

# Missouri Department of Transportation

Code: R05086

Title: Intermediate Project Development Specialist

Exemption Status: Non-Exempt

Grade: 8

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## Job Description

Effective Date 07-01-2022

Replaces  
(Effective Date) 02-01-2021

General Summary The intermediate project development specialist provides engineering support for complex projects to individual units within the Design Division. Responsibilities are performed under moderate supervision.

Minimum/Required  
Qualifications Bachelor's degree in Engineering from an ABET-accredited college or university curriculum.  
Two years of experience in highway or transportation engineering.

Supervisory  
Responsibilities None

Location Central Office - Design

## Special Working Conditions/Job Characteristics

## Examples of Work

- (1) Supports and collaborates with liaison engineers on engineering projects and participates in liaison engineer core team and area team meetings.
- (2) Supports and collaborates with engineering policy group on engineering policy guidelines, design standards, and job special provision updates.
- (3) Provides engineering support for value engineering studies, highway safety analysis, access justification reports, Americans with Disabilities Act compliance issues, and design build projects.
- (4) Ensures that project documents and plans conform to design standards and department policy.
- (5) Assists design personnel with tasks including local program, consultant, and utility tasks.
- (6) Participates and contributes on special assigned teams with the Federal Highway Administration and various divisions.
- (7) Coordinates with the bidding and contracts unit to assist with reviewing and estimating projects.
- (8) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise

**disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**