

LEAD CONTRACT SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Lead Contract Specialist performs a variety of activities associated with service and maintenance contract preparation, monitoring, and compliance work and provides lead supervision and direction over the day-to-day activities of Contract Specialists in assigned Contract Program areas. The position involves performing lead duties such as providing direction and leadership to a staff of contract specialists handling landscaping and parkway maintenance contracts. Other duties consist of contract administration to include coordination of projects, scheduling, and assignment of work to contractors under current service agreements; development of special projects and related service agreements; responding to external customers; performing database maintenance to insure proper incorporation of change orders and unit cost adjustments; performing ongoing inspection and monitoring service agreements and maintenance contracts; specification research and development, documentation review, and development of final contract documents; verification of detailed contractor and supplier invoices; processing of invoices for payment and tracking expenditures within budgeted program areas; plan review, attending internal customer and inter-agency project meetings and consultations and performs related duties as required.

Distinguishing Features: A Lead Contract Specialist performs all of the duties of the Contract Specialist and is distinguished from this class by the responsibility for lead supervision. This class receives general supervision by the Transportation Field Operations Supervisor through conferences, reports, observation and results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Graduation from high school or GED. Any combination of training, education, and experience equivalent to a minimum of three years full-time employment in service contract administration, monitoring, or inspection in the private or public sector.

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in the areas of landscaping and parkway maintenance contracts. Some (6 months - 1 year) experience working in a lead capacity preferred.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates verbally and in writing with the general public, subordinate personnel, other City employees, vendors, management, and contractors in order to communicate contract requirements, resolve inquiries, and report progress. Coordinates work sequences and schedules with contractors and other City departments and units. Prepares written documents such as contract specifications, work orders, change orders, payment requests and correspondence with contractors using clearly organized thoughts, proper sentence structure, punctuation, and grammar.

Manual/Physical: Reviews the work of and provides direction to Contract Specialists staff assigned to landscaping and parkway maintenance contracts. Reviews the work products of others to ensure compliance with contract specifications. Inspects and monitors contract areas to determine compliance with contract specifications. Detects traffic sounds when working near moving traffic, and backup warning devices when working around moving equipment. Operates a motor vehicle and/or City vehicle requiring a standard Arizona Driver's License to travel to various sites in order to inspect and monitor contract areas to determine compliance with contract specifications. Operates a variety of standard office equipment. Prepares and updates maps, assists in designing irrigation systems, and processes invoices. Performs physical inventories of City assets. Meets scheduling and attendance requirements.

Mental: Supervises Contract Specialists in a lead capacity by setting work priorities, developing work schedules, and maintaining primary responsibility for training. Provides input and participates in evaluating the work performance of assigned staff. Prioritizes own work. Conducts research related to maintenance techniques for assigned area (custodial, pest or weed control, street lights, landscape, concrete, asphalt, or sweeping). Performs mathematical calculations for quantities and cost analysis of contract items which are payable. Comprehends and makes inferences from contract documents to enforce the contract. Understands plans, specifications, and schematic drawings to determine location of systems and specific information related to work requests and needs. Learns job-related material (including but not limited to contract administration, project management, arboriculture, horticulture, herbicide and pesticide control, and maintenance techniques) in a classroom setting.

Knowledge and Abilities:

Knowledge of:

lead/supervisory principles and practices;
the principles and practices of service contract monitoring and administration;
primary aspects of street maintenance such as seal coating, asphalt patching, concrete repair, and street light maintenance;
landscape maintenance practices including low water consumption landscaping and irrigation system design and maintenance;
computerized landscape irrigation systems;
backflow assemblies;
the principles, practices, and typical utilization of asphaltic concrete overlay and various seal coat applications;
the procedures utilized by the City in preparing, bidding, and awarding service and maintenance contracts;
general grading and drainage work;
barricading set ups for work in street or right-of-way locations;
general terminology and mechanical drawing symbols used in civil engineering and/or public works plans and details;
Mesa standards for public works projects;
MAG standards for public work projects; and
the accounting procedures and forms used in processing payments for contracted services.

Ability to:

supervise and lead contract specialists performing contract services activities

inspect work performed under contract to ensure that contract provisions are being fulfilled by scheduling regular site visits, comparing work done with contract provisions, and noting any deficiencies or extra work needed;

enforce contract compliance and resolve any discrepancies discovered;

document any discrepancies discovered through the use of oral and written communication with the contractor and maintenance of organized records;

review contractor construction plans prior to construction, attend pre-job conferences and site meetings to represent the department's interests, answer questions, and monitor contractor's work performance;

assist in preparing designs for landscape areas, irrigation systems, drainage system modifications, retention basin improvement, street modification, etc., to be used as a basis for preparing a service contract for the bid process;

develop and prepare service contract documents by proposing terms, conditions, specifications, and other language to clarify the purpose or intent of the contract;

respond to customer contact notices (complaints) by visiting the person initiating the contact notice, verifying the nature and extent of the problem or situation, determining whether responsibility for correcting the problem or situation lies with the City or a private party, recommending solutions to resolve the problem or rectify the situation, and communicating these solutions verbally and/or in writing to the affected parties;

prepare change orders and authorize changes to contract terms and conditions to adjust for unforeseen conditions or problems by verifying the nature and extent of the problem, negotiating with contractor to reach a mutually acceptable solution, and preparing the appropriate forms to formally amend the contract;

process invoices for payment by reviewing billings received, verifying service has been performed and parts and materials were installed, comparing billing with contract to ensure that rates, prices, and services comply with the contract, resolving discrepancies, and preparing appropriate forms for processing to the Financial Services Department;

prepare clear, concise written reports of project status, problems encountered, and overall results achieved;

use Microsoft Word, Lotus Notes, Access, Excel, and custom database applications;

use GIS mapping system applications;

accomplish computer-related tasks and manage a computerized database;

analyze service and maintenance needs in the areas of general street maintenance, landscaping, parkway, right-of-way, retention basin maintenance, transit facilities maintenance and physical facilities maintenance;

coordinate work schedules with contractors and other City departments and units;

plan, organize, and complete work assignments with minimal supervisory input;

prioritize assignments and work related problems;

authorize contract payment;

read and interpret blueprints, specifications and details, quarter section maps, and related plans and drawings;

assist in preparation of landscape designs, including irrigation systems to meet the needs of a variety of City-owned parkways, rights-of-way, and buildings;
evaluate the need for contract modifications based on unforeseen problems and conditions; and
establish and maintain effective working relationships with coworkers, contractors, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-S/M

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-TEC

INCREMENTS 35-200

PAY GRADE: 49

SECURITY-No

CDL-No

IND-9410

SWORN-No