

Job Description – CEI Contract Support Specialist

REQUIREMENTS:

- Four (4) years of experience as a CEI Contract Support Specialist on FDOT projects.
- Strong ability with spreadsheets, aptitude with numbers and editing word documents and forms.

CERTIFICATIONS:

- CTQP Final Estimates Level I & II
- Reference: www.ctqpflorida.com

RESPONSIBILITIES:

Perform/assist in project related duties (i.e., LIMS, progress and final estimates, EEO compliance, processing Construction Contract changes, RFI logs, CPPR, S.A.s, W.O.s, etc.) Candidate should exercise independent judgment in planning work details and making technical decisions related to the office aspects of the project. Should be familiar with the FDOT Procedures covering the project related duties as stated above and be proficient in the computer programs necessary to perform these duties. Assist Senior Professional Engineer, Project Administrator or Project Manager in the performance of their duties.

Career Path:

If desired by candidate, increasing levels of experience, training and responsibility, the career path for this position could include advancement to Project Administrator.