



JOB TITLE:	DIRECTOR OF ENGINEERING CONTRACTS	DIVISION:	DISTRICT – ENGINEERING
REPORTS TO:	DEPUTY DISTRICT ENGINEER	EEO CATEGORY:	01 - EXECUTIVE
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under the general direction of the District Engineer, plans, organizes and directs activities of the Engineering Contracts Section of the Engineering Department. Manages the centralization of engineering contract development activities. Manages implementation of contract administration procedures. Manages coordination between project managers and District attorneys, insurance advisor, capital and grants staff, Small Business Enterprise staff, state and federal funding oversight agencies, and consultants/contractors. Manages the preparation and processing of requests for proposals for professional services and invitations for construction bids for District facilities capital improvement projects. Administers professional services agreements and construction contracts, including verification of consultants and contractors compliance with certified payroll submissions, prevailing wage requirements and other contract labor rules. Supervises contract administration staff. Provides assistance to District Engineer regarding engineering contract matters, budget analysis and cash flow reports, including acting as liaison between District Engineer and District Officers, Heads of District Divisions and the Board of Directors. Facilitates the work of the District Engineer by using discretion, prudence, initiative, and independent judgment. Performs other related duties and special projects as required.

Essential Responsibilities

- Organizes, plans, writes, directs, coordinates reviews and prepares final versions of requests for proposals, formal bids, professional service agreements, purchase agreements, construction contracts, amendments and change orders in adherence to federal, state, local laws and regulations and District procurement policies and guidelines.
- Reviews contract documents for accuracy, content, timeliness, reasonableness, funding, performance periods, deliverables, and other terms and conditions.
- Provides procurement and contract administration guidance to engineering staff to ensure contract uniformity, and consistency.



- Manages and supervises processing of contract invoices for payments, including checking for accuracy and compliance with contract payment provisions.
- Prepares monthly reports for tracking contract expenditures.
- Reviews contract budgets and assures that expenditures do not exceed authorized limits.
- Manages and supervises contract compliance activities to ensure that all engineering contracts are in adherence to federal, state, local laws and regulations and District procurement policies and guidelines.
- Manages auditable contract invoice and payment records.
- Manages processing of change order and amendment requests and assures compliance with District policies, FHWA and FTA guidelines, applicable laws and regulations.
- In coordination with project managers, negotiates and maintains reimbursement rate agreements and any adjustments with consultants.
- Makes recommendation regarding resolution of procurement/contract issues.
- Consults with District attorneys on contract legal issues.
- Attends pre-proposal and pre-bid conferences as needed and explains the District's contract award procedures and guidelines.
- Organizes proposal evaluation committees, coordinates appropriate committee meetings and reviews, and assists in preparing Board reports.
- Attends District Committee and Board meetings as required.
- Prepares in-house memoranda and written correspondence to consultants and contractors, e.g., notices to proceed, notifications, sole source justification.
- Administers the contracts throughout their duration including the close out process.
- Reviews cost/price analysis as needed.
- Provides supervision and guidance to subordinate staff.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Follows established safe work practices and obey all safety rules.
- Performs other duties as assigned.
- Regular and reliable attendance and performance is required.

Required Knowledge, Skills and Abilities

Working Knowledge of:

- Applicable state, federal (Caltrans, Federal Transit Administration and Federal Highway Administration third party contracting guidelines), local laws, rules and regulations governing public agency purchasing and contract administration principles, practices, and terminology.
- Preparation of requests for proposals for complex professional engineering services contracts.
- Preparation of contract provisions in conformance with rules governing contracts financed with District, state and federal funding.
- Best office administrative practices and procedures.
- Business Finance.



Skills in or Ability to:

- Use excellent oral and written communication skills
- Interpret and apply District's procurement policies and procedures
- Present information effectively to various audiences
- Work independently, organize work, set priorities and meet critical deadlines
- Use initiative and exercise sound judgment within established guidelines.
- Rapidly learn the policies and procedures related to the work
- Maintain detailed and accurate records and reports
- Collect, analyze, and present data
- Develop and maintain cooperative, effective, productive, and tactful working relationships with consultants, contractor's representatives, District staff and others contacted in the course of the work
- Follow the safety and health rules and safe working practices applicable to the job
- Recognize process improvement opportunities
- Demonstrate strong problem-solving skills
- Demonstrate creativity, innovativeness, and self-motivation
- Work calmly and effectively in a high volume and high visibility office environment under the pressure of critical deadlines
- Work as part of a team using excellent interpersonal and communication skills with personnel at all levels, both inside and outside the District

Minimum Qualifications

Education and Experience Equivalent to:

- Bachelor's degree with emphasis on business administration, finance, or related field.
- A minimum of ten years' position-related contracting experience involving local, state and federal funding and multi-million dollar capital improvement/public works and professional contracts.
- Supervisory experience desirable. Experience as a lead procurement professional may be considered in lieu of supervisory experience.

Required Licenses

Must possess and maintain a current, valid California Driver's License and a satisfactory driving record. Operates District Vehicles on a regular basis.

Physical Requirement:

Mobility to attend work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.