

Missouri Department of Transportation

Code: R05035

Title: Intermediate Project Reviewer

Exemption Status: Non-Exempt

Grade: 8

Job Description

Effective Date	07-01-2022
Replaces (Effective Date)	02-01-2021
General Summary	The intermediate project reviewer creates bidding documents and reviews complex plans, specifications, and estimates to ensure quality plans and bidding documents for construction projects. 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	Job requires occasional, statewide or out-of-state, overnight travel.

Examples of Work

- (1) Reviews complex plans, specifications, and estimates for completeness, accuracy, and compliance with current design criteria and constructability issues; verifies right of way has been acquired along with necessary permits and utility relocation.
- (2) Communicates with the district on errors, omissions, and recommendations for plans and job special provisions submitted by the district; communicates with the district on the implementation of any new department design standards or revisions that were not incorporated in their latest job submittals.
- (3) Assists in the bid opening process by reviewing contractor bids and final contracts for completeness and accuracy.
- (4) Creates requests for bids and assembles plans and bidding documents; coordinates and prepares addenda to the bidding documents.
- (5) Attends and participates in pre-bid conferences with contractors, district personnel, and consultants as a resource for bidding and contract services.
- (6) 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.