

Missouri Department of Transportation Job Description

Job Title: Resident Engineer

Title Code: R05809

Salary Grade: 12

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Districts – Construction and Materials

Effective Date: 07-01-2022

Replaces (Effective Date): 03-01-2021

General Summary

The resident engineer supervises contract administration and engineering personnel at a field office covering an area within a district and ensures surveying, inspection, documentation, and contract administration of construction projects complies with specifications, special provisions and standard plans. 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.
- Six years of experience in highway or transportation engineering.
- OSHA 10-Hour Certification required within 90 days.

Special Working Conditions/Job Characteristics

- Job requires exposure to moderately adverse and undesirable environmental conditions.

Examples of Work

1. Administers construction contracts for the assigned area.
2. Interprets construction plans, specifications and special provisions and makes corrections as required.
3. Prepares or supervises preparation of project documentation, project reports, payment estimates, change orders, final plans and contractor performance reports; reports progress of contractor payments.

4. Supervises layout and inspection personnel, including making hiring and other employment-related decisions, conducting performance management, scheduling, and assigning work, and ensuring appropriate training is received.
5. Communicates with contractors and property owners to resolve construction problems; prepares department responses to contractor claims and serves as an expert witness in litigation regarding construction issues.
6. Disseminates construction information to the public, media, and local and state officials.
7. Provides technical expertise and constructability input on project core teams and scoping meetings.
8. Manages a field office including responsibility for project budgets, fleet vehicles, and acquisition and maintenance of equipment.
9. Performs field checks to evaluate work zone safety in construction areas.
10. Investigates construction problems and negotiates resolutions that may include time extensions and/or cost changes.
11. Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
12. Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.