

Missouri Department of Transportation Job Description

Job Title: Contract Monitoring Specialist

Title Code: R04903

Salary Grade: 7

Exemption Status: Exempt

Supervisory Responsibilities: None

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

Effective Date: 02-16-2025

Replaces (Effective Date): 07-01-2022

General Summary

The contract monitoring specialist performs routine entry-level 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 direct supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Criminal Justice, Economics, Finance, Public Administration, Statistics, or related field, **OR**
- 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.

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 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. Monitors and tracks the submission of required reports from contractors. Prepares and submits appropriate reports to the Federal Highway Administration (FHWA) and develops reports based upon requests from FHWA, the administrator, or management.
2. Oversees contractor compliance with on-the-job training requirements and develops programs designed to increase the training of women and minorities in the highway construction area.
3. Conducts compliance reviews, including review of contractor paperwork and completed forms, inspection of job site, interviews with contractors' employees and other investigations deemed necessary.
4. Reviews Disadvantaged Business Enterprise (DBE) certification applications, annual updates and re-certification applications.
5. Reviews and provides training to sub-recipients and functional units in Title VI requirements.
6. Performs other responsibilities as required or assigned.