

<b>OFFICE OF STATE AID ROAD CONSTRUCTION</b>			S.O.P. NO. SA I-3-23
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PURPOSE: To set forth the Authority, Duties, and Responsibilities of the State Aid Engineer.

1. JOB LINE RESPONSIBILITY;

- 1.1. Line Supervision Over: All employees of the Office of State Aid Road Construction.
- 1.2. Line Reporting To: Governor of the State of Mississippi. Executive Director of the Mississippi Department of Transportation (on projects involving Federal Funds).

2. PRINCIPAL RESPONSIBILITIES AND AUTHORITY:

The State Aid Engineer is charged with the responsibility of administering the State Aid Road Program, as authorized by the laws of the State. His approvals are final except on projects involving Federal Funds where they are subject to the concurrence of the Executive Director of the Mississippi Department of Transportation and the Division Administrator of the Federal Highway Administration.

3. MAJOR DUTIES:

The State Aid Engineer's major duties include, but are not limited to, the following:

- 3.1. Appoint Assistant State Aid Engineers and other assistants and employees necessary to carry out the terms of the State Aid Act.
- 3.2. Establish uniform procedures and rules and regulations to effect a proper administration of the State Aid Program.
- 3.3. Advise with and approve all actions of the Boards of Supervisors relating to the designation and modifications of their State Aid Systems.
- 3.4. Keep an accounting of all State and Federal Funds made available to the counties and advise the Boards and their County Engineers as to their respective allocations of these funds.
- 3.5. Adopt uniform design standards and specifications to be applied to the construction of State Aid roads and approve all construction plans and proposal documents prior to authorizing the Boards to advertise the projects for bids.

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- 3.6. Approve all contracts awarded by the Boards of Supervisors for the construction of State Aid roads.
- 3.7. Approve all payments to Contractors and concur in the final acceptance of projects.
- 3.8. Establish policies and procedures to effect proper and regular maintenance of completed projects.

4. RELATIONSHIP WITH EXECUTIVE DIRECTOR OF THE MISSISSIPPI DEPARTMENT OF TRANSPORTATION:

- 4.1. The State Aid Engineer is appointed by the Governor. However, on projects involving Federal Funds, the State Aid Engineer's approval actions are subject to concurrence by the Executive Director, who is the chief executive officer of the Department of Transportation. Section 65-9-29, Mississippi Code of 1972, as amended, provides that "the expenditure of all Federal Funds shall be through and under the Department of Transportation, subject to and in accordance with all rules and regulations and applicable laws of the Federal government".
- 4.2. Projects funded, wholly or in part, with federal funds require the concurrence of the Executive Director for the following actions:
  - 4.2.1. Programs for construction projects
  - 4.2.2. Revisions to the Federal Highway System
  - 4.2.3. Construction plans upon which advertisements for bids are based
  - 4.2.4. Award of contracts
  - 4.2.5. Project Agreements
  - 4.2.6. Payments of progress and final estimates
  - 4.2.7. Final acceptance of completed projects