



Construction Contract Admin Job Description

JOB INFORMATION

Approved Date:	1/1/1900 12:00:00 AM
Working Title:	Construction Contract Admin
Job Family:	Office
Classification:	Office Support Coordinator

ORGANIZATION

Department:	Public Works
Cost Center/Program:	5052 - Capital Project Management
Exemption Status:	Non Exempt
Union:	

JOB SUMMARY

The responsibilities of this classification include more complex office support activities; evaluates and responds to difficult inquiries, complaints and problems; coordinates major departmental functions and/or serves as a lead to lower level office support staff.

Distinguishing Characteristics

This is the third level of a four-level Office Support series. Incumbents perform complex office support activities. The position evaluates and responds to difficult inquiries, complaints and problems; coordinates major departmental functions and/or serves as a lead to lower level office support staff. Distinguished from the Office Specialist class by responsibility for acting as a lead or supervisor to lower level office support staff. The Office Coordinator class is distinguished from the Office Supervisor class which has full supervisory authority over staff performing operational, rather than defined work. The office support classification series is distinguished from the technical financial series by duties requiring less accounting background.

Responsible for technical task involving contract administration and compliance for public works construction projects. Schedule and documents construction meetings, reviews certified payrolls to ensure compliance with prevailing wages, prepares statement of working days, complies monthly pay estimates to contractors, and verifies compliance regarding contractor payments on federally funded projects.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Verifies compliance with federally funded projects, reviewing monthly retainage reports, compiling design and construction documentation, and other various required reports. Manage all construction and design contracts administrative documents under the supervision of the Project and Construction Managers.	10%
Construction Financial Administration: -Run monthly pay quantity and post to project progress pay estimates. Route pay estimates through workflow for review and submit to finance for payment. -Prepare contract amendments for internal review and routing. After fully executed route for signatures and follow procedures to have recorded. -Calculate force account payments referencing applicable labor and equipment rates.	35%
Coordinate, schedule, and document pre-construction and weekly progress meetings	20%
Performs contractor compliance verifications such as gathering required information from various government agencies, verifying certified payrolls and field wage rate interviews are in compliance with prevailing wages, and files project notice of completions.	25%

Essential Functions

Essential Function	% TIME
Project set up and on-going administration in construction management software such as uploading plans, specs, financials, and other related documentation; send project correspondence; compute and send weekly statement of working days.	10%

Required for All Jobs

• Performs other duties as assigned
• Complies with all policies and standards

This Job is Essential	☒
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QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	
		Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
3 years	administrative, clerical or specialized office experience. Based on assignment lead worker experience may be preferred or required.	Required	
1 year	construction contract administration	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Does not operate County-owned vehicles.			

Equivalency

Related education demonstrating required knowledge, skills, and abilities to perform the job may substitute for up to one year of experience.

Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Knowledge of the Public Records Act (RCW 42.56) and Public Records Policies (RCW 42.17).	Low
Knowledge of terminology, laws, rules, regulations, and policies governing area of assignment	Medium
Knowledge of proper English grammar, usage and spelling	High
Knowledge of County ordinances and state laws relating to pavement management systems and road information systems.	Medium

Skill in learning office practices and procedures	Medium
Skill in operating office equipment	High
Skill in following clearly stated oral and written instructions or procedures	Medium
Skill in establishing and maintaining effective working relationships as required by work assignments	Medium
Knowledge of basic accounting and mathematics	Medium
Keyboarding skills (speed required may vary according to position assignment)	Medium
Computer software skills (knowledge of software programs varies according to position assignment)	High
Interpersonal and human relations skills	Medium
Organizational skills	Medium
Problem-solving skills	Medium
Customer service skills	Medium
Skill in prioritizing work load and adapting to changes in work load demand	High
Ability to coordinate tasks, projects and activities.	Medium
Ability to assign and monitor, evaluate and coordinate the work of others.	Low
Ability to provide timely guidance and feed back to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.	Low

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:

Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment

Remote Employment Type:

Remote Employment Text:

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain		
Running		
Jumping		
Climbing Ladder, stairs, stools		
Balancing		
Bending at the waist		
Twisting at the waist		

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Stooping Slight bend at knees		
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting		
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down		
Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs		
Lifting 11-20 lbs		
Lifting 21-35 lbs		
Lifting 36-50 lbs		
Lifting 50 + lbs		

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs		
Carry 11-20 lbs		
Carry 21-35 lbs		
Carry 36-50 lbs		

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs		
Pushing 11-20 lbs		
Pushing 21-35 lbs		
Pushing 36-50 lbs		

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs		
Pulling 11-20 lbs		
Pulling 21-35 lbs		
Pulling 36-50 lbs		

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Reaching Above shoulder level			
Reaching at shoulder level			
Reaching below shoulder level			
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward		
Flexion of neck looking downward		
Twisting of neck side to side		

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp			
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp			
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.		
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.		
Speaking: Orally communicate information and ideas with comprehension		
Reading: Comprehend and retain the written word.		
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Exposure to Bloodborne Pathogens		
Work Outside	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Customer/Public Contact		
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	office environment
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Moving Objects	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Slippery Surface	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Wetness	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	semi-professional attire
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Solvents	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Detergent	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Contact	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Vapors	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	nusiance dust
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction		
Memory – Ability to remember and recall procedures, processes and activities routine in nature.		
Regular and reliable attendance		
Ability to problem Solve		
Ability to perform complex & varied tasks		
Ability to develop & maintain positive work environments		
Ability to supervise/lead and influence others		

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls		
Mechanical/Electrical parts		
Driving – Regular Vehicle		
Driving DOT/CDL Vehicle		
Operate Heavy Equipment		
Operate Heavy Machinery		
Small hand tools		
Operate power equipment such as drill/saws		

Other Requirements

Equipment, Machines, Vehicles Operated:	
Tools, Implements Used:	
Special Knowledge, Skills and Abilities:	
Respirator Use Required (other than nuisance dust mask). Describe:	

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00
Hourly Max:	\$0.00
Hourly Min:	\$0.00