



CONTRACTS/PROJECTS COORDINATOR

Department: Multiple
Job Class #: 619100
Pay Range: Professional 07

FLSA: Non-Exempt
Represented: Both

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is highly responsible contract/project management work performed for Pierce County. An employee in this classification is responsible to perform complex contract planning and project management tasks, developing and administering a variety of contracts and projects relating to the management of County projects (small construction jobs). As part of the Office of the County Engineer (OCE) this position is responsible for technical administration of work pertaining to the processing of contracts and related procurement activities as well varied assigned administrative duties for engineering projects within the OCE. Work is performed with latitude for independent action and judgment.

ESSENTIAL FUNCTIONS:

- Solicit quotations and proposals from contractors and subcontractors.
- Develop requests for proposals, bids, and contracts; provide management oversight of contracts to ensure compliance with licensing, permits, and insurance requirements.
- Assist in the preparation of contracts for design and construction/maintenance work.
- Resolve contract disputes and protests.
- Assist in the development and monitoring of budgets and contract expenditures; prepare and process monthly progress payment estimates on contractor completed work.
- Oversee field activities of all phases and elements of a variety of projects to ensure contract specifications are met; supervise related contract/project work.
- Observe and inspect work in progress to ensure proper procedures are utilized and project specifications are fulfilled.
- Supervise and coordinate staff activities where appropriate.
- Act as lead and oversee the conduct of facility assessment surveys.
- Develop complex cost estimates relative to all areas of facility construction and repair, i.e. site development, structural, mechanical, electrical, etc.
- Participate with architects, facility users, building maintenance staff, and other project managers to solve problems throughout project development and completion.
- Act as liaison with other departments, contractors, and regulatory agencies.
- Communicate with building tenants, user departments, and the public relative to problems that arise during a variety of projects.
- Oversee development and ongoing maintenance of CAD system database.
- Assist in developing and maintaining records and reporting systems per county, state, and federal guidelines and provide for proper quality control.
- Develop processes and procedures relative to contract/project management.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.

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ESSENTIAL FUNCTIONS: (continued)

- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS

- Perform other related job tasks as necessary.

ESSENTIAL FUNCTIONS FOR PUBLIC WORKS AND UTILITIES POSITION

- Establish and/or administer guidelines for competitive bidding, administration, and termination of contracts, agreements, and other forms of contractual instruments into which the department may enter.
- Coordinates with management and staff to resolve project related issues.
- Monitors and evaluates the efficiency and effectiveness of project delivery methods and procedures within the engineering division.
- Identifies and implements opportunities for improvement, and coordinates the implementation of changes with staff and outside departments.
- Effectively persuaded, informed, educated, trained, and solicited information to a variety of individuals or groups related to overall delivery of projects and OCE programs.
- Coordinates and facilitates cross-divisional discussions related to contract and project processes.
- Conducts workflow analysis to improve business processes throughout the various areas of County Engineer's Office.
- Administers contract compliance requirements to include preparing and reviewing contracts, RFP/RFQs, specifications, and bids; monitoring and implementing federal, state, and local laws and regulations; evaluating assigned activities for progress, completion, fund expenditures and compliance; advising and consulting with County staff; consultants; contractors and subcontractors; and maintaining knowledge of the laws and requirements regarding contract compliance.
- Acts as main point of contact with consultants and project leads.
- Coordinates the advertising and consultant selection process. Corresponds with consultants on the phone and in writing.
- Negotiates salary, overhead and profit rates for Personal Services contracts within established guidelines.

OTHER JOB FUNCTIONS

- Performs other related job functions as assigned.

SUPERVISION EXERCISED AND RECEIVED: Assignments are performed independently under general direction, after objectives, priorities and deadlines have been defined. Work is reviewed by supervisory or management staff through products produced, reports, observation and results achieved. This position may be required to supervise staff performing related contract/project management activities.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment or out in the field at various locations. Incumbents are required to work at a desk or other work station for prolonged periods. Working in inclement weather is required occasionally; and constant attention to detail is required.

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PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling, climbing and minimal unassisted lifting associated with the job duties is required. Work under stressful conditions may be required. Travel to various work sites throughout the region and the ability to navigate all types of terrain may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of public administration, management, organization, and supervision.
- Contract preparation and administration.
- Construction bid advertising and bid awards in conformance with state law.
- Construction methods, materials, and familiarity with uniform building codes and uniform fire codes.
- Computer applications, especially database, spreadsheets, CAD applications, and computer scheduling/project management programs.

Ability to:

- Conduct facility assessment surveys.
- Understand, interpret, and apply county, state, and federal regulations as related to the specific department.
- Manage multiple diverse projects.
- Collect and analyze technical information and to develop logical solutions or alternatives to problems.
- Observe, inspect, and identify proper or improper procedures and ensure project specifications are fulfilled.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others, including architects, engineers and construction contractors.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

PUBLIC WORKS ONLY:

- Knowledge of relevant policies, regulations, methods, and procedures with regard to procurement, contract processing
- Knowledge of process analysis and improvement methods.
- Knowledge of Washington State BARS System.
- Knowledge of sequel server databases, electronic data processing, and database design.
- Knowledge of general office practices, procedures, and principles relating to procurement and contracting.
- Ability to operate personal computers, peripheral equipment and job-related software.
- Ability to read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Ability to communicate effectively, both orally and in writing, with other employees, departments, outside agencies, vendors, and the general public.
- Ability to establish and maintain effective working relationships with others

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- Ability to work independently.
- Ability to communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Ability to effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Ability to meet the travel requirements of the position, if any.
- Ability to physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university with major coursework in business/public administration, construction management, engineering, architecture, or related field and three or more years of experience related to the position is required. Additional education or experience may substitute for the recruiting requirements. I.C.C. Certification in Building Code Inspection or equivalent is desirable for the position in the Parks and Recreation Department.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Ability to successfully complete Pierce County background investigation. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to the appointment.