

# Missouri Department of Transportation Job Description

**Job Title:** Senior Contract Monitoring Specialist

**Title Code:** R04905

**Salary Grade:** 9

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Lead Worker Only

**District/Division:** Central Office - Audits & Investigations, Business Development & Compliance

**Effective Date:** 02-16-2025

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

## **General Summary**

The senior contract monitoring specialist performs varied and complex reviews of construction contracts and other job duties related to small businesses, and other federal regulations related to complying with contract administration. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Business Administration, Criminal Justice, Economics, Finance, Public Administration, Statistics, or related field **AND** four years of experience in positions demonstrating knowledge and application of business practices and construction industry practices, Equal Employment Opportunity (EEO) administration, Disadvantaged Business Enterprise (DBE) administration, personnel relations, construction methods, marketing, or related experience, **OR**
- Eight years of experience in positions demonstrating knowledge and application of business practices and construction industry practices, Equal Employment Opportunity (EEO) administration, Disadvantaged Business Enterprise (DBE) administration, personnel relations, construction methods, marketing, or related experience.

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

- Audits & Investigations: Job requires occasional, statewide and out-of-state, overnight travel.
- Business Development & Compliance: Job requires regular, statewide and out-of-state, overnight travel.

## **Examples of Work**

### **Audits & Investigations**

1. Conducts monitoring and complex compliance reviews of construction contracts; writes reports summarizing work performed, problems noted, and recommended corrective action.
2. Reviews department and contractor construction documentation, records, and files, both on and off-site.
3. Performs job site visits on active construction projects.
4. Researches federal and state regulations and department policies and procedures related to construction contract administration.
5. Gathers data and develops reports on various construction projects in response to inquiries from internal and external partners.
6. Works with other divisions to document processes and procedures; identifies risk and documents potential areas for future monitoring or audits.
7. Performs other responsibilities as required or assigned.

### **Business Development & Compliance**

1. Reviews application materials, business financial documentation, and personal net worth documents; obtains information concerning certifications and annual reviews through on-site reviews with applicants/firms, department personnel, and others. Reviews all federal aid projects to determine the appropriate Disadvantaged Business Enterprise (DBE) and trainee goal.
2. Conducts investigations to determine compliance with the federally mandated "commercially useful function" requirements; determines appropriate action and/or monetary damages. Investigates third party challenges, commercially useful function complaints, bidding good faith efforts, and goal compliance.
3. Monitors contractor compliance with contractual Equal Employment Opportunity requirements and on-the-job training programs. Assures prompt payments to sub-contractors by primary contractor.
4. Conducts community outreach with minority and female organizations, contractor organizations, small business organizations and political representatives.
5. Coordinates Title VI activities and reviews of the department's divisions, sub recipients, and other governmental agencies required to ensure non-discrimination, equal opportunity, and affirmative action; recommends policies and procedures related to Title VI compliance and activities.

6. Works closely with FHWA and county and city officials on compliance reviews and investigations involving contractors and DBE firms on federally funded projects.
7. Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
8. Performs other responsibilities as required or assigned.