



DATE	March 2008
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Contract Administrator
 DEPARTMENT/DIVISION: Public Works
 REPORTS TO: Public Works Manager

SUMMARY: Responsible for development of project plans and scopes and prepares contracts and specifications required for bidding. Monitors and tracks all contract projects to ensure that agreements are in compliance with specifications, schedules, and budget and certifies invoices for payment and acceptance of these projects.

ESSENTIAL JOB FUNCTIONS:

- Prepares bid specifications and proposals for procurement contracts and service contracts.
- Holds pre-bid and pre-construction meetings.
- Monitors and evaluates contract performance and ensures project schedules are met.
- Communicates directly with construction contractors.
- Develops long range plans for infrastructure rehabilitation and replacement.
- Develops short-range project implementation plans.
- Oversees inspection of work in process to ensure work is completed in a cost effective manner and that the finished product is of the highest quality attainable, resulting in customer satisfaction.
- Approves or rejects requests for deviations from contract specifications and delivery schedules.
- Analyzes price proposals, financial reports, and other data to determine reasonableness of prices.
- Recommends modifications to contracts.
- Coordinates construction activities and schedules with contractors, utility companies, citizens and other City departments.
- Prepares council agenda package, reports and maintains records.
- Directs the warranty phase of projects and reports items requiring correction.
- Responsible for regular attendance and arriving to work on time.
- Performs other related duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- The position is directly supervised by the Public Works Division Manager. The incumbent will function independently with considerable technical and administrative latitude with regard to project preparation and construction management responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic arithmetic, including proportions and volume;
- Knowledge of safety precautions pertaining to area of assignment;

- Knowledge of a variety of construction and engineering practices;
- Skilled in interpreting and applying applicable laws, codes, rules, regulations, and design standards;
- Skilled in applying independent judgment, personal discretion, and resourcefulness to interpret and apply guidelines;
- Skilled in prioritizing, organizing, and managing multiple projects;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals orally and in writing.
- Skilled in preparing and maintaining reports and records.

MINIMUM QUALIFICATIONS:

- High school Diploma
- Four years of construction experience that includes one year of project management
- Must possess a valid Texas Class C Driver's License.

PREFERENCES:

- Street pavement repair and maintenance activity experience
- Previous experience with project programming and budgeting.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 100 pounds.
- Work is typically performed in both standard office and outdoor environments.
- Will be exposed to construction equipment, materials and moving mechanical parts.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.