

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: CONTRACTS ADMINISTRATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to review and interpret engineering contracts and the monitoring of the financial management and schedule of contracts. Work involves providing guidance to project engineers in the financial management of projects. Classification supervises technicians in the review of payment estimates and plotting inspector's notes. Responsible for ensuring all contracts remain on schedule. Classification typically reports to Manager or Assistant Manager of Construction Services.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Schedules, assigns, and oversees a small work group of technicians and clerical employees in engineering administration and contract management.

Trains and counsels employees. Administers union contract language and oral warnings and recommends discipline. Assists in employee selection. Assures safe work practices.

Prepares agreements and Requests for Proposals on engineering projects. Oversees the review of contracts for proper insurance coverage.

Coordinates the approval of invoice payments for engineering projects documentation of contract compliance.

Maintains monitoring and tracking system of all construction contracts and development projects.

Analyzes budget and budget control issues and prepares budget estimates and narratives.

Performs special administrative assignments, such as the monitoring of vehicle use, coordination of safety program and compilation of annual and quarterly reports.

Prepares reports, completes forms and compiles information on completed work assignments and employee effort. Analyzes information on efficiency and effectiveness.

Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

Performs related work as required.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in business or public administration or civil engineering; or a related field; plus three years of progressively-responsible engineering contracts review or engineering project administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a lead person or crew leader and to provide guidance to a work unit, including coordinating activities and reviewing work.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors is not likely to present a risk of injury or illness.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.