

JOB DESCRIPTION

Construction Administration Representative I (Flex)

Construction Administration Representative II

Code Number: 26010, 26012

GENERAL PURPOSE

Under general supervision, performs a wide variety of responsible, specialized administrative construction project support functions and project-tracking services that require knowledge of District policies and procedures associated with the District's facilities and infrastructure construction projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Construction Administration Representative I is the entry level class in the Construction Administration Representative series. Initially under close supervision, incumbents perform the more routine duties while learning District policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Construction Administration Representative II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level.

Construction Administration Representative II is the experienced/journey level class in the series, fully competent to independently perform duties. This class is distinguished from the lower classification of Construction Administration Representative I by the relative independence with which duties are performed, greater diversity, difficulty, and complexity of assignments, and specialized construction support responsibilities and accountability which require knowledge of District policies and procedures.

Construction Administration Representative II is further distinguished from Senior Construction Administration Representative in that the latter serves as either a lead or advanced-journey level in the series.

ESSENTIAL 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 class.

Assists engineering and inspection personnel in organizing, processing, and following through on a variety of important forms and documents related to the District's construction program, including federal and state grant-supported programs; follows up with appropriate staff to resolve discrepancies and inconsistencies; periodically or upon request, generates special reports and analyses; researches, identifies, and resolves errors and discrepancies; compiles, organizes and maintains detailed construction files related to District or developer-sponsored projects; ensures that all necessary authorizations on contract documents and forms have been fully processed and filed accordingly; verifies contractor compliance with EMWD, local and state legal requirements.

Maintains contracting or design phase documentation, such as Requests for Proposals, agreements, amendments, environmental work and permit requirements; monitors and processes invoices related to this documentation.

Initiates Notice Inviting Bids; assembles proposal packages; arranges for reproduction of specifications and plans; distributes and mails specifications and plans; coordinates bid openings; attends pre-bid walk-through meeting at job site location; assists in preparing addenda.

Verifies bid proposals for accuracy; processes tabulation of bids; assists in preparing board letters to approve successful bidder; types bid opening minutes; prepares Notice of Acceptance of Proposal and arranges for preconstruction conference.

Attends formal bid openings for the purpose of opening and recording bids in compliance with all applicable laws, rules, and regulations.

Receives and monitors contract documents such as agreement, bonds, insurance, progress schedules, contract price breakdown, submittals, preliminary notices, inspectors' reports, payroll reports, requests for information and other construction documents.

Receives, monitors, and prepares change management documents from and to contractors; uses specialized contract management software to maintain all data regarding change management documents; ensures all back-up documentation is attached and routes for appropriate authorization.

Prepares and prints Inspector's worksheets; records and verifies calculations; documents change management forms on the periodic monthly pay estimate; prepares prelist; verifies retention, total payment, contract amount, liquidated damages and bonuses for accuracy; prepares, monitors, and processes the periodic monthly pay estimate.

Monitors time and money factors related to engineering service agreements, purchase orders, pay estimates and construction management agreements.

Makes periodic field visits to job site during construction phase.

Receives completion reports, prepares Notices of Acceptance, issues final payments, verifies claim status, initiates project closures and prepares specification files for microfilming; maintains records, logs and files on all assigned projects.

Answers telephones and radio and takes and transmits messages.

Answers project status and related questions from outside agencies, contractors, developers, engineers and District management.

Types and edits a variety of information such as management and business correspondence, reports, engineering specifications, spreadsheets, contract documents, board letters and change orders; proofreads and corrects correspondence for proper spelling, punctuation, grammar and format; composes routine correspondence; maintains a high level of accuracy in work product.

May assist with the training of new Construction Administration Representatives.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Specialized engineering and construction project terminology, procedures, policies, regulations and laws; business English including correct spelling and rules of punctuation and grammar; arithmetic, bookkeeping, typing, filing, telephone techniques, standard office machines and computer fundamentals including word processing, spreadsheets and database management applications.

Ability to:

Independently organize, monitor, maintain and perform complex and specialized work assignments; meet specified project deadlines; prepare and maintain construction contract files, logs and records with detailed information; understand written policies and procedures and apply them to specific situations; compose routine correspondence from brief instructions; prepare clear, accurate, and concise records and reports; effectively explain District policies and procedures to contractors and the public; exercise initiative and judgment in setting work priorities and selecting work methods; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instruction; communicate effectively, orally and in writing; make sound judgment within established guidelines.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and some college or vocational training program related to business courses; one year of experience working directly with construction projects either with a public or private agency plus three years of increasingly responsible office support experience; or an equivalent combination of training and experience.

A Construction Administration Representative I may be considered for advancement to Construction Administration Representative II after demonstrating proficiency to perform all the major duties assigned to the class.

Typically, a Construction Administration Representative I is expected to be capable of meeting the proficiency criteria within a 12-24 month period, depending on an individual's prior experience and progression in performing the full range of Construction Administration Representative duties as described in the established proficiency criteria.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental 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.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit, talk and hear in person and by telephone, use hands repetitively to operate, finger, handle or feel office equipment, and reach with hands and arms. Employees are frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus. Employees occasionally lift and/or move up to 35 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complicated data and information; make arithmetic calculations; analyze and solve customer problems; observe and interpret people and situation; learn and apply new information; rapidly perform highly detailed work on multiple, concurrent tasks; work with constant interruptions; interact with District staff, developers, contractors, property owners, customers who may be upset and dissatisfied, and the public.

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.

The employee works under normal office conditions, and the noise level is usually quiet. Employees may be assigned to a field office and subject to loud noise and climate conditions.

FLEX REQUIREMENTS
Construction Administration Representative I (Flex)
Construction Administration Representative II

LENGTH OF TIME REQUIRED

An Construction Administrative Representative I may advance or “flex” to the Construction Administrative Representative II class after **12 - 24 months** of experience in the Construction Administrative Representative I class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “good” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Construction Administrative Representative I must also demonstrate proficiency to perform the full range of duties as described in the Construction Administrative Representative I/II job description. This includes demonstrating a thorough understanding of construction project support services, policies, and procedures.