

CONSTRUCTION CONTRACT ADMINISTRATOR
Pulaski County

Department: Engineering

Reports to: County Engineer

Supervision Exercised: None

Supervision Received: Minimal instruction and supervision after orientation and probationary period.

Classification (FLSA): Non-Exempt/Full time

JOB SUMMARY:

Performs construction contract administration duties related to public works and building construction projects in accordance with Local, State, and Federal regulatory requirements. Administers the County Erosion and Sediment Control (ESC) Program.

RESPONSIBILITIES:

- Reviews technical specifications, contract change orders, stop notices and construction claims;
- Solicits the services of construction contractors;
- Prepares Invitation for Bid and related construction contract documents;
- Analyzes bids;
- Analyzes preliminary cost estimates;
- Conducts Pre-bid Conferences and Public Bid Openings;
- Develops or assists in developing negotiation strategies;
- Processes or assists in the processing of stop notices, change orders, and construction claims;
- Coordinates resolution of protests, claims, disputes, and related issues ensuring all responses comply with County/PSA standards and guidelines;
- Composes, prepares, and incorporates new language in contract documents based on individual contract requirements and special conditions;
- Prepares reports and correspondence; and maintains files;
- Operates personal computers and specialty software programs;
- Prepares, using specialty software, contract change notices, change orders, records of negotiations, time impact evaluations and appropriate backup;
- Reviews and approves progress billings;
- Prepares reimbursement requests to outside funding agencies;
- Reviews Erosion and Sediment Control (ESC) plans and performs ESC inspections;
- Responds to citizen complaints; and
- May provide training and lead direction over other support staff.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of construction procedures and ability to communicate both verbally and in writing;
- Ability to work well with independent governmental agencies and officials;
- Valid, appropriate driver’s permit issued by the Commonwealth of Virginia;
- Understand and consistently implement all County policies and procedures;
- Maintain confidentiality with all vendors and employee transactions and activities;
- Share knowledge and assist other staff with day to day activities to promote effective teamwork to accomplish the goals of the County;
- Works with staff to discuss and resolve problems, ideas for improvement, and to updates on County plans and activities

EDUCATION AND EXPERIENCE:

- Bachelor’s degree preferred in Architecture, Construction Management, Engineering or related field and a minimum of five years related experience;
- Requires ESC Program Administrator Certification, or ability to become certified within one year;
- Ability to develop and set own personal goals for acquiring new skills and job growth; and
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth.

PHYSICAL REQUIREMENTS:

The position requires constant use of the visual and auditory senses, as well as dexterity required to operate keypads, push buttons, and switches. Ability to sit at a desk and operate computer, calculator, and other devices; ability to read and write and to exchange information; ability to walk, squat, kneel or bend to file papers; ability to lift and carry up to 50 pounds; ability to traverse steep terrain and stairs; ability to work independently in the absence of specific instruction; and the ability to meet the public courteously and effectively.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies and procedures.

Employee: _____

Date: _____

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to

accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.