

*Code: 1854*

*Title: PROCUREMENT DESIGN/CONSTRUCTION MANAGER*

**SUMMARY:** Manages the Procurement Department's Design and Construction Division activities and staff engaged in the development, procurement and management of design and construction services contracts on behalf of the county and its departments and agencies. It is distinguished from other procurement-related classifications by its responsibilities for negotiating contracts, assigning work orders to vendors and management of a division with the special expertise required in engineering disciplines to assure compliance with complex engineering and technical requirements of contracts for services.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Administers and manages the activities of the Procurement Department's Design and Construction Division;

Directs the development, publication and distribution of all solicitations necessary, i.e., Requests for Proposals (RFP), Invitation for Bids (IFB) and Request for Qualifications (RFQ) and related bid materials for design or construction services contracts;

Negotiates or oversees staff negotiations with contractors for changes to current contracts, e.g., scope of work, evaluation methods and processes, resolution of problems, etc.;

Evaluates contractor performance directly, or through designated staff in affected departments and assures that appropriate documentation is created and maintained;

Confers with other county department staffs to identify needs which will require contracts with design or construction firms, agencies or individuals;

Reviews architectural and engineering plans and proposals for technical sufficiency and compliance with applicable laws, rules, regulations, codes and related technical guidance, and confers with engineering staff of affected Departments to resolve any discrepancies noted;

Analyzes responses to solicitations and related documentation submitted by prospective contractors for compliance with bid specifications, and recommends contract awards based upon such compliance reviews;

Directs the preparation of, or prepares, and submits contracts and related information for approval;

Coordinates legal review of contracts and associated materials with the County Attorney's office or other legal counsel;

Coordinates financial/fiscal activities related to contracts with affected departments and Finance;

Conducts or oversees pre-bid/pre-proposal conferences and their openings in accordance with applicable laws, rules and regulations;

Confers with legal counsel on issues of non-compliance with contracts and initiates required remedial action;

Assures comprehensive documentation is created and maintained for all contracting activities;

Assures maintenance of required security and confidentiality of information created or encountered in the performance of assigned duties and by assigned staff;

Responds to inquiries from the public, media and other parties or agencies on current and proposed contracts and the contracting processes.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of civil engineering, design, construction and related technical topics relative to assigned duties;
- business and contract law;
- principles and practices of contract negotiation;
- federal, state and local laws, rules and regulations governing the procurement and administration of contracts;
- county procurement and contract policies, processes and procedures;
- principles and practices of employee supervision, training and evaluation;
- County Merit System Rules, Personnel Policies/Procedures and Administrative Procedures;

- applications of computer-based systems for creation and maintenance of documentation, databases and related activities.

Skill in:

- managing the operations of the division, to include assignment and evaluation of staff work;;
- reviewing proposals and plans for technical sufficiency and compliance with applicable standards, codes and related technical guidance;
- developing comprehensive RFP(s), bid documentation, contracts and related materials;
- negotiating contracts and subsequent modifications;
- assessing contractor performance and negotiating needed changes or alterations to contracts, scope of work, evaluation processes,
- researching, analyzing and preparing reports and documentation relative to assigned duties;
- supervising, training and evaluating assigned staff;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in civil engineering, engineering technology/management, architecture, law, public or business administration and four years of experience in public-sector administration/management and contracting which included the writing, negotiation, procurement and administration of contracts for engineering, design and/or construction services.

OR:

(2) Current registration from an accredited institution in any state as a registered civil engineer, registered professional civil engineer or architect and three years of experience in public-sector administration/management and contracting which included the writing, negotiation, procurement and administration of contracts for engineering, design and/or construction services.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D driver's license at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.