

Missouri Department of Transportation

Code: R05757

Title: Bidding and Contract Services Engineer

Exemption Status: Exempt

Grade: 20

Job Description

Effective Date 03-01-2008

**Replaces
(Effective Date)** 11-01-2006

General Summary The bidding and contract services engineer oversees operation of the monthly bidding and contract award procedures, including project estimating, reviewing, and contract services. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Civil Engineering
Licensed as a Professional Engineer in the State of Missouri.
Nine years of experience in highway or transportation engineering.

**Supervisory
Responsibilities** Full Supervision

Location Central Office - Design

**Special Working
Conditions/Job
Characteristics** Job requires occasional, statewide or out-of-state, overnight travel.

Examples of Work

- (1) Oversees the reviewing, estimating and distribution of plans, proposals and other project information for all department projects.
- (2) Oversees the electronic systems that process plans, proposals and bids.
- (3) Oversees the departments bid openings to ensure that all legal and bid opening requirements are met.
- (4) Supervises staff and assists them with career development and furthering skills in estimating, review of design and utilization of software and publishing of bid information on the web.
- (5) Prepares and reviews all reports for management and the Commission on the department's bid opening and other bidding and contracting related issues.
- (6) Assists Districts and Central Office staff with final project design details, scheduling, innovative contracting and other technical details of project delivery.
- (7) Serves as the department's contact with contractors regarding bidding and contract related issues.
- (8) Serves as the division's pavement contact attending quarterly meetings, recommending design changes and working with alternate bidding on the pavement team.

- (9) Serves as the department's representative for national bidding and contracting related issues.
- (10) 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.