

Missouri Department of Transportation Job Description

Job Title: Bidding and Contract Services Engineer

Title Code: R05757

Salary Grade: 13

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Design

Effective Date: 10-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The bidding and contract services engineer oversees operation of the monthly bidding and contract award procedures, including project estimating, reviewing, and contract services. 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.
- Nine years of experience in highway or transportation engineering.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide or out-of-state, overnight travel.

Examples of Work

1. Oversees the reviewing, estimating and distribution of plans, proposals and other project information for all department projects.
2. Oversees the electronic systems that process plans, proposals and bids.
3. Oversees the departments bid openings to ensure that all legal and bid opening requirements are met.
4. Supervises staff and assists them with career development and furthering skills in estimating, review of design and utilization of software and publishing of bid information on the web.

5. Prepares and reviews all reports for management and the Commission on the department's bid opening and other bidding and contracting related issues.
6. Assists Districts and Central Office staff with final project design details, scheduling, innovative contracting and other technical details of project delivery.
7. Serves as the department's contact with contractors regarding bidding and contract related issues.
8. Serves as the division's pavement contact attending quarterly meetings, recommending design changes and working with alternate bidding on the pavement team.
9. Serves as the department's representative for national bidding and contracting related issues.
10. Performs supervisory responsibilities.
11. Performs other responsibilities as required or assigned.