



# PUBLIC WORKS CONTRACT ADMINISTRATOR

Job Title: **Contract Administrator**

Job Code:

Pay Grade: **122**

Effective Date: **April 2021**

FLSA: **Exempt**

Revision Date: **April 2021**

## MISSION STATEMENT

Public Works will build and maintain a safe county road and bridge system that promotes economic vitality while protecting and preserving the County's infrastructure assets and natural resources for those who live in and visit Lewis County.

## NATURE OF WORK

Within the Lewis County Public Works Department (LCPW), under limited supervision this position serves as a Contracts Administrator that operates with minimal direction; manages own time effectively, maintains control over all current responsibilities. This position reports to the Assistant County Engineer and supports the department's mission by ensuring all contracts let through LCPW meet County, State, and Federal regulations and comply with the requirements of their respective funding source (grants). This is accomplished by managing procurement, compliance and reporting, and closeout for the contracts. This position serves as a critical link between design teams, contractors, consultants, PW accounting, other County departments, and outside agencies to ensure contracts are being completed as defined, and contractors are complying with statutory requirements and County policies and procedures. This position also supports the mission by promoting growth through leadership and mentoring of assigned staff.

## ESSENTIAL FUNCTIONS

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Leads the competitive bid process including, preparation and posting of Call for Bids, coordinating pre-bid meetings, assist in public bid openings and reviews, prepare bid and proposal evaluations, prepare determination of responsiveness and recommendation for apparent low bidder, and assist with protest resolution.
- Ensures all parties at pre-bid, pre-construction, and construction conferences are aware of contract compliance requirements.
- Monitors status of contracts processing through the approval process to ensure expediency. Prepare contracts for advertisement by ensuring completeness.
- Assists in the preparation of contracts for design and construction/maintenance work.
- Assists in sole source procurement and preparation of the documentation to support procurement process.
- Coordinates with the Prosecuting Attorney's office and Risk Management group on final contract approval
- Works with Accounts Payable and County departments to resolve any issues that may impede timely processing of contractor payments

**Job Title:** PW Contract Administrator

**Job Code:**

- Manages funding source or grant compliance and required reporting. Ensure compliance with grantor guidelines in the allocation of funds and in maintaining grant record keeping for local and state government entities.
- Manages the review and maintenance of materials documentation for all projects as required by the contract.
- Reviews contractor pay estimates and miscellaneous contract invoices and verifies accuracy of calculations before obtaining Department approval and submission for payment. Works with the companies submitting invoices to resolve any problems with invoicing prior to processing.
- Assists in the review, negotiation, and approval of requests for change orders and contract amendments.
- Oversees closeout actions upon contract completion such as final audit, payment, release of committed funds etc.
- Manages diversity compliance as required by funding source or grant.
- Coordinates and oversees, but does not participate, in the shortlisting and interview process for consultants, reviews interview questions, compiles and tabulates interview results, prepares consultant notifications, and maintains annual consultant on-call roster.
- Reviews and maintains contractor small works roster
- Assists in the contract standardization process.
- Assists in the development and monitoring of budgets and contract expenditures; prepare and process monthly progress payment estimates on contractor completed work.
- Accurately and completely prepares information for the public, external customers, and other county departments in person (at public meetings), electronically, over the phone, and by letter.
- Serves as liaison with other departments, contractors, and regulatory agencies. Acts as main point of contact with consultants and project leads.
- Administers on-going contracts to ensure consistency with terms and conditions of the contract. Coordinates with project managers regarding compliance concerns.
- Coordinates the advertising and consultant selection process. Corresponds with consultants on the phone and in writing.
- Maintain a valid driver's license.

## **WORKING ENVIRONMENT / PHYSICAL DEMANDS**

Work is typically performed in office. This includes: utilizing a computer for long periods; sitting for long periods; standing for long periods; routinely lifting, manipulating, and transporting up to 35 pounds. This working environment requires normal ranges of mobility and the senses of sight and hearing. This environment also requires the ability to consistently and reliably report to work.

## **DISTINGUISHING CHARACTERISTICS**

This Administrator position is set apart from lower level administrative positions by the ability to: lead and mentor; interact respectfully and professionally; think critically; collaborate; look ahead, foreseeing issues and developing solutions; communicate solutions and changes; looks for process improvement opportunities; continually and quickly learn; and perform duties independently.

## **EMPLOYMENT STANDARDS**

- Associate's Degree in Engineering, Business, or related field,
- Five (5) years of related experience developing, negotiating and administering consultant, construction and interlocal agreements
- **OR** any equivalent combination of education, training and experience that provides the required knowledge and abilities necessary to perform the work.
- Valid Washington State Driver's License

**Job Title:** PW Contract Administrator

**Job Code:**

## **KNOWLEDGE AND SKILLS**

### **Knowledge of:**

- Federal, State, and County policies, procedures, and regulations governing public works projects; including County Road Administration Board and Department of Transportation standards
- Laws and procedures related to Washington State prevailing wage rules, federal Davis- Bacon, Equal Employment opportunity requirements and reporting, and Apprenticeship programs.
- Contracting procedures, types and methods, including formal advertising, negotiation, cost contracting and use of special provisions
- Washington State Department of Transportation Local Agency Guidelines
- Title VI of the Civil Rights Act of 1964
- General knowledge of pre-award and post-award practices to conduct studies of problem areas and assist in the development of standard methods and operation procedures
- Contractor/owner relationships and basic contract law
- Engineering and construction terminology
- Engineering related plans, specifications, and estimates
- Contract advertisement, award, compliance, closeout, and reporting
- Contract administration to monitor a group of contracts
- Construction contracting procedures.
- Grants and associated reporting
- Computers, Microsoft Office applications, and file management procedures

### **Skills in:**

- Technical writing
- Coordinating with multiple stakeholders sharing a common goal
- Managing conflicting priorities and communicating change
- Plan and organize the work of professional, technical, and clerical staff
- Maintaining records and files
- Establishing and maintaining effective working relationships with co-workers
- Good written and verbal communication skills
- Math and advanced accounting concepts
- Strong interpersonal relationship skills, to be able to present ideas clearly and effectively.
- Ability to recognize deviations from contract specifications and provisions.