

SENIOR FACILITIES CONTRACT MONITOR

JOB DESCRIPTION

Classification Responsibilities: A Senior Facilities Contract Monitor is responsible for assisting the Contract Specialist with handling special projects in excess of \$2,500 including securing three bids; planning and monitoring projects to satisfactory completion; participating in contract award meetings; preparing contract specifications, change orders, and detailed inspection reports; and resolving difficult and complex contract issues. A Senior Facilities Contract Monitor is also responsible for performing the duties of a Facilities Contract Monitor which includes monitoring Citywide contracted services that fall within the basic maintenance contract in accordance with prescribed directions. Monitoring the operations of private contractors includes, but is not limited to, custodial, grounds, parking lot sweeping, and pest control contract services to ensure compliance with contract and other City requirements. A Senior Facilities Contract Monitor may also function as a lead by providing on-the-job training and assistance to Facilities Contract Monitors in the performance of daily duties. This class may also perform the duties of the supervisor in their absence. The class performs related duties as required.

Distinguishing Features: A Senior Facilities Contract Monitor is distinguished from the Facilities Contract Monitor by the performance of work involved with handling special projects that fall outside the basic maintenance contract; securing competitive bids; planning and monitoring projects to satisfactory completion; participating in contract award meetings; preparing contract specifications, change orders, and detailed inspection reports; and resolving difficult and complex contract issues, as well as by lead responsibilities. A Senior Facilities Contract Monitor is required to exercise discretion and judgment when resolving problems, and work independently with minimal supervision. This class must demonstrate advanced skill levels in preparing and writing detailed inspection reports, directive memorandums, letters, daily logs, and contract and change order specifications. A Senior Facilities Contract Monitor must be able to recognize, interpret, resolve, and document more difficult and complex contract requirements and disputes. Employees may progress to this class by noncompetitive promotion upon meeting the specific criteria-based promotion requirements of performance, training, and experience. Work may require flexible hours, split shifts, weekends, and holidays. This class is supervised by a Contract Specialist through review of work, observation, conferences, and end results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. At least three years of full-time work experience in private or public sector contract monitoring or equivalent contract-related experience.

Special Requirement(s). Must possess a valid Arizona Driver's License by hire date. Due to the required access to all secured buildings, for this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). Experience analyzing and interpreting moderately complex contracts is highly preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, management, and contractors in order to communicate contract requirements, resolve inquiries, and report progress. Prepares scope of work specifications and requirements for assigned work projects; submits requests for bids on new contracts and renewals; and participates in pre-award contractor briefings, pre-award analysis of contractor's bid proposals, and post-award contractor meetings. Solicits and contacts qualified contractors to obtain quotations. Prepares and submits to the Contract Specialist drafts of contract specifications and change orders. Prepares detailed written inspection reports and correction notices in a clear, concise, and accurate manner using clearly organized thoughts, proper sentence structure, punctuation, and grammar. Writes directive letters to contractors regarding contract compliance. Interacts with all levels of management and service contractors to discuss contract expectations and provide open lines of communication. Acts as a liaison between the occupants of City buildings and the contractor.

Manual/Physical: Operates a motor vehicle requiring a valid Arizona Driver's License to conduct on-site inspections of assigned buildings and grounds to determine compliance with contract specifications. Operates a variety of standard office equipment. Reviews work product of others to ensure compliance with contract specifications. Proactively monitors the performance of contractors and subcontractors who provide contract services for contract compliance. Oversees work to project completion. Maintains daily logs of contractor services. Verifies the accuracy of invoices and requests for payment from private contractors. Investigates and resolves customer complaints regarding contractor services. Inspects stairways of multi-story buildings. Lifts and moves objects weighing up to fifty (50) pounds. Walks across rough or uneven landscape surfaces. Bends and/or kneels to inspect buildings and grounds. Climbs up and down ladders. Meets scheduling and attendance requirements.

Mental: Prioritizes work effectively. Reads and analyzes moderately complex contracts relating to contract services. Resolves complaints, problems with contractors and customers, and ensures corrective action. Interprets contract requirements and content for service contractors, customers, and management personnel verbally and in writing. Analyzes contracts and change orders to determine requirements and performs detailed inspections to ensure compliance. Computes accuracy of proposals, estimates, and invoices. Recommends and prepares draft contract and change order specifications based on observable needs. Makes recommendations to management in a written report format regarding status/findings of inspections and requirements.

Knowledge and Abilities:

Knowledge of:

principles and practices of contract administration and requirements;
Word, Lotus Notes, and Excel software applications;
accounting principles and practices; and

procedures utilized by the public sector in preparing, bidding, and awarding service and maintenance contracts and special projects.

Ability to:

act in a lead capacity by training and providing day-to-day assistance to contract monitors;
plan and successfully carry out assigned projects;
prepare contract and change order specifications;
evaluate and administer change orders to the initial contract;
use computer and software applications proficiently;
read, analyze, and interpret moderately complex contracts;
maintain daily logs of contracted tasks to ensure proper frequencies and verify accuracy of invoices;
write detailed inspection reports;
prepare and issue directive memos and letters in a clear, concise, and accurate manner using clearly organized thoughts, proper sentence structure, punctuation, and grammar;
inspect buildings and grounds to ensure compliance with contract requirements;
resolve problems with the contractor or provider and specify corrective actions;
establish and maintain cooperative and effective working relationships with contractors, management, coworkers, other City employees, and the general public; and
perform duties of the Contract Specialist as needed.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 8/15

TO/vl

CS4102.DOCX

PAY GRADE: 45

EEO-Tech

NDOT Safety-No

Security-No

NDOT Random-No

DOT Safety-No

CDL-No

RESP-No

IND-9015

JOB FCTN-TEC

SWORN-No

INCREMENTS 35-200