Construction Contract Administrator

Job Code 00007238

General Description
Responsible for planning, estimating, directing, scheduling, inspecting and coordinating construction activities of campus facilities, renovation and maintenance projects to ensure objectives are met within prescribed time frame and funding parameters.

Examples of Duties
Manage, monitor and direct contracts with contractors, architects, engineers, consultants for assigned projects.
Plan, design, schedule and estimate various requests for new construction projects, facility modification/renovation or major maintenance.
Develop specifications for goods and services by researching vendor data and referencing applicable codes, regulations and standards.
Analyze project requests.
Prepare project contract documents including contract change orders and addendums.
Meet with project requesters, interpret requests for feasibility, and prioritize projects.
Assist in developing various reports, plans, budgets, and schedules.
Keep projects current in OFPDC.
Prepare plan review documents.
Coordinate activities of Physical Plant labor and resources to support projects.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: construction trade standards, codes, regulations, and laws; university standards and construction materials; project sequence; designing and CADD software; engineering practices and principles and mechanical theory; planning, estimating, drafting, and inspection; basic math.

Skill in: interacting courteously with often hostile members of the public; interpreting requests from a wide variety of clients; directing the work or others; negotiating; mediating disputes among others; establishing rapport with a variety of clients; working as a team member; building trades software; prioritizing workload; problem solving and decision making.
Ability to: read and interpret contract documents, technical manuals, complex schematics, blue prints and other instructions; identify poor workmanship; prepare clear, concise, grammatically accurate documentation and correspondence; communicate effectively; assess renovation and major maintenance project scope.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements