



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Construction Project Administration Supervisor
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### **GENERAL PURPOSE**

Under general direction, supervises the Construction Administration Representatives in the District's Field Engineering Department and provides the necessary coordination, support and direction required to ensure EMWD's contracted construction projects are administered accurately according to approved policies, standards and procedures; independently performs difficult and responsible activities in support of division operations; and performs related duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the full supervisory-level class in the Construction Project Administration series that exercises independent judgment on diverse and specialized centralized Construction Administration Representative support with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and organizing and overseeing day-to-day construction administration and is responsible for providing professional level support to the Construction Project Administration Manager in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Construction Project Administration Manager. Exercises direct supervision over administrative staff.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Participates in the selection, training, supervision and evaluation of assigned staff; participates in the establishment of performance requirements and personal development targets and provides technical assistance and advice to assigned staff.

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- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.
- Assists with the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Oversees the direction and training of new employees on construction administration practices including use of computer equipment, public works rules and regulations, and District rules and regulations.
- Reviews Capital Improvement Project list and routes for payment approval; reviews all documentation being delivered to contractors including, but not limited to, rejection letters, Notices of Acceptance of Proposal, bidder lists, and all necessary contract documents.
- Oversees the insurance requirements for all insurance submitted through the Engineering Branch including developer-tract projects, developer-CFD projects and public works requirements; works with Risk Management to establish, maintain and ensure inclusion of appropriate insurance requirements to protect the District's interests; reviews contractor insurance documents to ensure it meets specification requirements; reviews all resubmittals of insurance on projects; reviews payment and performance bonds; reviews all change orders; assists in compiling necessary documents and sections to produce new specification project.
- Directs, advises, and assists subordinate staff with construction contract problems and evaluates CAR'S for their consistency and effectiveness in administering contract compliance; maintains, suggests updates to contract processing procedures and policies; ensures construction projects are administered in a timely and accurate manner; assists in coordinating the preparation of contract specifications ensuring the standard District format.
- Attends public bid openings and answers questions from bidders.
- Participates in staff meetings and provides recommendations in connection with routine departmental, administrative and legal procedures.
- Keeps abreast of proposed new laws, bills and amendments that pertain to construction activity.
- Researches and assembles information from a variety of sources for the preparation of records and reports; organizes and maintains project files; makes arithmetic or statistical calculations.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.

- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Supports and promotes the application of continuous improvement principles in the oversight of operations within the business unit.
- Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.
- Develops and monitors team and individual performance measures, ensuring that they align with District's Strategic and Operational Plans.

**REQUIRED QUALIFICATIONS**

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Public agency contracting including District construction procedures, specifications, legal requirements and policies.
- Federal, state and municipal codes and regulations governing water and sewer construction.
- Practices of water/wastewater utility construction.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- Familiar with process mapping and structured problem solving.
- Theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Assist with the preparation, administration and monitoring of a division/department budget.
- Plan, organize, assign, direct, and evaluate the work of the construction administration unit.
- Prepare accurate, clear and concise reports.
- Define issues, analyze problems, evaluate alternatives, and develop sound conclusions and recommendations.
- Interpret and apply regulations and standards for construction project administration.
- Follow and apply written and oral work instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Based Abilities:

- Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs.
- Validate customer requirements; create a workplace that values employees, encourages their development, values their participation, and encourages innovation.
- Create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Three (3) years of progressively responsible experience working directly with engineering projects and public works construction contract administration including one (1) year of supervisory or lead responsibilities.

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in business administration, contract administration or a related field.

Licenses/Certifications:

- None.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>October 2, 2019</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed, and fully understand the job description for Construction Project Administration Supervisor. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_