

Missouri Department of Transportation

Code: R05711

Title: Assistant State Construction and Materials Engineer

Exemption Status: Exempt

Grade: 21

Job Description

Effective Date 04-01-2006

Replaces (Effective Date) 08-01-2004

General Summary The assistant state construction and materials engineer administers contractor claims, develops and tracks the division budget, advises the districts on contractual issues, supervises the technical staff and performs the duties of the state construction and materials engineer in his/her absence. Responsibilities are performed under general supervision.

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

Supervisory Responsibilities Full Supervision

Location Central Office - Construction and Materials

Special Working Conditions/Job Characteristics Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Supervises and directs activities of personnel in assigned sections; makes hiring and other employment related decisions, assigns work, disciplines employees and conducts performance management.
- (2) Consults with district construction and materials personnel, contractors, materials suppliers, vendors, manufacturers, associations and other state highways and federal agencies regarding construction problems, products and procedures; recommends alternative solutions to problems.
- (3) Interprets specifications and assists with implementation of state materials specifications and research; serves as the principal resource for contract administration issues.
- (4) Reviews contractor claims for acceptance and assigns formal review; manages maintenance of the claims database and filing system.
- (5) Establishes and tracks the budget for assigned sections.
- (6) Serves as a construction and materials liaison with districts, the general public, state and federal government agencies, and national organizations.

- (7) Assesses construction and materials equipment and personnel needs statewide and recommends district equipment, personnel and material authorizations.
- (8) Prepares and maintains contractor performance records.
- (9) Assigns resources to district construction personnel and maintains inventory of equipment and personnel needs; performs field inspections to track work progress and methods.
- (10) Performs the duties of the state construction and materials engineer during supervisors' absence.
- (11) Performs supervisory responsibilities in a manner consistent with the departments' Affirmative Action Program.
- (12) 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.