

# Missouri Department of Transportation Job Description

**Job Title:** Construction Contract Administrator

**Title Code:** R03119

**Salary Grade:** 7

**Exemption Status:** Non- Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central Office - Construction and Materials

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

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

## **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, **AND** four years of experience in construction inspection, specification interpretation and construction procedures, **OR**
- Six years of experience in construction inspection, specification interpretation and construction procedures.

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

## **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.