

FACILITIES CONTRACT MONITOR

JOB DESCRIPTION

Classification Responsibilities: A Facilities Contract Monitor is responsible for monitoring Citywide contracted services in accordance with prescribed directions. The position monitors the operations of private contractors responsible for services that include, but are not limited to: custodial, grounds, parking lot sweeping, and pest control contract services to ensure compliance with contract requirements. Employees in this class review and analyze all work that falls within the basic maintenance contract to determine appropriate service levels. The class performs related duties as required.

Distinguishing Features: This class is distinguished from the Senior Facilities Contract Monitor class, in that the Senior Facilities Contract Monitor handles special project work requests in excess of \$2,500 requiring competitive bids, and has lead responsibilities. An employee in this class reviews and analyzes contracts, change orders, and related documents to determine appropriate service levels. Work may require flexible hours, split shifts, weekends, and holidays. Employees in this class may progress by noncompetitive promotion to Senior Facilities Contract Monitor upon meeting the specific criteria-based promotion requirements of performance, training, and experience. The Facilities Contract Monitor class is supervised by a Contract Specialist through review of work, observation, conferences, and end results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Good (1 - 3 years) full-time work experience in private or public sector contract monitoring or equivalent contract-related experience.

Special Requirements. 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 Qualifications. Experience analyzing and interpreting moderately complex contracts is highly preferred.

ESSENTIAL FUNCTIONS

Communication: Acts as a liaison between the occupants of City buildings and the contractor. Prepares drafts of contract specifications and change orders. Prepares detailed written inspection reports and contract notices. Maintains daily logs of contractor services. Writes directive letters to contractors regarding contract compliance. Participates in pre-award contractor briefings, pre-award analysis of contractors bid proposals, and post-award contractor meetings. Interacts with all levels of management

and service contractors to discuss contract expectations and provide open lines of communication to ensure satisfactory and timely compliance with contract requirements.

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: Reads and analyzes moderately complex contracts relating to contract services. Resolves complaints, problems with contractors and customers, and ensures timely and satisfactory corrective action. Monitors performance of contractors and subcontractors who provide contract services for contract compliance. 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. Recommends and prepares draft contract and change order specifications based on observable needs.

Knowledge and Abilities:

Knowledge of:

principles and practices of contract administration and requirements;
accounting principles and practices;
procedures utilized by the public sector in preparing, bidding, and awarding service and maintenance contracts; and
microcomputer software applications such as Word, Lotus Notes, etc.

Ability to:

use computer and software applications proficiently;
evaluate and administer change orders to the initial contract;
read, analyze, and interpret moderately complex contracts;
maintain daily logs of contracted tasks to ensure proper frequencies and correct invoices;
write detailed inspection reports;
prepare and issue directive memos and letters;
inspect buildings and grounds to ensure compliance with contract requirements;
prepare contract and change order specifications;
resolve problems with the contractor or provider and specify corrective actions; and
establish and maintain cooperative and effective working relationships with contractors, management, coworkers, other City employees, and the general public.

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.

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TO/fl/hn

CS3947.DOCX

EEO-Tech

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-TEC

INCREMENTS 35-200

PAY GRADE: 43

SECURITY-No

CDL-No

IND-9015

SWORN-No