



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 Administration Representative I/II
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GENERAL PURPOSE

Under immediate (Construction Administration Representative I) or general (Construction Administration Representative II) supervision, performs a wide variety of responsible, specialized administrative construction-project support functions and project-tracking duties; generates a variety of project documents; maintains and monitors a diverse range of contract documents; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

Construction Administration Representative I: This is the entry-level classification in the Construction Administration Representative series. Initially under close supervision, incumbents learn and perform routine, construction-project support functions and project-tracking duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Construction Administration Representative II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Construction Administration Representative II: This is the fully qualified journey-level classification in the Construction Administration Representative series. Positions at this level are distinguished from the Construction Administration Representative I level by the performance of the full range of duties as assigned, working independently, and exercising judgment 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.

This class is distinguished from the Senior Construction Administrative Representative in that the latter performs the more complex work assigned to the series, such as

specialized, administrative support functions and project-tracking services and/or providing technical and functional guidance over lower-level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Construction Administration Representative I) or general (Construction Administration Representative II) supervision from the Construction Project Administration Supervisor. 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.

Positions at the Construction Administration Representative I level may perform some of these duties and responsibilities in a learning capacity.

- Assists engineering and inspection personnel in processing important forms and documents related to the District's construction program, including those for federal and state grant-supported programs.
- Generates special reports and analyses; researches, identifies, and resolves errors and discrepancies; compiles, organizes, and maintains detailed construction files related to District projects.
- Ensures contract document authorizations have been fully processed and filed accordingly; verifies contractor compliance with District, local, and state legal requirements.
- Maintains contracting or design phase documentation, such as Requests for Proposals, agreements, amendments, environmental work and permit requirements; monitors and processes invoices; assembles proposal packages; distributes specifications and plans; attends pre-bid walk-through site meetings; and assists in preparing addenda.
- Verifies and processes bid proposals; attends and records formal bid openings in compliance with all applicable laws, rules, and regulations; assists in preparing Board letters to approve successful bidder; prepares Notice of Acceptance of Proposal and arranges preconstruction conference; notifies other bidders of outcome.
- Monitors and maintains contract documents such as agreement, bonds, insurance, progress schedules, contract price breakdown, submittals, preliminary notices, inspectors' reports, payroll reports, requests for information, and other construction

documents; reviews change-management documents; routes back-up documentation for appropriate authorization.

- Prepares inspectors' worksheets; verifies calculations; documents change-management forms on the periodic monthly pay estimate; prepares prelist; verifies retention, total payment, contract amount, liquidated damages, and bonuses; processes the periodic monthly pay estimate.
- Monitors engineering service agreements, purchase orders, pay estimates, and construction management agreements; periodically conducts visits to job construction sites; receives completion reports, prepares Notices of Acceptance, issues final payments, verifies claim status, initiates project closures, and prepares specification files for archiving.
- Maintains records, logs, and files on all assigned projects.
- Responds to inquiries from outside agencies, contractors, developers, engineers, and District management regarding project status.
- Prepares a variety of information such as business correspondence, reports, spreadsheets, and contract documents for management review and approval.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Positions at the Construction Administration Representative I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Specialized engineering and construction project terminology, procedures, and policies.
- Basic construction management documentation processes.
- District policies pertaining to construction contract documents processing and retention.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Principles and practices of business correspondence preparation.
- Principles and practices of complex record keeping.
- District procurement policies and practices.
- Business mathematics.
- District 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 District 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:

- Prepare and maintain construction contract files, logs, and records with detailed information.
- Understand and apply District policies and procedures on assigned work.
- Compose and process business and contract documentation.
- Generate a variety of system reports.
- Monitor contract provisions such as pay schedules, change orders, and financial documents and ensure appropriate documentation is generated, reviewed, and maintained.
- Organize and maintain complex filing systems and records.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Follow and apply written and oral work instruction.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- 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:

- Construction Administration Representative I: Four (4) years of progressively responsible clerical/administrative office support experience, one (1) of which should be in support of an engineering or construction management program.
- Construction Administration Representative II: Five (5) years of progressively responsible clerical/administrative office support experience, two (2) of which should be in support of an engineering or construction management program; or

one (1) year of experience as a Construction Administration Representative I with the District.

Education:

- Construction Administration Representative I/II: Equivalent to completion of twelfth (12th) grade, supplemented by college level coursework in business administration, construction management, or a related field.

Licenses/Certifications:

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

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.

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, to operate a motor vehicle to visit various District sites; hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas, walking between work areas and visiting various District sites 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

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 may also work in field offices where external weather conditions can affect internal temperatures. 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 Administration Representative class series are flexibly staffed; positions at the Construction Administration Representative II level are normally filled by advancement from the Construction Administration Representative I level; progression to the Construction Administration Representative II level is dependent on (i) management affirmation that the position 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 and certifications; and (iv) management approval for progression to the Construction Administration Representative II level.

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

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Construction Administration Representative I/II. 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: _____