



JOB TITLE:	<b>ENGINEERING CONTRACTS ASSISTANT</b>	DIVISION:	<b>DISTRICT – ENGINEERING</b>
REPORTS TO:	<b>ENGINEERING CONTRACTS OFFICER</b>	EEO CATEGORY:	<b>06-CLERICAL</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>REPRESENTED</b>	LOCATION:	<b>SAN FRANCISCO</b>

*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 general direction of Engineering Contracts Officer, performs technical work related to preparation of contract documents, requests for proposals and formal bids, and administration of professional services agreements and construction contracts. May act as a liaison between District staff and professional consulting engineering firms or construction contractors. May serve as a contract administrative assistant to project engineers on design and construction projects. Maintains detailed and accurate records of contract compensation invoices, progress payments, status and schedules. Communicates with other District departments regarding engineering contracts. Performs related work as required.

### Essential Responsibilities

- Assists in preparation of requests for proposals and formal bids, professional services agreements, and construction contract documents
- Assists with the preparation of contract amendments and contract change orders
- Performs invoice reviews and checking for accuracy on engineering contracts
- Reviews contractors' certified payrolls for compliance with contract requirements; performs labor and DBE compliance duties, such as, but not limited to, verifying certified payrolls with inspection daily diaries, performing contractor and sub-contractor employee interviews, verifying on-site postings of Federal and State required notices, keeping current records of Federal and State Wage Determination changes
- Assists with the review of extra work bills from contractors
- Assists with maintaining Engineering Department budgeting and accounting records
- Types correspondence, reports, forms and specialized documents related to the engineering contracts
- Researches information on the Internet and in the electronic and hard copy files for government rules, regulations and codes, historical information and certified documents
- Composes contract correspondence
- Assists with compiling Daily Diaries, matching them to their respective Extra Work Bills and entering the information onto a spreadsheet
- Prepares spreadsheets and reports for project status, summary of submitted invoices, requests for



anticipated budget increases, etc.

- 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
- Performs additional related duties as assigned
- Regular and reliable performance and attendance is required

## Required Knowledge, Skills and Abilities

### Working knowledge of:

- Engineering office and construction contract administration principles, practices, and terminology
- Office practices and procedures, including record keeping, report preparation, filing methods, and the operation of common office equipment
- Applicable federal, state and District laws, codes, regulations and policies related to public works contracts

### Ability to:

- Maintain confidentiality and appropriately protect information and documents
- Work effectively as a team member
- Maintain records, compile reports and make accurate mathematical calculations
- Prepare and maintain detailed and accurate records and reports
- Establish and maintain effective working relationships with District and contractors' staff, consulting engineers
- Stay organized, to set priorities and to meet critical deadlines
- Use initiative and exercise sound judgment within established guidelines
- Rapidly learn the policies and procedures related to the work, including District standard conditions and special provisions for construction contracts
- Use personal/network computers and current software
- Follow the safety and health rules and safe working practices applicable to the job

## Minimum Qualifications

### **Education and/or Experience:**

**A combination of college level training and position related experience equivalent to:**

- Two years' college level course work or training in public works contract administration ; additional experience may be substituted for education and training on a year-for-year basis
- Five years office contract and administration duties with an engineering or construction related company; experience in verifying invoices in varied forms; working experience in technical and legal document editing



- Five years of recent administrative experience requiring the use of initiative and independent judgment
- Demonstrated proficiency in using advanced word processing and basic spreadsheet functions

**Physical Requirement:**

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