

## ENGINEERING CONTRACT SERVICES SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** An Engineering Contract Services Specialist is responsible for performing paraprofessional work in consultant and construction contract administration as well as cost and schedule control. This position facilitates and tracks project status, funding, costs, payments, and compliance with contract specifications for the duration of the project. Responsibilities include: administering construction contract Requests for Information (RFI), and material and contract submittals ensuring all requests are addressed completely and in accordance with contract requirements and within the schedule; reviewing and reconciling contractor bid proposals, payment requests/invoices, and contract change orders for Capital Improvement Program (CIP) projects, maintenance projects, and service contracts to ensure accuracy and completeness with contract terms, and within project budget; processing contract payments, including preparing purchase orders, monitoring contract expenditures, and preparing contract expenditure reports; communicating contract compliance and grant related requirements, providing training as needed, and resolving contract related issues, including facilitating pre-construction meetings; monitoring grant requirements, including performing on-site audits of contractor compliance, reviewing contractor reports for accuracy and completeness, and resolving issues; and administering CIP project design, construction, and related maintenance and service contract executions, reviewing contract documents for completeness and compliance requirements, and resolving issues as needed. This class performs related duties as required.

**Distinguishing Features:** This class is supervised by an Engineering Contracts/Grants Compliance Officer through reports, meetings and conferences. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 – 5 years) experience in paraprofessional engineering, private or public sector contract administration, construction related project coordination, accounting, or a closely related field.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience with capital improvement project design and construction contract administration in the areas of streets and utilities, and the knowledge of federal grant requirements is preferred. College or formal coursework in contract or grant administration, civil engineering, or related field is highly desirable.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates effectively with the general public, other City employees, vendors, management, contractors, and federal and state grantors and auditors in order to respond to questions and requests regarding any aspect of contract status. Participates in construction pre-job and coordination meetings and enforces contract compliance. Instructs Contract Payment Specialists regarding engineering construction procedures. Prepares written documents with clearly organized thoughts and using the proper sentence construction, punctuation, and grammar in order to communicate effectively.

**Manual/Physical:** Reviews the work products of others to ensure compliance with the Engineering Construction submittal process, various federal agency grant requirements, Arizona Department of Transportation regulations, and Maricopa Association of Governments (MAG) standards. Monitors and evaluates information to determine compliance with federal, state, and local contract and grant requirements. Operates a variety of standard office equipment to coordinate, report, expedite, and communicate information relating to contract status. Sorts, files, and distributes incoming contract and grant related documentation and building material samples.

**Mental:** Prioritizes own work. Resolves procedural and other work related problems. Coordinates work activities and program functions with other City departments and agencies. Develops contract and grant administrative policies and procedures. Conducts research and analyzes data to determine compliance with grant and contract requirements. Calculates and tracks contract and grant balances, retainage, and change orders. Assists in preparing CIP project carry-over budget amounts.

### **Knowledge and Abilities:**

Knowledge of:

civil engineering principles and practices;  
cost and schedule control;  
construction plans and specifications;  
symbols and terminology used in engineering drawings;  
principles and practices of construction contract administration;  
accounting principles and practices;  
PCs and related software;  
contract laws and City of Mesa fiscal policies and procedures; and  
Arizona Revised Statutes, Maricopa Association of Governments (MAG) Uniform Standard Specifications, and Mesa Standard Details and Specifications

Ability to:

review and process requests for information and material contract submittals;  
evaluate project change orders for accuracy and completeness;  
set up the payment process for contracts and consulting agreements;

review and coordinate contract bid schedules, bid tabs, award letters, and agreements;  
administer grant requirements;  
monitor contractor insurance requirements;  
maintain files on payment record of contracts, consultant agreements, purchases, and miscellaneous expenditures;  
answer questions of contractors and bonding companies regarding payments;  
establish and maintain effective working relationships with management, subordinates, engineers, accountants, attorneys, contractors, City employees, City officials, independent representatives, and the general public;  
maintain concentration on detailed information over an extended period of time when accuracy and speed are important;  
develop spreadsheets, databases, and other files, forms, etc., using various computer software; and learn and apply new software to work assignments.

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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EEO-Tech

JOB FCTN-TEC

INCREMENTS 41-200

PAY GRADE: 46

IND-9410

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