

CITY OF CARSON

Title: CONTRACT SERVICES COORDINATOR

Job Summary:

Under supervision, to plan and direct the activities of the Inspection Section in the Engineering Division, to coordinate and participate in the contract administration, equal employment compliance and labor code functions involving architectural or engineering projects and construction contracts and to do related work as assigned.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Prepare letters of recommendation for approval, critiques plans, advertising for construction bids and related issues.
2. Prepares descriptive data and compiles specifications and cost estimates.
3. Confers with and advises private architects, engineers, contractors, and City staff regarding procedures to be followed in connection with the processing of City construction contracts.
4. Makes investigations and prepares reports and recommendations on matters relating to the administration of City construction contracts including compliance with legally required Affirmative Action programs.
5. Analyzes bids for construction projects to determine lowest responsible bidder.
6. Supervises, trains and evaluates subordinate personnel.
7. Directs and schedules consultant field survey party and is responsible for the survey field notes of the City.
8. Arranges for and coordinates material testing on projects.
9. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Graduation from college with a degree in civil engineering and two (2) years of engineering or construction contract administration experience including one year in a supervisory capacity.

Knowledge of:

- Mathematical, scientific and engineering principles and practices.
- Field survey, inspection and construction practices.
- Policies and procedures of an equal opportunity compliance program.

Skill and Ability to:

- . Provide solutions to specific engineering problems such as the design and construction related projects.
- . Prepare accurate, concise and complete reports including daily inspection reports.
- . Supervise, train and evaluate subordinate personnel.
- . Work cooperatively and effectively with others.
- . Understand, follow and provide oral and written instructions.
- . Communicate effectively both orally and in writing.

License and Certificate:

Valid California Class C driver's license.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require vision (which may be corrected) to read small print.
- . Require the mobility to stand, stoop, reach and bend.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Perform work which involves the frequent lifting, pushing and/or pulling which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- . Is subject to inside environmental conditions.
- . May be required to use personal vehicle in the course of employment.
- . May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
- . May be required to work evenings or weekends.