



Pursue a career with the City of Cedar Rapids!

"The City of Cedar Rapids welcomes diversity in all forms including; race, gender, background, and thought. The City strives for a workforce that reflects the community we serve! The City of Cedar Rapids appreciates the values, leadership, and unique skills service members bring to the workforce & encourages opportunities to employ Guardsmen, Reservists, and Veterans! "

Construction Contract Specialist

Salary: \$58,905.60 to \$80,932.80 Annually ([Salary Pay Grade Information](#))

Shift/Hours: Monday through Friday: 7:00 AM—3:30 PM

About Cedar Rapids: Cedar Rapids, Iowa, is a vibrant urban hometown in the heart of east central Iowa. As the second largest city in the state and anchor of [Iowa's Creative Corridor](#), we are home of one of the leading manufacturing regions in the United States and two dozen Fortune 500 companies.

Job Description: Administers contracts and manages inspection services for major construction activities verifying conformance with contracts, plans, and specifications; performs related work as required.

For examples of essential work please visit our job description located here: [Job Description](#).

Benefits: [Click here for information on the Non-Bargaining- Choice Plan.](#)

Required Knowledge & Abilities:

- Comprehensive knowledge of the principles and practices of civil engineering, civil engineering design and construction project management;
- Comprehensive knowledge of construction and maintenance methods, materials and equipment;
- Thorough knowledge of construction industry accounting, costing and claim preparation principles, practices and techniques;
- Thorough knowledge of construction scheduling techniques, critical path schedule administration and the use of schedules to justify or defend construction claims;
- Thorough knowledge of engineering and construction contract management;
- Thorough knowledge of survey principles and practices, easement and public right-of-way laws and utility placement and coordination;
- Thorough knowledge of current applicable federal, state and local laws, rules and regulations for Capital Improvement and construction projects, purchasing, contracting and payments;
- Ability to exercise mature engineering judgement to accomplish efficient and economical management of Public Works construction projects;
- Ability to read and interpret engineering designs, blueprints, specifications and contracts;
- Ability to make complex engineering calculations;
- Ability to understand contractor cost issues and effectively administer contracts;
- Ability to train, assign, motivate, supervise and evaluate the work of others;
- Ability to prepare accurate and reliable reports containing findings, engineering data, as-built specifications, blueprints, complex data, findings and recommendations;
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
- Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ingenuity and inventiveness in the performance of assigned tasks.



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Acceptable Experience & Training / Required Special Qualifications:

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Construction Engineering, Surveying, or other related degree; and
- Considerable experience in capital improvement construction projects, the administration of major project contracts, and engineering project management; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Closing Date: 4:00 p.m., November 4, 2016.

Additional Forms Needed:

- If a CDL is required for this position please complete the [DOT Safety History Form](#) for each CDL position you have held and submit the form (s) with your application in order to be considered for this CDL position. Please only fill out the first page, do not submit your form to the DOT or your current or previous employer.

How to Apply: Submit completed [applications](#) to the attention of Human Resources located at 101 First Street SE, Cedar Rapids, Iowa 52401 or via email at hr@cedar-rapids.org with the title of the position you are applying for listed in the subject line.

Pre-employment drug screen required

Assistance provided to disabled individuals upon request

Equal Opportunity Employer



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