

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **CONSTRUCTION CONTRACTS MANAGER**

GRADE LEVEL: M14

SUPERVISOR TITLE: Chief Engineer

FLSA Status: Exempt Non-Exempt AT-WILL

BARGAINING UNIT: RCWDEA RCWD MPCEA





DEFINITION

Under general direction, to implement, manage and coordinate the activities of the Construction Contracts Department including the evaluation of projects, contract administration, construction inspection of capital and developer funded improvements, estimating and scheduling, annual facility inspection, quality control and value engineering.

CLASS CHARACTERISTICS

This is a middle management level classification with responsibility for managing and directing a District department. Responsibility consists of organizing assigned services, as well as budget and personnel administration for the assigned functional area of responsibility. Positions at this level report to the assigned division head and directly manage other supervisory and support staff. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit.

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Implement, manage and coordinate construction projects to achieve assigned goals and objectives; recommend necessary resources, staffing organizational structure and strategies.
-  Review and evaluate work methods, procedures, services and products; identify and recommend evaluation standards and criteria; monitor and assess measures of effectiveness and efficiency.
-  Recommend, implement and ensure compliance with operational policies and procedures.
-  Participate in hiring, supervising, training and evaluating assigned staff; establish work standards and expectations; conduct performance evaluations; counsel and

- discipline employees as required.
- ✍ Develop and recommend the department's budget; participate in monitoring appropriations and expenditures; recommend mid-year adjustments as necessary.
 - ✍ Respond to and resolve difficult and complex citizen inquiries and complaints.
 - ✍ Review design details for any District facilities that are engineered and designed, including constructability of design, accuracy of dimensions, completeness and clarity of sections, site conditions, estimated quantities, minimizing construction difficulty, material suitability, evaluation of completion time, interferences, etc.
 - ✍ Maintain list of pre-qualified bidders, coordinate advertisement of contracts, conduct bid openings, evaluate bids, compare to estimate and recommend award; issue notices-to-proceed; conduct pre-construction meetings; review daily inspection reports; prepare monthly summary and progress reports; prepare, review, approve payments; coordinate final inspection, payment, release; review "as built" drawings and prepare for submission to Engineering Department; recommend changes to designs and order contract modification; process contractor shop drawings and material submittals; issue field changes; issue addenda to advertised specifications/plans; evaluate contractor's claims and recommend action; evaluate project deficiencies and report same for future use on similar projects; review and approve contractor's schedule.
 - ✍ Prepare estimated work-hours of inspection; schedule inspection time on weekly/monthly basis; keep historical records on inspection requirements; maintain standard operating procedures/project descriptions.
 - ✍ Provide training to other employees in contract administration.
 - ✍ Prepare and present project related and/or technical information to the Board of Directors and other personnel
 - ✍ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ✍ Complex principles and practices of public utility service, customer service, engineering and public works inspection and construction.
- ✍ Principles of employee supervision including training, development and performance evaluation.
- ✍ Techniques of public agency budget administration.
- ✍ General principles of public administration and management related to the implementation and evaluation of programs, operations and services.
- ✍ Principles and practices of sound safety management.
- ✍ Applicable laws, codes and regulations.

Ability to:

- ✍ Implement and evaluate a full range of engineering/customer services.
- ✍ Evaluate operational and administrative problems and formulate effective strategies and solutions.

- ✎ Select, supervise, train and evaluate assigned staff.
- ✎ Administer an assigned department budget.
- ✎ Interpret and apply laws, codes, regulations, policies and procedures
- ✎ Interpret engineering drawings, negotiate and prepare contract changes.
- ✎ Comply with and enforce the District's Safety, Health and Environmental policies.
- ✎ Gain cooperation through discussion and persuasion.

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Five (5) or more years of progressive experience in public works construction/inspection with a public utility with supervisory experience.

Training: College level courses equivalent to minimum 64 semester units in Civil Engineering, Construction Management, Business Law or related field.

Licenses and Certificates:

- ✎ California Class C Driver's License, required
- ✎ Registered Civil Engineer – state of California, desirable Bachelor of Science in Civil Engineering or Construction Management, desirable
- ✎ Grade 1 Water Distribution certificate CDPH, desirable

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Frequently use office equipment such as a computer, copier and FAX machine
- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction.
- ✎ Regular attendance
- ✎ Work in a temperature controlled office environment with moderate noise.
- ✎ Occasional work in the field where noise is at times loud and employee may be exposed to hot and cold conditions; inclement weather, or traffic hazards

OTHER REQUIREMENTS

- ✎ This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position will be required to work varying hours, weekends and holidays as the day-to-day job duties may require.

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date