CONSTRUCTION ANALYST/CONTRACT SPECIALIST

Position Details
Class Code: 7714
Job Family: Business/Finance
Classification: Support Professional
Terms of Employment: Pay Grade 58 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary
Under general direction, responsible for contracts assisting the project manager in the monitoring of contracts in support of the building program in the Clark County School District Facilities Unit.

Essential Duties and Responsibilities
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Evaluates and monitors contract performance to determine necessity for amendments of extensions of contracts and compliance of contractual obligations.
2. Represents the District at pre-bid meetings and bid openings.
3. Represents the District at pre-construction meetings and conducts regular project meetings, as assigned, records meeting activities, and distributes records and reports.
4. Serves as liaison between Construction Management, Maintenance Department, school staff, architects, engineers, contractors, public utilities, and other
governmental agencies having jurisdiction on building program and construction issues.

5. Notifies administration the project manager and project architect or engineer of problems with construction procedures, materials, or workmanship.

6. Communicates and coordinates activities with staff to compile and generate reports.

7. Reviews submittals (i.e., services, materials, equipment, etc.) that deviates from contract specifications and delivery schedules and makes recommendations to the project manager for approval.

8. Analyzes price proposals, financial reports, and other data to determine reasonableness of prices.

9. Reviews change order proposals and makes recommendations to the project manager for approval.

10. Attends pay request review meetings to review progress of contractors and makes recommendations to the project manager for approval or disapproval of payment to contractors.

11. Visits project sites to assess progress for each project, as assigned.

12. Serves as District representative at construction site with contractors, architects, engineers, public utilities, other governmental agencies having jurisdiction, and the public.

13. Assists the project manager in monitoring warranty and guarantee items.

14. Reviews all construction logs and reports from inspectors, architects, engineers, testing agencies, contractors, etc., and advises or makes recommendations to the project manager.

15. Provides status reports for each project to the project manager.

16. Provides input for the evaluation of assigned staff.

17. Conforms to safety standards, as prescribed.

18. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves the responsibility of monitoring the building construction contracts between the District and contractors, architects, engineers, public utility companies, and other governmental agencies having jurisdiction for construction projects and ensures that contractual obligations have been achieved.
Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of construction procedures and practices.
2. Knowledge of and ability to recognize, understand, interpret, and apply all local, state, federal, and national codes, regulations, and requirements including, but not limited to: International Building Code (IBC), Uniform Mechanical Code (UMC), Universal Plumbing Code (UPC), National Fire Protection Association (NFPA), International Energy Conservation Code (IECC), Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA), American National Standards Institute (ANSI), etc.
4. Knowledge of construction management.
5. Knowledge of computer applications related to the development of plans, specifications, building construction, project scheduling, etc.
6. Knowledge of principles of public agency purchasing, contract development, and contract administrations and management.
7. Knowledge of construction and remodeling materials and techniques.
9. Ability to read, interpret, and understand construction drawing and specifications.
10. Ability to meet predetermined deadlines.
11. Ability to monitor multiple projects concurrently.
12. Ability to read and understand construction scheduling.
13. Ability to provide cost estimate information.
14. Ability to coordinate action to accomplish work objectives while exercising necessary flexibility.
15. Ability to contribute effectively to the accomplishment of division/District goals, objectives, and activities.
16. Ability to think logically, clearly, and independently.
17. Ability to supervise and evaluate employees.
18. Ability to work in confined areas.
19. Ability to withstand heights and perform work safely.
20. Ability to work cooperatively with employees, government agencies, public utilities, contractors, architects, and engineers.
21. Ability to recognize and report hazards and apply safe work methods.
22. Possess physical and mental stamina commensurate with the responsibilities of the position.
Position Requirements

Education, Training, and Experience
High School graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.); plus, eight (8) years construction project management experience; or,

Bachelor’s degree from an accredited college or university in building technology with emphasis in construction management, building inspection, architecture, or engineering; plus, four (4) years construction project management experience which includes experience with personal computer (PC)-based project management and scheduling software.

Licenses and Certifications
1. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications
1. Bachelor’s degree from an accredited college or university in building technology with emphasis in construction management, building inspection, architecture, or engineering; plus, five (5) years construction project management experience.
2. Construction Specifiers Institute, Construction Document Technologist (CDT) certification.

Document(s) Required at Time of Application
1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript, if applicable.
3. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicle.
5. Specific documented evidence of training and experience to satisfy qualifications.
Examples of Assigned Work Areas

Clark County School District facilities – school campuses, offices, existing buildings under renovation, school mechanical equipment rooms, playgrounds, including proposed and actual construction sites (trenches, chase ways, etc.).

Work Environment

Strength

Strength: Medium – exert force 25-50 lbs., occasionally; 10-20 lbs., frequently; or up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, lifting, carrying, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate - controlled office setting with temperatures ranging from mild to moderate cold/heat and outside weather conditions traveling to and from District facilities. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicle, code books, architects scale, engineers scale, scientific calculator, magnifying glass, audio/video recorder, PC-computer, construction drawings, specifications, ladders, personal protective equipment, etc.
AA/EOE Statement
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information
- Revised: 02/12/20
- Created: 07/18/16