

CONTRACT SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: Under general to limited supervision, a Contract Specialist performs a variety of activities associated with service and maintenance contract preparation, monitoring, and compliance work. A Contract Specialist has oversight of multiple, concurrent service agreements and/or contracts and performs related work as required.

Distinguishing Features: An employee in this class is involved in a variety of office and field activities associated with service and maintenance contract administration and monitoring. Although the contracts can involve virtually any service and maintenance function (*based on assignment*) associated with physical facilities, streets, rights-of-way, parkway, landscape maintenance, or other closely-related areas, the primary contracts may cover: custodial; pest and weed control; landscape, street tree, and irrigation system maintenance; arterial street and parking lot sweeping; asphalt and concrete repair and installation; street light and transit facility repair and maintenance; seal coating; and storm drainage system maintenance (*based on assignment*). This class is supervised by a Transportation Field Operations Supervisor or Facilities Work Coordinator through reports, meetings, and conferences regarding status of contracted projects, problems encountered, and overall results achieved. 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. Graduation from high school or GED. Any combination of training, education, and experience equivalent to a minimum of three years' full-time employment in service contract administration, monitoring, or inspection in the private or public sector. At least two years of college coursework can substitute for one year of required 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 to allow full, unescorted access to police facilities (*Parks, Recreation and Community Facilities Assignment*).

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in the areas of landscape and/or custodial contracting, building maintenance service contracts (example: HVAC, plumbing, electrical, etc.), or closely-related field is preferred. Certification in backflow prevention testing and herbicide application is preferred. College or formal coursework in Landscape Architecture, Horticulture, Contract Administration, or Civil Engineering is highly desirable (*Parks, Recreation and Community Facilities Assignment*). Experience with service contracts in the areas of asphalt and concrete repair and installation and/or

transportation and landscape maintenance or closely-related field is preferred. Certification in one or more of the following categories is preferred: Pest Management Division (State of Arizona) Certified Applicator License, International Municipal Signal Association (IMSA) Work Zone Safety Specialist, American Backflow Prevention Association (ABPA) Backflow Assembly Tester, IMSA Roadway Lighting Level I, Irrigation Association (IA) Certified Landscape Irrigation Auditor, and National Institute for the Certification of Engineering Technologies (NICET) Certification (**Transportation Assignment**). Certification in one or more of the following categories is preferred: Arizona Landscape Contractor's Association (ALCA), Arizona Certified Landscape Professional, and/or International Society of Arboriculture (ISA) Certified Arborist.

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 verbally and in writing with the general public, other City employees, vendors, management, and contractors in order to communicate contract requirements, resolve inquiries, and report progress. Coordinates work sequences and schedules with contractors and other City departments and units. Prepares written documents such as contract specifications, work orders, change orders, payment requests, and correspondence with contractors using clearly-organized thoughts, proper sentence structure, punctuation, and grammar.

Manual/Physical: Reviews the work products of others to ensure compliance with contract specifications. Inspects and monitors contract areas to determine compliance with contract specifications. Detects traffic sounds when working near moving traffic, and backup warning devices when working around moving equipment. Operates a motor vehicle and/or City vehicle requiring a standard Arizona Driver's License to travel to various sites in order to inspect and monitor contract areas to determine compliance with contract specifications. Uses common hand tools, such as a wrench, saw, pliers, shovel, or pruner to make minor corrections in the field. Operates a variety of standard office equipment. Prepares and updates maps, assists in designing irrigation systems, and processes invoices. Performs physical inventories of City assets. Locates defects in assets located underground using a pick, shovel, or spade. Moves objects such as irrigation controllers, barricades, and branches weighing a maximum of 20 pounds, to distances of up to 40 feet. This job entails extensive walking, bending, stooping, and sitting. Meets scheduling and attendance requirements.

