

Missouri Department of Transportation

Code: R04905

Title: Contract Monitoring Specialist

Exemption Status: Exempt

Grade: 15

Job Description

Effective Date 01-16-2020

Replaces
(Effective Date)

General Summary The contract monitoring specialist performs varied and complex reviews of construction contracts. Responsibilities are performed under general supervision.

Minimum/Required Qualifications Bachelor's Degree: Business Administration, Criminal Justice, Economics, Finance, Public Administration, Statistics, or related field
Four years of experience in positions demonstrating knowledge and application of business practices and construction industry practices.

Supervisory Responsibilities Lead Worker Only

Location Central Office - Audits and Investigations

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

Examples of Work

- (1) Conducts monitoring and compliance reviews of construction contracts; writes reports summarizing work performed, problems noted, and recommended corrective action.
- (2) Reviews department and contractor construction documentation, records, and files, both on and off-site.
- (3) Performs job site visits on active construction projects.
- (4) Researches federal and state regulations and department policies and procedures related to construction contract administration.
- (5) Gathers data and develops reports on various construction projects in response to inquiries from internal and external partners.
- (6) Works with other divisions to document processes and procedures; identifies risk and documents potential areas for future monitoring or audits.
- (7) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.

(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.