



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: CONTRACT ADMINISTRATION MANAGER**

**BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 2050**

**PAY RANGE CODE: 26.2 MC REVISION DATE: 4/27/17**

## **NATURE OF WORK:**

This is responsible professional, technical, and managerial work in the creation of construction and renovation contracts for City owned facilities. Work involves supervision of subordinates involved in managing projects, preparing designs and plans, preparing bid documentation, and inspecting projects. Works also involves considerable contact with the public and City officials, and preparation and accountability for the department budget. The position works directly with the Facility Improvement Priority Committee to determine project priority and feasibility. The incumbent receives broad directives from the Department Director, but is primarily expected to manage the division with minimal supervision.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Manages the planning and administration of all new construction, capital improvements, and maintenance requests for City owned facilities which includes project evaluation, cost estimates, preparation of specifications or bid documents, project management, project inspection, change orders, payment requests, and final inspection.

Serves on the Capital Improvement Program Task Force to incorporate the long-range building improvement goals. Solicits capital improvements from departments, estimates costs, and presents to the task force, which identifies an overall building assessment and makes recommendations.

Assists department directors in assessing physical conditions of current facilities to determine improvements required and establish budgetary cost estimates for future funding requests.

Negotiates with department directors to obtain funding for projects.

Negotiates for Professional Services on projects under \$100,000. Coordinates the Professional Services Selection Committee on projects over \$100,000 to include preparation of the Request for Proposal (RFP), advertising for bids, appointing a negotiating team, selecting a firm, preparing a resolution and cover letter for City Council, and presentation of project to the City Council.

Manages divisional staff to include hiring, terminating, training, evaluating, providing technical direction, administering discipline, and counseling.

Signs off on project completion by verifying submittals of Lien Waivers, Certificates of Substantial Completion, Consent of Surety to Final Payment, Department of Labor Unemployment Compensation, and Certificate of Occupancy.

Prepares, maintains, and justifies expenditures in the division's annual budget. Assists with presentation of budget recommendations at the budget hearing and City Council Meetings.

Approves and signs all partial payments, payments in full, and final payments.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of construction management, procedures, materials, tools, and standard practices.

Knowledge of established City standards and procedures.

Knowledge of departmental policies, procedures, and functions.

Knowledge of engineering drafting techniques.

Knowledge of management theories and practices.

Ability to assess and estimate costs associated with projects and services.

Ability to negotiate for Professional Services contracts.

Ability to plan, organize, and direct large scale construction projects.

Ability to manage and direct the work of professional and technical employees.

Ability to read and interpret plan specifications and blueprints.

Ability to communicate with staff, City Officials, Architects, Engineers, and Contractors.

Ability to understand written or verbal instructions.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to climb, reach, stand and walk approximately 25 to 50% of the time.

Ability to move objects weighing up to twenty (20) pounds up to 33% of the time and objects weighing up to ten (10) pounds 100% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in architecture, landscape architecture, construction management, engineering or a related field

AND

Four (4) years of progressively responsible experience in construction management, architecture, or engineering to include project evaluation, design, and management. Two of the four years must include experience in managing professional and technical staff.

**SPECIAL QUALIFICATIONS**

Must be able to transport oneself or coordinate transportation to sites throughout the city during the course of the work day.

Must be available to work flexible hours, weekends, evenings, and holidays.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

This is primarily work in an office environment with exposure to dust, humidity, temperature changes, and noise, but also involves inspection of construction sites which involves exposure to temperatures ranging from below 32 degrees to above 100 degrees, exposure to mechanical and electrical machinery, and exposure to odors, dust, fumes, gases.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Calculator  
Facismile Machine  
Drafting Tools  
Vehicle

Telephone  
Mobile Telephone  
Copier  
Printer

Previous Revision Date(s): 7/20/93