



DATE	June 2024
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Contract Administrator
 DEPARTMENT/DIVISION: Public Works
 REPORTS TO: Public Works Manager

SUMMARY: Responsible for supervising the daily operations of the Public Works Inspectors' activities to include: scheduling and coordinating maintenance activities; evaluating performance of the Inspectors and contractors; scheduling and coordinating projects, maintaining databases and related files and records, performing problem resolution activities, supervising staff, and inspecting projects. Work requires limited supervision and the use of independent judgment and discretion. Responsible for development of project plans and scopes and prepares contracts and specifications required for bidding. Monitors and tracks all contract projects to ensure that agreements are in compliance with specifications, schedules, and budget and certifies invoices for payment and acceptance of these projects.

ESSENTIAL JOB FUNCTIONS:

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; setting employee goals; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintain a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Supervises the day-to-day operations of maintenance activities in assigned area of responsibility, which includes planning, developing, coordinating, administering, enforcing, and evaluating projects, processes, procedures, systems, and standards and ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards.
- Investigates and resolves complaints and/or issues received from internal and external customers.
- Supervises and monitors the work of external contractors performing work for the City, which includes inspecting work to ensure compliance with applicable specifications and quality standards
- Participates in reviewing a variety of engineering plans, as-builts, permits, building inspection plans, and/or other related items.
- Approves purchase orders and requests for expenditures related to tools, parts, equipment, materials, and supplies within established guidelines.
- Prepares bid specifications and proposals for procurement contracts and service contracts.
- Holds pre-bid and pre-construction meetings.
- Monitors and evaluates contract performance and ensures project schedules are met.
- Communicates directly with construction contractors.
- Develops long range plans for infrastructure rehabilitation and replacement.
- Develops short-range project implementation plans.

- Oversees inspection of work in process to ensure work is completed in a cost-effective manner and that the finished product is of the highest quality attainable, resulting in customer satisfaction.
- Approves or rejects requests for deviations from contract specifications and delivery schedules.
- Analyzes price proposals, financial reports, and other data to determine reasonableness of prices.
- Recommends modifications to contracts.
- Coordinates and notifies of construction activities and schedules with contractors, utility companies, citizens and other City departments.
- Prepares council agenda package, reports and maintains records.
- Directs the warranty phase of projects and reports items requiring correction.
- Responsible for regular attendance and arriving to work on time.
- Responds to emergency and on call situations
- Performs other related duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- The position is directly supervised by the Public Works Division Manager. The incumbent will function independently with considerable technical and administrative latitude with regard to project preparation and construction management responsibilities.
- Supervisory responsibility over Inspector staff/multiple contractor crews.
- Requires the ability to temporarily step in as the Public Works Manager in the event of the Manager's absence.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic arithmetic, including proportions and volume;
- Knowledge of safety precautions pertaining to area of assignment;
- Knowledge of a variety of construction and engineering practices;
- Skilled in interpreting and applying applicable laws, codes, rules, regulations, and design standards;
- Skilled in applying independent judgment, personal discretion, and resourcefulness to interpret and apply guidelines;
- Skilled in prioritizing, organizing, and managing multiple projects;
- Skilled in providing customer service and de-escalation techniques;
- Skilled in gathering and analyzing information and making recommendations based on findings;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals orally and in writing.
- Skilled in preparing and maintaining reports and records.
- Knowledge of supervisory principles;
- Knowledge of project Management techniques and methods including managing multiple projects;
- Knowledge of procedures and methods related to maintenance activities in assigned area of responsibility;
- Knowledge of contract and grant management principles and practices;

- Skilled in monitoring and evaluating employees;
- Knowledge of budgeting principles

MINIMUM QUALIFICATIONS:

- High school Diploma
 - Four years of construction experience that includes one year of project management
- OR
- An equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities.

PREFERENCES:

- Street pavement repair and maintenance activity experience
- Previous experience with project programming and budgeting.
- Previous team lead/supervisory experience.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in both standard office and outdoor environments.
- Will be exposed to construction equipment, materials and moving mechanical parts.

CONDITIONS OF EMPLOYMENT:

- Must possess a valid motor vehicle driver license
- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.
- A Class C Water License and Wastewater Collections II License must be obtained within 30 months of employment.