

CLASS TITLE: ENGINEERING CONTRACTS COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for the preparation, review and coordination of contract procedures for Public Works construction projects, ensuring compliance with applicable laws and ordinances; and performs other related assigned duties.

ESSENTIAL TASKS:

- Prepares and reviews bid and contract documents
- Monitors and analyzes contracts to determine compliance with specifications of Public Works project requirements
- Monitors and analyzes contracts for compliance with various federal, state, and local regulations, laws, and ordinances
- Prepares and processes contract change orders and amendments while ensuring compliance with all requirements
- Coordinates contract addendum's and notifies all parties prior to closing of bids
- Coordinates with design and inspection personnel on all matters relating to contract procedures
- Processes partial payment estimates to contractors
- Verifies completion of work and requirements before processing payments
- Sets time schedules for entire bidding process
- Serves as liaison between the City and various contractors on matters relating to proper contract preparation
- Prepares plans and writes specifications for small engineering projects
- Attends and/or conducts meetings and conferences
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in project management, construction management, or a related field and at least three (3) years of responsible experience in monitoring engineering projects and contracts; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of contract management principles and practices; considerable knowledge of federal, state and local laws pertaining to the awarding of contracts for Public Works projects; considerable knowledge of contract preparation procedures; and good knowledge of legal terms and general business procedures and practices. Ability to analyze and interpret legal contracts for construction and acquisition of public projects; ability to communicate effectively in both verbal and written form; ability to operate computer software for word processing, spreadsheets and modem; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing and pulling up to 50 pounds; subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is indoors in an office setting and outdoors and in inclement weather.

Class Code: 2023

EEO Code: N-02

Pay Code: AT-36

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Group: Engineering, Planning, and Technical
Series: Sub-professional Engineering and Technical

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