

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Capital Improvement Program Construction Administrator

Department: Environmental/Public Works

Pay Grade: 514

FLSA Status: Exempt

Job Code: E502

JOB SUMMARY

The purpose of this classification is to be responsible for overseeing all aspects of construction projects that are executed in the Capital Improvement Program (CIP) Division, which develops and manages the delivery of a broad range of capital improvement projects (Non-Transportation) for the City of Roswell including planning, design, construction, and startup. Projects managed under this division may be funded from various sources including general fund, bonds, and grants. Must be well-versed in multiple areas and disciplines within the construction industry, including managing construction contracts, ensuring compliance with contractual agreements and leading the successful execution of construction projects.

ESSENTIAL JOB FUNCTIONS

- Works closely with the CIP Division Manager to execute delivery of the City's Capital Improvement Program (Non-Transportation).
- Serves as the Owner's Representative for projects executed under the City's Capital Improvement Program (Non-Transportation).
- Manages the administration and processes of construction projects.
- Manages projects to substantial completion and throughout the warranty period.
- Prepares bid submittals and change orders.
- Maintains relationships between General Contractors, sub-contractors, engineers, architects, and customers.
- Facilitates constant communication between CIP Division Manager, Project Engineers and Architects, General Contractors.

- Reviews and analyzes construction contracts to understand project scope, deliverables, timelines and contractual obligations.
- Prepares and maintains accurate contract documentation, including contract agreements, change orders and amendments.
- Collaborates with project managers, contractors and subcontractors to ensure understanding and adherence to contract terms and conditions.
- Facilitates the preparation and submission of contract-related documents, such as requests for proposals, bids and qualifications.
- Coordinates and monitors progress and compliance with contractual milestones, including tracking deliverables, approvals and deadlines.
- Assists in the resolution of contract disputes and claims by conducting research, preparing reports and providing supporting documentation.
- Collaborates with the Finance department to ensure accurate and timely processing of invoices and payments related to contracts.
- Works directly with surety and insurance agency to obtain and maintain certificates of insurance and any project bond requirements.
- Monitors and tracks certifications such as SBE, GDOT, Utility Contractors License to ensure compliance and no lapse in certification.
- Monitors and tracks prequalification with general contractors to ensure no lapse in prequalification.
- Uses verbal and written skills to communicate effectively with a broad range of stakeholders. Coordinates and collaborates with other City Departments as well as external stakeholders (e.g., regulatory agencies, citizens, vendors, consultants, etc.) as needed to accomplish department objectives and initiatives.
- Represents the Division and the Department in various administrative and professional situations; prepares and provides recommendations; represents the department and provides recommendations to outside groups; provides briefings to City leaders. Monitors spending and budgets to ensure compliance with established rules and requirements and to evaluate budget status.
- Plans, conducts and presents at project related meetings. Coordinates design, specification and construction meetings; interfacing with key stakeholders including regulatory agencies, government (local, municipal, and federal).
- Operates a personal computer, fax machine, phone system, copier, engineers scale, architectural scale, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, geographic information system, and other system software utilized by the department.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's Degree in Engineering, Architecture, Construction, or closely related field and six (6) years of progressive experience that includes three (3) years of project management; and three (3) years of construction experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Project Management Certification by the Project Management Institute, or Certified Construction Manager or comparable organization preferred
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- Must have demonstrated experience or qualifications in at least three (3) of the following areas:
 - Owner's Representative
 - Environmental regulation and permitting
 - Construction Cost Estimating
 - Experience as responsible engineer for design of Capital Improvement Projects
 - Project Management Certification by the Project Management Institute, or comparable organization
 - Professional Engineering License
 - Master's Degree
 - Previous experience with EJCDC and AIA contracts (stipulated sum, cost reimbursable, and GMP).
 - Relevant software skills (e.g., presentation graphics, database, construction management, scheduling)
 - Demonstrated knowledge of MEP (Mechanical, Electrical, and Plumbing) systems and general building maintenance

Knowledge, Skills and Abilities:

- Knowledge of study, design, and construction theories, principles, practices and materials; principles and practices of project management standards and expectations
- Knowledge of current construction methods, materials, safety requirements, costs and cost estimating
- Knowledge of current and upcoming relevant local, regional, state and federal regulations governing design, construction, contracting, environmental, and safety measures.
- Proficiency with Microsoft applications such as Word, Outlook, PowerPoint, Excel, and Project
- Proficiency with project management and scheduling software
- Ability to read and interpret engineering/design plans and specifications, site plans, construction specifications, maps, and plats.
- Ability to develop and lead teams and work groups in the absence of supervision / subordinate relationships. Requires excellent written and verbal communication skills. Requires working effectively with individuals having different educational, cultural, and experience background.
- Must have excellent verbal, written and interpersonal communication skills with the ability to timely communicate project issues to the various project participants.
- Ability to manage several major projects simultaneously

- Experience managing construction projects including time and materials
- Knowledge of the public purchasing process
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; ability to perform calculations using algebra, trigonometry, and geometry; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures
- Experience managing projects funded by state or federal grants and agreements (preferred)
- Experience managing alternative project delivery including design-build (D-B), construction manager at risk (CMAR), Public Private Partnership (P3) (preferred)

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.