

# Missouri Department of Transportation

Code: R05082

Title: Assistant to the Resident Engineer

Exemption Status: Exempt

Grade: 18

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## **Job Description**

**Effective Date** 04-01-2006

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**Replaces  
(Effective Date)**

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**General Summary** The assistant to the resident engineer supervises contract administration and engineering personnel in project field offices with large numbers of staff or in which complex projects requiring supervisory aid for the resident engineer are being performed; oversees one or more areas including surveying, inspection, project documentation, and contract administration of construction projects, as assigned. Responsibilities are performed under general supervision.

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**Minimum/Required  
Qualifications** Bachelor's Degree: Civil Engineering  
Successful completion of the Engineer-in-Training exam.  
Six years of experience in highway or transportation engineering.

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**Supervisory  
Responsibilities** Full Supervision

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**Location** Districts - Construction and Materials

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**Special Working  
Conditions/Job  
Characteristics** Job requires exposure to moderately adverse and undesirable environmental conditions.

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## **Examples of Work**

- (1) Supervises layout and inspection personnel including conducting performance management and scheduling and assigning work.
- (2) Administers construction contracts for the assigned area.
- (3) Interprets construction plans, specifications and special provisions.
- (4) Prepares or supervises preparation of project documentation, project reports, payment estimates, change orders, final plans and contractor performance reports, as assigned; reports progress of contractor payments.
- (5) Communicates with contractors and property owners to resolve construction problems; prepares department responses to contractor claims.
- (6) Disseminates construction information to the public, media, and local and state officials.
- (7) Provides technical expertise and constructability input on project core teams and scoping meetings in

supervisor's absence.

- (8) Manages functions of a field office as assigned; may include responsibility for project budgets, fleet vehicles, and acquisition and maintenance of equipment.
- (9) Performs field checks to evaluate work zone safety in construction areas.
- (10) Investigates construction problems and conveys information to the resident engineer to aid negotiation of time extensions and/or cost changes.
- (11) Performs supervisory responsibilities in a manner consistent with the department's 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.**