



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.

Job title	Construction Administrator, Assistant/I/II/III
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GENERAL PURPOSE

Under direct supervision (Assistant Construction Administrator), to direction (Construction Administrator I/II), to general direction (Construction Administrator III), administers construction projects (Assistant Construction Administrator/Construction Administrator I) and complex construction project contracts (Construction Administrator II/ III) for compliance with contract provisions and specifications; researches and plans for a variety of water and sewer construction programs, and maintenance/improvement programs; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

Assistant Construction Administrator: This is an entry-level classification in the Construction Administrator series. Positions at this level perform the full range of duties as assigned. Positions at this level receive instruction or assistance as new or unusual situations arise and need to become aware of operating procedures and policies of the work unit.

Construction Administrator I: This is a qualified journey level classification in the Construction Administrator Series. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgement and initiative. Positions at this level receive instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. As experience is gained, assignments become more varied and complex. Supervision and review of work lessens as the incumbent demonstrates the skill to perform the work independently. At some point positions at this level perform most of the duties required of the position of the Construction Administrator II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. This class is distinguished from the Construction Administrator II in that the latter is the first certified level within the Construction Administrator series, performing the more complex certified level construction administration work.

Construction Administrator II: This is a fully qualified journey level classification in the Construction Administrator Series. Positions at this level are distinguished from the Construction Administrator I position by the performance of the full range of duties assigned, working independently, and exercising judgement and initiative. Positions at this level receive only

occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Construction Administrator III: This is the advanced qualified journey level classification in the Construction Administration series that exercise independent judgement on diverse and specialized complex construction contracts with accountability and ongoing decision-making responsibilities associated with the work. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgement to perform a full range of duties independently and to assist the Senior Construction Administrator or Principal Engineer with larger complex projects. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to perform quality control during the construction phase of the project.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and management personnel. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Reviews contract documents including requirements for safety programs, construction schedules, and technical specifications; recommends modification to contract documents; ensures contractors and consultants comply with project specifications, work quality and contractual obligations.
- Receives contract bids and reviews for compliance with contractual obligations and EMWD standards; reviews submittals from contractors for compliance with contract documents; prepares and responds to requests for information and change order proposals; submits drafts to support staff for review and processing.
- Oversees, administers, and coordinates EMWD construction projects; ensures all construction contract provisions are carried out in a timely manner by the contractor and are completed in compliance with EMWD standards and specifications; maintains project files throughout project duration.
- Manages construction contracts, reviews construction specifications for compliance with EMWD standards; prepares periodic project status reports; administers and approves major cost/time changes to projects throughout the construction process; tracks schedules, negotiates changes and time extensions to keep the projects moving toward completion.

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- Maintains communications between the engineering staff and construction management unit, which includes the Construction Administration Representatives and Inspection Staff.
- Reviews and recommends action on pay estimates, processes monthly progress pay estimates, schedules, and submittals.
- Represents EMWD with consultants and contractors, coordinates water and sewer utility construction and planning activities with other departments and outside agencies.
- Conducts pre-job conferences and on-site coordination meetings, progress meetings, critiques meetings upon completion either in-person or virtually; and completes reference checks on contractors after receipt of bids.
- Coordinates and conducts facility system start-up meetings with contractors, EMWD staff, and consultants.
- Reviews system operations and function for conformance with design criteria and operational necessity.
- Evaluates entitlement for project changes and leads negotiations with the contractor.
- Evaluates and negotiates change orders with contractors and makes recommendations for settlement.
- Observes and complies with all EMWD and mandated safety rules, regulations, and protocols.
- Performs independent project safety audits to ensure safe work practices; coordinates with staff to discuss findings.
- Reviews assigned projects for constructability and participates in value engineering on assigned projects at multiple percentages of completion during the design phase.
- Participates in the review of Request for Proposals (RFP's); evaluates proposal packages during the bidding phase of assigned projects and provides recommendation for selection; directs and oversees the work of contractors and consultants.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering as applied to water utility, wastewater and reclaimed-water systems, design, specifications, and cost estimate preparation.
- Materials, methods, principles, and practices used in construction of a wide variety of water, recycled water, and sewer projects.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Principles and techniques of working with groups and fostering effective team interaction.
- Principles and practices of construction management.

