

# Missouri Department of Transportation Job Description

**Job Title:** Resident Engineer

**Title Code:** R05809

**Salary Grade:** 12

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Full Supervision

**District/Division:** Districts – Construction and Materials

**Effective Date:** 01-01-2025

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The resident engineer supervises contract administration and engineering personnel at a field office covering an area within a district and ensures surveying, inspection, documentation, and contract administration of construction projects complies with specifications, special provisions and standard plans. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's degree in Engineering from an ABET-accredited college or university curriculum.
- Licensed as a Professional Engineer in the State of Missouri.
- Six years of experience in highway or transportation engineering.
- OSHA 10-Hour Certification required within 90 days.

## **Special Working Conditions/Job Characteristics**

- Job requires exposure to moderately adverse and undesirable environmental conditions.
- This title requires advanced accreditation or licensure which is only available to holders of specific postsecondary degrees.

## **Examples of Work**

1. Administers construction contracts for the assigned area.
2. Interprets construction plans, specifications and special provisions and makes corrections as required.

3. Prepares or supervises preparation of project documentation, project reports, payment estimates, change orders, final plans and contractor performance reports; reports progress of contractor payments.
4. Supervises layout and inspection personnel, including making hiring and other employment related decisions, conducting performance management, scheduling, and assigning work, and ensuring appropriate training is received.
5. Communicates with contractors and property owners to resolve construction problems; prepares department responses to contractor claims and serves as an expert witness in litigation regarding construction issues.
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.
8. Manages a field office including 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 negotiates resolutions that may include time extensions and/or cost changes.
11. Performs supervisory responsibilities in a manner consistent with the department's EEO policies.
12. Performs other responsibilities as required or assigned.