



JOB TITLE:	ENGINEERING CONTRACTS OFFICER	DIVISION:	DISTRICT - ENGINEERING
REPORTS TO:	DEPUTY DISTRICT ENGINEER	EEO CATEGORY:	02-PROFESSIONAL
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 general direction of the District Engineer or Deputy District Engineer, and in coordination with engineers assigned as project managers, District attorneys, insurance advisors, capital grants and Disadvantaged Business Enterprise staff, this position is responsible for the preparation and processing of requests for proposals for professional services and for construction bids for District facilities capital improvement projects; contract administration of professional services and construction contracts; verification of consultants and contractors compliance with prevailing wage and other contract labor rules; supervision of contract administration staff; and, performance of other related work as required. This position acts as liaison between District engineering staff and District attorneys, insurance advisors, capital grants and Disadvantaged Business Enterprise staff, and state and federal funding agencies.

### Essential Responsibilities

- Organizes, plans, writes, 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 these documents for accuracy, content, timeliness, reasonableness, funding, performance periods, deliverables, and other terms and conditions
- Manages centralization of engineering contract development activities, contract administration procedures development, and contract administration, including coordination between project managers and District attorneys, insurance advisor, capital grants and Disadvantaged Business Enterprise staff, state and federal funding oversight agencies, and consultants/contractors
- 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 budget 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



- Maintains auditable contract invoice and payment records, reviews and processes 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 to management for resolution of procurement/contract issues
- Consults with District attorneys on contract wording and other contract legal issues
- Attends pre-proposal 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 contract throughout its duration including the close out process
- Performs cost/price analysis as needed
- Provides supervision and guidance to subordinate staff; and conducts performance appraisals.
- 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:

- 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
- Personal computer and software applicable to the work



### **Ability to:**

- Use excellent oral and written communication skills
- Interpret and apply District policies and procedures to contract documents
- 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, contractors 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

## **Minimum Qualifications**

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

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

- Bachelor's degree with emphasis in business administration, accounting, or related field. Additional qualifying experience on a year-per-year basis may be substituted in lieu of degree
- A minimum of eight years' position-related contracting experience involving local, state and federal funding and multi-million dollar capital improvement/public works contracts
- A minimum of five years' supervisory experience

### **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.