

JOB DESCRIPTION
Construction Administrator
Code Number: 26013

GENERAL PURPOSE

Under direction, administers complex construction project contracts, researches and plans for a variety of water and sewer capital construction programs and maintenance/improvement programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Construction Administrator is distinguished from the Senior Construction Administrator class by the latter's responsibility for supervision of the unit and management of the construction contracting process. Assignments for this class are general and of a continuing nature, requiring the exercise of independent judgment and initiative in scheduling, monitoring and coordinating the work of external contractors.

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 the class.

Receives contract bids and reviews for compliance with California Contract law and District standards.

Oversees, administers and coordinates District construction projects; ensures all construction contract provisions are carried out in a timely manner by the contractor; ensures construction projects are completed in compliance with District standards; maintains project files throughout project duration.

Reviews submittals from contractors for compliance with contract documents; reviews and recommends action on requests for information and change order proposals; prepares drafts and forwards to support staff for review and processing.

Maintains communications between the engineering staff and construction management unit.

Reviews and processes monthly progress pay estimates, schedules, submittals, and recommends action on pay estimates.

Proactively interfaces, communicates, and develops effective partnerships with District staff, consultants, contractors, and representatives of other agencies during project construction; conducts pre-job conferences and on-site coordination meetings, progress meetings, critique meetings upon completion and completes reference checks on contractors after receipt of bids.

Coordinates and conducts facility system start-up meetings with contractor, District staff, and consultants; reviews system operations and function for conformance with design criteria and operational necessity.

Evaluates and negotiates claims with contractors and makes recommendations for settlement.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of civil and hydraulic engineering as applied to water utility, wastewater and reclaimed water system engineering; modern methods and techniques used in the construction of a wide variety of waterworks capital projects; modern developments, current literature, and sources of information regarding the assigned area of construction; applicable laws and regulatory codes related to development and construction of water and sewer infrastructure; principles of engineering physics, mathematics and construction materials; construction methods including surveying, excavation, shoring, testing, compaction procedures; computer software.

Ability to:

Make complex construction computations and check, review and design plans and specifications for a wide variety of water and sewer utility capital projects; conduct independent project construction; manage contracted construction firms; identify needs and assignments and exercise judgment in carrying them out; use a personal computer for hydraulic modeling, spreadsheet and word processing applications; communicate clearly and concisely, orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; follow and

apply written and oral work instructions; make sound independent judgment within established guidelines.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in Civil Engineering; and three years of responsible civil engineering experience, preferably in a water or wastewater utility; or an equivalent combination of training and experience.

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 an employee 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 job, the employee is regularly required to sit and stand; talk and hear, both in person and by telephone; use hands to finger, handle, feel objects or controls; reach with hands and arms; and drive a vehicle.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple, concurrent tasks; work with constant interruptions, and interact with officials 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 usually works under typical office conditions where the noise level in the work environment is quiet. Employees occasionally work in confined spaces and outside conditions, where they may be exposed to climatic conditions, and where the noise level may be loud.

FLSA DETERMINATION: Meets administrative exemption from overtime.