Mental: Prioritizes own work and may prioritize and assign work of subordinate personnel (**by assignment**). Conducts research related to maintenance techniques for assigned area (custodial, pest or weed control, street lights, landscape, concrete, asphalt, or sweeping). Performs mathematical calculations for quantities and cost analysis of contract items which are payable. Comprehends and makes inferences from contract documents to enforce the contract. Understands plans, specifications, and schematic drawings to determine location of systems and specific information related to work requests and needs. Learns job-related material (including but not limited to contract administration, project management, arboriculture, horticulture, herbicide and pesticide control, and maintenance techniques) in a classroom setting.

Knowledge and Abilities:

Knowledge of:

the principles and practices of service contract monitoring and administration;
primary aspects of facilities custodial and grounds maintenance, street maintenance such as seal coating, asphalt patching, concrete repair, and street light maintenance (*by assignment*);
landscape maintenance practices including low water consumption landscaping and irrigation system design and maintenance;
computerized landscape irrigation systems;
backflow assemblies;
the principles, practices, and typical utilization of asphaltic concrete overlay and various seal coat applications;
the procedures utilized by the City in preparing, bidding, and awarding service and maintenance contracts;
general grading and drainage work;
barricading setups for work in street or rights-of-way locations;
general terminology and mechanical drawing symbols used in civil engineering and/or public works plans and details;
Mesa standards for public works projects;
MAG standards for public work projects; and
the accounting procedures and forms used in processing payments for contracted services.

Ability to:

inspect work performed under contract to ensure that contract provisions are being fulfilled by scheduling regular site visits, comparing work done with contract provisions, and noting any deficiencies or extra work needed;
enforce contract compliance and resolve any discrepancies discovered;
document any discrepancies discovered through the use of oral and written communication with the contractor and maintenance of organized records;
review contractor construction plans prior to construction, attend pre-job conferences and site meetings to represent the unit's interests, answer questions, and monitor contractor's work performance;
assist in preparing designs for landscape areas, irrigation systems, drainage system modifications, retention basin improvement, street modification, etc., to be used as a basis for preparing a service contract for the bid process;
develop and prepare service contract documents by proposing terms, conditions, specifications, and other language to clarify the purpose or intent of the contract;
respond to customer contact notices (complaints) by visiting the person initiating the contact notice, verifying the nature and extent of the problem or situation, determining whether responsibility for correcting the problem or situation lies with the City or a private party, recommending solutions to resolve the problem or rectify the situation, and communicating these solutions verbally and/or in writing to the affected parties;
prepare change orders and authorize changes to contract terms and conditions to adjust for unforeseen conditions or problems by verifying the nature and extent of the problem, negotiating with contractor to reach a mutually acceptable solution, and preparing the appropriate forms to formally amend the contract;

process invoices for payment by reviewing billings received, verifying service has been performed and parts and materials were installed, comparing billing with contract to ensure that rates, prices, and services comply with the contract, resolving discrepancies, and preparing appropriate forms for processing to the Financial Services Department;

prepare clear, concise written reports of project status, problems encountered, and overall results achieved;

use Microsoft Word, Access, Excel, Lotus Notes and custom database applications;

use Geographic Information System (GIS) mapping system applications;

accomplish computer-related tasks and manage a computerized database;

analyze service and maintenance needs in the areas of general street maintenance, landscaping, parkway, rights-of-way, retention basin maintenance, transit facilities maintenance, and physical facilities maintenance (*by assignment*);

coordinate work schedules with contractors and other City departments and units;

plan, organize, and complete work assignments with minimal supervisory input;

prioritize assignments and work-related problems;

authorize contract payment;

read and interpret blueprints, specifications and details, quarter section maps, and related plans and drawings;

assist in preparation of landscape designs, including irrigation systems to meet the needs of a variety of City-owned parkways, rights-of-way, and buildings;

evaluate the need for contract modifications based on unforeseen problems and conditions; and

establish and maintain effective working relationships with coworkers, contractors, 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 do 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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PAY GRADE: 48

CS4808 (Part-time)

PAY GRADE: 48

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SWORN-No

INCREMENTS 41-200