

# Missouri Department of Transportation

Code: R03119

Title: Construction Contract Administrator

Exemption Status: Non-Exempt

Grade: 12

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## **Job Description**

**Effective Date** 04-01-2006

**Replaces  
(Effective Date)** 03-01-2003

**General Summary** The construction contract administrator ensures the provisions in the contract are followed with regard to contractors' and subcontractors' insurance, bonding, subcontracting, prevailing wage, non-payment claims, change orders and railroad insurance. Responsibilities are performed under general supervision.

**Minimum/Required  
Qualifications** Two years of college including courses in mathematics.  
Four years of experience in construction inspection, specification interpretation and construction procedures.

**Supervisory  
Responsibilities** None

**Location** Central Office - Construction and Materials

**Special Working  
Conditions/Job  
Characteristics**

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## **Examples of Work**

- (1) Reviews contractors' insurance for conformance to contract specifications; approves/disapproves work to begin.
- (2) Monitors contractor insurance due dates and notifies contractors of expiration dates; provides information to contractors and their insurance carriers regarding departmental requirements.
- (3) Reviews prime contractors' requests to subcontract portions of their work based upon a total percentage of subcontracted work and adequacy of subcontractor's insurance.
- (4) Reviews utility invoices and supplemental agreements for accuracy and completeness, makes recommendations for payments, maintains records of active and completed utility adjustments until final settlement is made; coordinates the collection of any overpayment from the utility.
- (5) Reviews change orders for completeness and accuracy and distributes as necessary; maintains database for tracking purposes.
- (6) Processes alleged damage claims against contractors; corresponds with contractors and claimants to resolve claims; recommends alternative solutions.
- (7) Reviews material summaries for completeness and accuracy.

- (8) Records prevailing wage issues per project and submits payments to Controller's Office.
- (9) Gathers data and develops reports on various construction projects in response to inquiries by the legislature or the public.
- (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.**