

SNOHOMISH COUNTY JOB DESCRIPTION
PUBLIC WORKS CONTRACT ADMINISTRATOR

Spec No. 2054

BASIC FUNCTION

To administer construction contract management functions for the Department of Public Works Capital Construction Program. Responsible for developing contracts, reviewing contracts, enforcing contract obligations and requirements, enforcing contract compliance with Federal, State, and Local laws applicable to Public Works. Coordinate with other Snohomish County departments, outside agencies, auditors, and contractors to ensure a successful Capital Construction Program.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, oversees and participates in contract compliance and closeout activities for capital projects.
2. Enforces contract compliance with Federal, State, and Local programs; EEO, DBE, Training, and Apprenticeship; review and approve EEO contractor reports, training programs, trainees, the use of DBE contractors, monitor DBE mandatory goals, DBE On-site reviews, and monthly Apprenticeship reports.
3. Evaluates and reviews contractor documentation for adherence to established regulations, requirements and standards; prepares monthly progress payments.
4. Monitors and analyzes contractor payroll documentation to confirm that prevailing wage policies and other labor regulations are followed.
5. Administer the statutory retained percentage of contract payments and the handling of claims by creditors and other interested parties.
6. Reviews contractor bids for completeness, accuracy and compliance with specifications; makes recommendation of award.
7. Participates in pre-construction conferences; provides procedural and obligation information to contractors.
8. Represents the department during multi-agency Federal and State audits; acts as liaison between Public Works Engineering Services Division and other departments and governmental agencies on construction contract compliance matters.
9. Maintains and enforces project closeout standards for all capital projects; ensures that all project managers follow applicable policies and procedures related to closeout.
10. Directs and reviews work of lower level contract compliance staff.
11. Prepares various correspondence, records, and reports.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Performs related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in business, public administration or related field; AND three (3) years of experience involving contract administration for a governmental agency; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities necessary to perform the work. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's license is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Federal, State and County laws and policies and procedures pertaining to Public Works contract administration and labor laws
- principles of negotiation, contract administration practices and procedures
- construction administration and inspection practices, procedures, and techniques
- principles and practices of public sector procurement
- Public Works construction contracting principles, including invitation for bid preparation, bidding requirements, bonding requirements, change order processing, stop notice processing, claims processing and inspection practices, procedures, and techniques
- Title VI of the Civil Rights Act of 1964
- Washington State Department of Transportation Local Agency Guidelines
- engineering and construction terminology
- accounting principles and practices
- computer technology and proficiency in Microsoft Office software including Outlook, Excel, Word and other software programs relevant to duties

Ability to:

- organize workload to meet deadlines and oversee the work of subordinates
- serve as a resource to Public Works project managers
- ensure that construction contracts comply with applicable labor regulations and standards, state construction contract law, and other regulatory requirements
- interpret and apply federal, state and local laws, rules, regulations and policies and procedures governing assigned duties
- develop and maintain effective working relationships with consultants, contractors, County staff and governmental agencies

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KNOWLEDGE AND ABILITIES (Continued)

- read and interpret plans, specifications, laws, ordinances, and codes applicable to construction of public works
- interact with a wide variety of construction and engineering professionals to effectively ensure contract compliance in assigned areas
- effectively assess and resolve problems with project managers, contractors, and vendors
- collect information, analyze data and conduct audits
- prepare complete and comprehensive correspondence, records, and technical reports.
- work independently and organize workload, with a minimum level of supervision
- exercise good judgment
- communicate effectively, both orally and in writing
- utilize computer software – Microsoft Office Products and other work related software

SUPERVISION

Employee reports to Supervisor or Manager as assigned. Work is performed with considerable independence and is reviewed through status reports and meetings.

WORKING CONDITIONS

Work is performed in an office environment, but requires field visits to audit construction files. Meetings or project requirements may involve working evenings, weekends, or holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 1994 Previous Spec No. 320265
Revised: February 1997, August 1999, August 2014, September 2018
Revised and Retitled: October 2015, Compliance Officer II - Public Works
EEO Category: 2 - Professionals
Pay Grade: 241- Classified Pay Plan
Workers Comp: 5306 Non-Hazardous