

CONTRACTS ADMINISTRATORDEFINITION

Under direction, assures compliance with construction and service agreements including, but not limited to, street lighting, median landscaping, bus shelter, right-of-way, refuse collection, deferred maintenance, plumbing, electrical, mechanical, building, and general landscaping; expedites improvements through contractors and general maintenance staff.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Provides technical direction and information pertaining to construction requirements and legal regulations to maintenance, building, electrical, plumbing, mechanical and landscape contractors and service companies and to the general public; prepares, reviews, approves or requests modifications to plans and specifications; inspects relevant projects, structures and fixtures to ensure contractor compliance with plans, specifications, agreements and legal requirements; prepares detailed inspection reports of contractor compliance with bid specifications and agreements; issues citations for violations of agreements, contracts, and bid specifications; documents work completed by contractors; reviews contractor invoices and recommends payment; investigates violations of municipal code or contract terms, determines corrective action, documents the resolution and, where appropriate, coordinates with the City Attorney or other agencies to pursue legal direction and action; communicates effectively with contractors and the general public, both orally and in writing; uses current office software applications such as Word, Excel or Power Point to generate reports, correspondence and other relevant documentation; performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a journey-level classification responsible for daily oversight of contractor performance. The position reports to a manager, who is responsible for administration of these programs, including contract formulation, administration, and supervision of program staff.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of experience as a journey level, lead person or superintendent in construction work, or two years of experience in a governmental agency inspecting building or public works construction, transportation, engineering, construction management, maintenance; or any equivalent combination of training and experience which provides the following knowledge, skills and abilities:

Knowledge of: principles, practices and pertinent codes used in irrigation and landscape construction and maintenance, building and structural construction practices; high/low electric voltage construction, plumbing, mechanical construction and maintenance; current office software applications such as Word, Excel and Power Point.

Ability to: prepare, read and interpret construction plans, specifications, blueprints and related documents to determine adequacy of design; read and interpret laws, codes and ordinances; read, interpret and apply contracts terms and municipal code sections pertaining to legal and construction requirements; determine compliance with contracts; detect defects or deviations from standard construction practices; conduct research to ascertain pertinent facts relating to project development and completion; expedite repair work while interacting courteously, tactfully and effectively with contractors, other City employees and the public; communicate effectively in English, both orally and in writing.

Skill in: the use of current software applications relevant to effective job performance.

SPECIAL MINIMUM REQUIREMENT

Must possess and retain a valid California Class C driver's license upon appointment and throughout tenure in this classification as a condition of employment.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is well organized, even-tempered and self-motivated. This effective communicator can clearly explain rules and regulations to a wide variety of audiences. Tactful and diplomatic, the incumbent is assertive when needed to ensure high quality service delivery to the community.

Class title established per Council Resolution No. 94-033,
effective 7-1-94

Revised: 5/95; 05/04; 12/06

ADA Approved: 05/04