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- Principles and practices of contract administration and evaluation.
- Mathematical principles and theories.
- Technical report writing and preparation of business correspondence.
- EMWD and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and EMWD staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Ability to independently evaluate and negotiate more complex changes to the project as one advances through the Construction Administrator series.
- Oversee and direct the work of contractors and consultants.
- Assist in preparation, administration, and maintenance of large and complex project budgets.
- Participate in constructability reviews and value engineering assessments.
- Review engineering and construction plans and specifications for a wide variety of water, recycled water, and sewer utility projects.
- Perform complex construction computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Assistant Construction Administrator: Any equivalent combination of education, training and experience may be qualifying, including:
 - a. Education equivalent to a bachelor's degree from an accredited college or university with major coursework in construction management, engineering, architecture, public or business administration, or a closely related field and some professional engineering or related construction management experience (including internship experience); or
 - b. Education equivalent to high school graduation or satisfactory equivalent GED, and six (6) years' experience as a Construction and Safety Inspector at EMWD with at least two (2) years as a Construction and Safety Inspector III or equivalent; or
 - c. Education equivalent to high school graduation or satisfactory equivalent GED, and six (6) years' experience in the construction trades with at least two (2) years as a project manager, project engineer, superintendent, or lead position.

- Construction Administrator I: Two (2) years' experience as an Assistant Construction Administrator at EMWD or three (3) years of professional experience related to public works construction management, project management, engineering, or administration/development of water, recycled water, and/or sewer utility projects. Water or wastewater experience is highly desirable.

- Construction Administrator II: Two (2) years' experience as a Construction Administrator I or four (4) years of professional experience related to public works construction management, project management, engineering, or administration/development of, water, recycled water, and/or sewer utility projects. Water or wastewater experience is highly desirable.

- Construction Administrator III: Three (3) years' experience as a Construction Administrator II or seven (7)) years of professional experience related to public works construction management, project management, engineering, or administration/development of water, recycled water, and/or sewer utility projects. Water or wastewater experience is highly desirable.

Education:

Construction Administrator I, II and III:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in construction management, engineering, architecture, public or business administration, or a closely related field.

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Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

Assistant Construction Administrator:

- Construction Manager In Training (CMIT) or Certified Associate Construction Manager is highly desirable.

Construction Administrator I:

- Certified Associate Construction Manager, Certified Construction Manager, or Professional Engineer registration is highly desirable.

Construction Administrator II and III:

- Certified Construction Manager or Professional Engineer License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and/or computer; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Construction Administrator Assistant/I/II/III class series are flexibly staffed.

Positions at the Construction Administrator I level are normally filled by advancement from the Assistant Construction Administrator level. Progression to the Construction Administrator I level is dependent on (i) management affirmation that the incumbent is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses or certification; and (iv) management approval for progression to the Construction Administrator I level.

Positions at the Construction Administrator II level are normally filled by advancement from Construction Administrator I level. Progression to the Construction Administrator II level is dependent on (i) management affirmation that the incumbent is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses or certification; and (iv) management approval for progression to the Construction Administrator II level.

Positions at the Construction Administrator III level are normally filled by advancement from Construction Administrator II level. Progression to the Construction Administrator III level is dependent on (i) management affirmation that the incumbent is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses or certification; and (iv) management approval for progression to the Construction Administrator III level.

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable).

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Last Update: April 2024

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>January 24, 2024</i>
Date modified:	<i>April 16, 2024</i>
FLSA determination:	<i>Assistant Construction Administrator - Non-Exempt Construction Administrator I/II/III - Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Construction Administrator Assistant/I/II/III. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____