PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for the preparation, review and coordination of contract procedures for engineering construction projects, ensuring compliance with applicable laws and ordinances; and performs other related duties as assigned.

ESSENTIAL TASKS:
• Prepares and reviews bid and contract documents
• Monitors and analyzes contracts to determine compliance with specifications of engineering project requirements
• Monitors and analyzes contracts for compliance with various deferral, state, and local regulations, laws, and ordinances
• Prepares and processes contract change orders and amendments while ensuring compliance with all requirements
• Coordinates contract addendums and notifies all parties prior to closing of bids
• Coordinates with design and inspection personnel on all matters relating to contract procedures
• Processes partial payment estimates to contractors
• Sets time schedules for entire bidding process
• Serves as liaison between the City and various contractors on matters relating to proper contract preparation
• Prepares plans and writes specifications for small engineering projects
• Attends and conducts meetings and conferences
• Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Must meet one of the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Completion of sixty (60) hours from an accredited college or university; and, (b) Five (5) years of experience relevant to the essential tasks listed in this job description; or

2. (a) Completion of one hundred twenty (120) hours from an accredited college or university; and (b) Three (3) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:
• Considerable knowledge of contract management principles and practices
• Considerable knowledge of federal, state and local laws pertaining to the awarding of contracts for engineering projects
• Considerable knowledge of contract preparation procedures
• Good knowledge of legal terms and general business procedures and practices

Ability to:
• Analyze and interpret legal contracts for construction and acquisition of public projects
• Communicate effectively in both verbal and written form
• Operate computer software for word processing and spreadsheets
• Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing and pulling up to 50 pounds; subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class “D” Driver License.

WORKING ENVIRONMENT: Working environment is indoors in an office setting and outdoors in inclement weather.

EEO Code: N-02
Group: Engineering, Planning, and Technical
Series: Subprofessional Engineering and Technical