



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.

Job title	Construction Administrator
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GENERAL PURPOSE

Under direction, administers complex construction project contracts for compliance with contract provisions and specifications; 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

This is the fully qualified journey-level classification in the Construction Administration series. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Construction Administrator in that the latter is a full-supervisory classification with accountability and ongoing decision-making responsibilities associated with the work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and management personnel. Exercises no direct supervision over 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.

- Receives contract bids and reviews for compliance with contractual obligations and District standards; reviews submittals from contractors for compliance with contract documents; recommends action on requests for information and change order proposals; submits drafts to support staff for review and processing.

- Oversees, administers, and coordinates District construction projects; ensures all construction contract provisions are carried out in a timely manner by the contractor and are completed in compliance with District standards and specifications; maintains project files throughout project duration.
- 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.
- Represents the District with consultants and contractors; coordinates water and sewer utility construction and planning activities with other departments and outside agencies.
- Conducts pre-job conferences and on-site coordination meetings, progress meetings, critiques 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.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering as applied to water utility, wastewater and reclaimed-water systems, design, specifications, and cost estimate preparation.
- Materials, methods, principles, and practices used in construction of a wide variety of water and sewer capital projects.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Principles and practices of construction management.
- Principles and practices of contract administration and evaluation.
- Mathematical principles and theories.
- Technical report writing and preparation of business correspondence.
- Principles and procedures of record keeping.

- 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.

Ability to:

- Oversee and administer construction project contracts.
- Perform complex construction computations and check, review and design plans and specifications for a wide variety of water and sewer utility capital projects.
- Direct and oversee the work of contracted construction firms.
- 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.

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 civil engineering experience, preferably in a water or wastewater environment.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.

Licenses/Certifications:

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

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.

When assigned to an office environment, 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; ability to stand and walk 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.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

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.

Eastern Municipal Water District
Job Title: Construction Administrator
Last Update: March 2020

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Construction Administrator
Last Update: March 2020

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

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Construction Administrator. 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: _____