

Code: 2350

Title: CONSTRUCTION CONTRACTS MANAGER

SUMMARY: Manages the activities of multiple major functions of internal/external services on a variety of projects related to construction and construction type contracts assigned to Facilities Management. Incumbents within this classification provide direct supervision of professional, support staff, contracted staff and report to the department director.

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

Manages activities concerned with contracts for construction related to Pima County facilities;
Schedules and assigns work for the Construction Facilities Management Coordinators;
Reviews bids for conformity to contract requirements;
Requests and/or approves amendments to or extensions of contracts;
Advises planning functions of contractual activities and requirements;
Assists in the development of long-/short-term goals and related planning for area of assignment;
Acts as liaison between construction contractors, vendors, outside agencies and Pima County;
Monitors and evaluates construction contract performance to determine necessity for amendments, extensions and compliance with contractual obligations;
Approves or rejects requests for deviations from contract specifications;
Evaluates contract proposals;
Directs inspections and oversees construction contracts associated with Pima County facilities;
Observes work in progress to ensure that procedures are followed and materials are used that conform to specifications;
Directs and oversees inspection of new construction and repair work for quality of workmanship and compliance with approved plans and specifications;
Assists in developing and administering budgets for assigned areas of responsibility and provides input to the departmental budget process;
Evaluates labor and materials cost estimation for proposed construction, repair or maintenance;
Manages and coordinates major construction projects;
Interprets blueprints and specifications and discusses deviations from specified construction procedures to ensure compliance with contract requirements, industry standards and codes;
Reviews agreements or proposed agreements for conformity to county requirements and standards;
Analyzes contracts for content and requirements;
Recommends modifications to contractual agreements;
Resolves problems/issues arising from operations of subordinate units;
Participates in and acts as departmental representative for various committees, task forces, boards and commissions;
Supervises, trains and evaluates assigned professional, paraprofessional, technical staff and contractors;
Conducts research, investigations, analysis and prepares documentation of confidential and contentious issues and situations and recommends remedial actions to the director;
Exercises signature authority for the department director on delegated issues;
May initiate changes in standard form contracts;
May be required to testify in court, before boards, commissions and like bodies relative to the activities of the assigned area of responsibility.

KNOWLEDGE & SKILLS:

Knowledge of:

- procedures used in construction, maintenance and repair of county facilities;
- principles and practices of staff supervision, training, evaluation and professional development;
- construction requirements associated with county facilities;
- contract administration and compliance requirements;
- organizational structure and functions of county departments and agencies;
- Community resources and related topics;
- principles and practices of management;
- contract negotiation.

Skill in:

- planning, coordinating and directing construction, maintenance and repair activities;
- supervising and evaluating personnel;
- assessing area of responsibility for effectiveness and recommending or initiating improvements;
- interpreting plans, diagrams and blueprints;
- interpreting and applying laws, rules, regulations, policies and procedures to assigned activities;
- estimating labor, time and materials costs;
- investigating, documenting and analyzing problems, issues and situations and developing recommendations;
- assessing delivery of services to assure compliance with laws, rules, regulations, policies and procedures and directing/recommending changes;
- overseeing contractor performance for assigned areas and recommending contract changes or related actions;
- communicating effectively;
- establishing and maintaining effective working relationships with others.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in architecture, mechanical, electrical or civil engineering or business/public administration and five years of experience supervising new building construction, maintenance and repair.

(A Master's degree from an accredited college or university in one of the cited disciplines or formal license/certification in a designated specialty may substitute for one year of the required experience.)

OR:

(2) Seven years of experience with Pima County supervising new building construction, maintenance and repair.

OTHER REQUIREMENTS:

Licenses and Certificates: Prior to completion of initial/promotion probation, employees in this classification must have completed and passed at least one of the examinations leading to certification as a Commercial Building Inspector by the International Code Council. Failure to have passed at least one of the requisite examinations shall be grounds for termination. All positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Special Notice Items: All positions are subject to the following: high-noise levels from equipment, extremes of heat, cold, prolonged exposure to the sun, wind, and inclement weather.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position. All positions require the ability to ascend and descend ladders and stairs to reach work platforms and job sites.

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.

Pima County

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