

**JOB DESCRIPTION**  
**Senior Construction Administration Representative**  
**Code Number: 26009**

**GENERAL PURPOSE**

Under general supervision, performs a wide variety of responsible specialized, administrative support functions and project tracking services associated with the District facilities and infrastructure construction projects; provides technical guidance and support to Construction Administration Representatives; assists the Construction Administration Manager and Supervisor as well as filling in absences where needed; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the lead or advanced-journey level in the Construction Administration Representative series. In the lead assignment, incumbents provide direction to lower level staff including directing and reviewing the work of staff. In the advanced-journey assignment, incumbents perform the more difficult and complex tasks and assignments. Positions at this level are distinguished from those in the lower level classification of Construction Administration Representative series by the independence with which they perform their duties of handling the most difficult and complex work or by performing lead work.

**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 in providing day-to-day leadership to ensure a high performance, highly specialized administrative work environment that supports achieving the department's and the District's mission, strategic plan, objectives and values. Serves as technical expert to lower level staff by reviewing documents to ensure accurate information and calculations; identifies the need for corrections; examines supporting documentation to establish completeness and conformance with laws and regulations pertaining to the District's construction program.
- Assists the Construction Project Administration Manager and Supervisor with training, monitoring and reviewing the work of construction administration representatives; reviews specification files for archiving; provides technical guidance and assists in developing and revising work processes in the unit; provides feedback to manager and supervisor regarding performance of Construction Administration Representatives.
- Assists engineering personnel in compiling, organizing, processing and following through on a variety of forms and documents related to the District's construction program, including federal and state grant-supported programs.
- 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.
- Assists in the preparation of: specifications; Notice Inviting Bids; proposal packages; reproduction of specifications and plans; distribution of specifications and plans;

scheduling pre-bid walk-through; coordinating bid openings; assists in preparing addenda.

- Verifies bid proposals for accuracy; processes tabulation of bids; types bid opening minutes; prepares Notice of Acceptance of Proposal and arranges for preconstruction conference.
- Receives and monitors contract documents such as agreements, bonds, insurance, progress schedules, contract price breakdown, submittals, preliminary notices, inspectors' reports and payroll reports.
- Prepares, reviews and verifies periodic monthly estimates and change order requests from contractors; compiles inspectors' worksheets, inputs in computer and routes for appropriate authorization.
- Monitors time and money factors related to engineering service agreements, purchase orders, pay estimates and construction management agreements.
- Receives completion reports, prepares Notices of Acceptance, issues final payments, verifies claim status, initiates project closures and prepares specification files for archiving; maintains records, logs and files on all assigned projects.
- Attends formal bid openings for the purposes of opening and recording bids in compliance with all applicable laws, rules and regulations.
- Assists the unit supervisor with the scheduling and direction of the construction contract support team; coordinates project assignments.
- Reviews certified payroll reports for special-funded projects to ensure completeness and accuracy.
- Assists in the development and maintenance of best practices and work processes and supports the philosophy of continuous improvement.
- Performs all services of the Construction Administration Representative as required.
- Performs related duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Large, complex construction project clerical and administrative support procedures and applications; policies of the District and the Field Engineering department pertaining to construction contract processing; standard office machines and personal computers; word processing, spreadsheet and database software; federal, state and municipal codes and regulations governing public works construction; practices of water/wastewater utility construction; assignment scheduling and review techniques; business English, grammar and punctuation.

### **Ability to:**

Oversee and assist the work of Construction Administration Representatives; perform complex clerical work and contract administration support independently; organize and maintain specialized and detailed records and files; comprehend and convey policies and procedures and apply them to specific situations; use sound independent judgment within established guidelines; communicate effectively, orally and in writing; compose correspondence from brief instructions; prepare clear, accurate and concise reports; establish and maintain effective working relationships with those contacted in the course of work; use tact and discretion in dealing with sensitive situations and concerned people and customers; interpret, apply, explain, and reach sound decisions in accordance with regulations, policies and procedures; follow and

apply written and oral work instructions; train others in work processes and procedures; operate a computer, making use of work processing, spreadsheet, database, and other software.

### **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 five years of increasingly responsible office clerical experience, four of which were spent as a Construction Administration Representative; Performed more technical and complex work of a large scale RWRP Expansion, Water Treatment facility expansion, or Desalination facility. Must have handled 1 or more projects subject to external funding requiring labor compliance.

### **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 or 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. The employee is frequently required to stand and walk.

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; use math and mathematical reasoning; observe and interpret data and situations; perform detailed work on multiple, concurrent tasks 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.

**FLSA DETERMINATION:** Non-exempt.