

CONSTRUCTION ADMINISTRATOR

Pulaski County

Department: Engineering

Reports to: County Engineer

Supervision Exercised: Construction Inspector, Support Staff

Supervision Received: Work is performed with minimal instruction and supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employees will be evaluated annually thereafter.

Classification (FLSA): Exempt, Full Time

Work Hours: 8:00 am – 5:00 pm, Monday thru Friday. Some weekend or holiday work may be required.

ESSENTIAL FUNCTIONS: Performs construction administration duties related to public works and building construction/maintenance projects. Responsible for planning, coordination, and oversight of construction projects from inception to completion, in accordance with Local, State, and Federal regulatory/funding requirements. Administers the County Erosion and Sediment Control (ESC) Program.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for the purpose of operating a passenger vehicle or light truck is required.

RESPONSIBILITIES:

- Physical presence on the job is required
- Reviews Erosion and Sediment Control (ESC) plans and performs ESC inspections
- Plans, schedules, coordinates and directs consultants and/or staff on various construction projects
- Reviews Plans, Contract Documents and Technical Specifications
- Ensures that necessary licenses or permits are obtained for construction projects
- Creates, reviews and releases Requests for Proposals, Invitations for Bids, and other methods used to procure services
- Conducts Pre-bid Conferences and Public Bid Openings
- Reviews bids and awards construction projects
- Reviews and approves pay applications, invoices and change order requests from contractors, consultants, and suppliers
- Ensures that projects are completed within budget and schedule

- Administers grants by keeping accurate and complete records for compliance with regulations
- Prepares reimbursement requests to Federal and State agencies
- Provides detailed reports, data, and interpretations to supervisor, colleagues, and general public
- Responds to citizen complaints
- Interacts with the public in matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities
- Assists the Emergency Operations Center Management Team in the event of a local emergency, including but not limited to, pre- and post- disaster response
- Operates personal computers and specialty software programs

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of construction procedures, scheduling, materials, and equipment used in the repair, maintenance and construction of buildings and public works projects
- Ability to comprehend plans, specifications and detailed reports; and ability to utilize necessary technology to achieve assigned tasks
- Ability to communicate both verbally and in writing
- Ability to work well with independent governmental agencies and officials

ADA REQUIREMENTS: This 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 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.

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 Combined Administrator Certification (Administrator, Inspector, Plan Reviewer), or ability to become certified within one year
- Experience- Federal and State grant management, general construction practices and schedules, project management, project budgeting, working with general public, and strong organizational skills

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

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.

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: _____