

# Missouri Department of Transportation Job Description

**Job Title:** Airport Project Inspector

**Title Code:** R05882

**Salary Grade:** 7

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central Office - Multimodal Operations

**Effective Date:** 07-01-2022

**Replaces (Effective Date):** 05-01-2022

## **General Summary**

The airport project inspector is responsible for administering state and federal airport improvement grants through all phases of an aviation project, from grant application through construction and final closeout, to ensure compliance with federal and state requirements. Responsibilities are performed under direct supervision.

## **Minimum/Required Qualifications**

Bachelor's degree in Engineering from an ABET-accredited college or university curriculum.

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

Job requires occasional, statewide, overnight travel.

Job requires exposure to moderately adverse and undesirable environmental conditions.

Job may require operation of vehicles to plow snow and spread ice control materials.

## **Examples of Work**

1. Reviews and approves aviation project plans and specifications.
2. Monitors contract administration activities on aviation projects statewide to ensure the quality of construction performed complies with the approved specifications; performs field inspections to review progress and check quality of work.
3. Maintains accurate and complete project records; approves final payment for project closeout.
4. Reviews grant applications.
5. Reviews/approves scope of work and fees for project consultant agreements (design and construction observation) for acceptance.

6. Participates in pre-construction conferences with sponsor, Federal Aviation Administration (FAA), contractor and subcontractors to review project execution and compliance with state and federal requirements.
7. Performs final inspection of project with sponsor, FAA, consultant, and contractor to determine acceptance/non-acceptance of projects.
8. Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwised disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**