

Missouri Department of Transportation Job Description

Job Title: Intermediate Contract Monitoring Specialist

Title Code: R04904

Salary Grade: 8

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 varied and moderately 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 moderate supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Criminal Justice, Economics, Finance, Public Administration, Statistics, or related field **AND** two 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**
- Six 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 moderately 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. Conducts and monitors external on the job training programs; researches and recommends improvements to training programs; reviews and approves trainee notifications and monthly trainee reports; and reviews all federal-aid projects to determine appropriate trainee goal on the project.
2. Reviews applications and personal net worth statements, conducts interviews, and makes recommendation to approve or disapprove DBE applications for certification and recertification. Conducts on-site interviews with DBE firms, contractors, and department personnel on project sites to review compliance with DBE regulations; conducts interviews with new applicants, contractors, field personnel and other government entities to obtain information concerning eligibility for certification and compliance.
3. Provides one-on-one supportive services and guidance with DBE firms concerning other available supportive services; reviews and recommends approval or disapproval of training programs developed by contractors, the Associated General Contractors, and related groups.
4. Performs on-site reviews of contractor personnel and reviews payroll records, business records, contracts, and invoices to determine compliance with DBE and EEO special provisions on federal aid contracts; makes recommendations regarding compliance and deficiencies; may represent the department in legal proceedings, hearings or administrative reconsideration.
5. Conducts DBE bid letting verification process, project final verification, and goal setting.

6. Reviews sub recipients and other governmental agencies required to ensure non-discrimination; develops training materials, presentations and organizes training sessions for department personnel and sub recipients in Title VI requirements.
7. Conducts community outreach with minority and female organizations, contractor organizations, small business organizations and political representatives.
8. Works closely with FHWA and county and city officials on compliance reviews and investigations involving contractors and DBE firms on federally funded projects.
9. Performs other responsibilities as required or assigned.