final plans reviewer reviews and checks final plans and final change orders submitted by the districts.
- Responsibilities are performed under moderate supervision.

## **Minimum/Required Qualifications**

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

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

- Job requires occasional, statewide, overnight travel.

## **Examples of Work**

1. Checks and processes final plans and final change orders submitted by the districts.
2. Checks calculations performed by districts for accuracy and proper documentation.
3. Verifies documentation of the construction phase of contracts.
4. Ensures all necessary paperwork and documents are available to the Federal Highway Administration for reimbursement to the state.
5. Answers questions and provides guidance to contractors, the districts, and other areas within the department with regard to final plans, documentation, and procedures.

6. Conducts final plans preparation training sessions for district personnel as needed.
7. Performs other responsibilities as required or assigned.