

Missouri Department of Transportation

Code: R03119

Title: Construction Contract Administrator

Exemption Status: Non-Exempt

Grade: 7

Job Description

Effective Date 07-01-2022

Replaces
(Effective Date) 04-01-2006

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

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.

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