

**JOB DESCRIPTION**  
**Construction Project Administration Supervisor**  
**Code Number: 26008**

**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 the division operations; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position class reports to the Construction Project Administration Manager and is responsible for the supervision of the Construction Administration Representative activities. The incumbent is responsible for planning, coordinating, tracking and providing technical expertise to the construction contract administration process to ensure the work is performed efficiently, accurately and in strict adherence with District policies and procedures and public agency regulations. The position requires a high degree of independent judgment and a thorough knowledge of the department's functions, policies and procedures and performs a variety of difficult and specialized assignments. The incumbent is responsible for formulating and implementing the unit's goals and objectives and assists in developing and implementing processes and procedures.

This class is distinguished from the lower class of Senior Construction Administration Representative in that it is a full first line supervisor. It can be further distinguished from the higher class of Construction Project Administration Manager by that classification's managerial and administrative responsibilities.

**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.*

**FLSA DETERMINATION:** Meets executive exemption from overtime

Supervises, plans, coordinates and evaluates the work of assigned technical staff; develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and assists in preparing and monitoring performance against the annual division budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; identifies problem areas and directs remedial action.

Establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel policies and labor contract provisions.

Reviews contract documents for conformance with District standards prior to bid, including specification requirements associated with contract insurance, policies, and contract bonds.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the District's mission, objectives and values.

Schedules and assigns the work of the District's construction administration representatives.

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; directs, advises, and assists subordinate positions with construction contract problems and evaluates CAR'S for their consistency and effectiveness in administering contract compliance.

Maintains, implements and updates contract processing procedures and policies for the section and other engineering personnel; ensures construction projects are administered in a timely and accurate manner.

Coordinates the preparation of contract specifications ensuring the standard District format; schedules bidding activity, reviews and revises format and non-technical contract sections when required by legislation or regulations, including federal and state grant loan projects; develops and maintains processing procedures in conjunction with District rules and regulations; ensures compliance with pertinent codes and regulations.

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Prepares summary reports with detailed information regarding specifications for upper management.

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.

Works with Risk Management to establish, maintain and ensure inclusion of appropriate insurance requirements to protect the District's interests; oversees the insurance requirements for all insurance submitted through the Engineering Branch including developer-tract projects, developer-CFD projects and public works requirements; participates in establishing insurance guidelines based on current construction industry standards in concurrence with the Director of Field Engineering, Risk Manager, and the District's insurance broker.

Researches and assembles information from a variety of sources for the preparation of records and reports; makes arithmetic or statistical calculations; organizes and maintains project files; conducts special studies and recommends organization, procedural or other changes to achieve greater productivity and/or to comply with new District requirements.

Participates, coordinates, and administers grant/loan program activities for public works projects and ensures compliance.

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.

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Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Public agency contracting including EMWD 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; principles and practices of effective management supervision, including goals and objectives development and work planning, scheduling and organization; computer programs for contract administration; office administrative practices and procedures; principles and practices of sound business communication; District personnel rules, policies and labor contract provisions.

### **Ability to:**

Plan, organize, assign, direct and evaluate the work of the construction administration unit; schedule and coordinate project time and money commitments; communicate effectively and work cooperatively with others; prepare accurate, clear and concise reports; train staff in work procedures and provide for their development; interpret and apply regulations and standards for construction project administration; manage multiple, rapidly changing priorities; organize, set priorities and exercise sound, independent judgment within established guidelines; understand, interpret, apply, explain and research sound decisions in accordance with laws, regulations, rules and policies; define issues, analyze problems, evaluate alternatives and develop sound conclusions and recommendations; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions; communicate effectively, both orally and in writing.

## **Continuous Improvement Based Knowledge and Abilities**

### **Knowledge of:**

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.

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**Ability to:**

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.

**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 two years of college, preferably with business administration or contract administration background; and three years of experience working directly with engineering projects and public works construction contract administration, one year of which must have included supervisory or lead responsibilities; or an equivalent combination of training and experience.

**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 stand, walk and sit; talk and hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel office equipment; and reach with hands and arms.

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

**Mental Demands**

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data; analyze and solve construction contract problems; use math and mathematical reasoning; observe and interpret data and situations; perform detailed work on multiple, concurrent tasks

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with frequent interruptions; and interact with District staff and others encountered in the course of the work.

## **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.

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