

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Facilities Contract Supervisor	REPORTS TO:	Deputy Chief Fac. Officer
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	048 Supervisors'
ISSUED:	October 29, 2003		

BASIC FUNCTION:

Manage contract administration activities and staff associated with the development and negotiation of multiple public works construction and professional services contracts.

REPRESENTATIVE DUTIES: (incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Supervise construction contract procurement process, including contractor pre-qualifications, contract bid packages, design build contracts, construction management agreements, Request for Qualifications, Request for Proposals, bid openings, bid evaluations, and award recommendations. **E**

Supervise development and administration of all documents for the bidding process, work authorizations, addendums, bonds, change orders, stop notices, escrow account processes, subcontractors, Division of State Architect processes, application for payment and invoice processing, warranties, and contract closeout; develop new and revise existing complex and difficult contract terms and conditions; supervise distribution of plans, specifications, addendums, and any other documents required in the bidding process. **E**

Negotiate agreements with contractors for sole source procurement and services and declared emergency construction services. **E**

Negotiate directly with firms and resolve major contractual issues. **E**

Oversee verification of appropriate bonding and insurance coverage secured by contractors and the maintenance of those records. **E**

Manage, direct, and supervise the negotiation, daily administration, and review of contracts for professional services to ensure compliance with policies and procedures. **E**

Develop and implement goals, objectives, policies, procedures, and internal controls. Prioritize, oversee and develop Requests for Proposals (RFP), and Requests for Information and Qualification (RFIQ) processes and other contract management related functions for professional services contracts. **E**

Analyze issues, prepare reports and recommendation regarding technical and project specific contractual matters to the Board of Education and various committees. **E**

Work closely with District legal staff to create new or custom construction contract terms and conditions, and resolve bid irregularities and bid protests. Consult with legal counsel regarding issues such as claims and law

revisions. Analyze and interpret provisions of federal and State regulations and Education Code sections pertinent to contracts and agreements and review with legal counsel, as appropriate. **E**

Develop and maintain computer database files for tracking contracts and expenditures and other contract related files and reports. **E**

Review technical specifications relative to contracts; provide technical expertise, information and contract administration assistance to district administrators, personnel and outside organizations regarding public works construction contracting laws and regulations and departmental procedures and requirements, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. **E**

Select, train, and evaluate assigned staff performance. **E**

Train staff and conduct in-service training programs related to contract administration activities. **E**

Attend Senior Management (Chief Facilities Officer) meetings weekly. **E**

Work directly with Labor Compliance to ensure any issues are resolved prior to issuing contracts or making invoice payments. **E**

Coordinate with departments to manage business Outreach efforts to encourage business participation in contracts with the District. Provide outreach services for the District's MBE/WBE and DVBE contractors. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Any combination of experience, education and/or training equivalent to a Bachelor's degree from a recognized college or university, preferably in business or public administration, materials management, school business administration, law, or a related field, and four years of recent, directly related experience in contract administration in a large public agency construction or facilities environment, including the negotiation, development, and administration of contracts. Experience must include two years of supervisory experience that involved the development and administration of contracts.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver License.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Legal and construction industry terminology related to public works construction contract administration.
Principles and practices of contract administration.
Provisions of federal and State regulations and applicable codes pertaining to public agency bidding and contracting requirements, surety bonds, and insurance.
Regulations governing contractor licensing requirements.
Principles of organization, personnel management.
Knowledge of cost and price analysis as it relates to contract negotiation and preparation.
Computer applications on a wide variety of tasks.
Record keeping techniques.

ABILITY TO:

Exercise good judgment in making decisions.

Develop and implement goals, objectives, policies, procedures, and internal controls.

Recognize, analyze, and deal effectively with problems and issues.

Prepare comprehensive reports and write clearly, concisely, and convincingly.

Communicate effectively, orally and in writing.

Establish and maintain effective working relationships with others; interact effectively with administrators and other District personnel.

Work well under pressure of multiple priorities and short deadlines.

Work with a variety of computer systems.

Supervise, train, and evaluate the work of direct and non-direct reporting personnel.

Write contract terms and conditions and specifications.

Assign work and supervise staff; prioritize and schedule work.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6565

PH