

POSITION DESCRIPTION**GE-21****Town of Needham****Contract Administrator****10/2016*****Duties:***

Under the general supervision of the Town Engineer, the incumbent will develop and coordinate all of the non-operational components of a wide range of projects at the Department of Public Works, including providing a liaison with utility companies and ensuring compliance with all notifications and hearings, coordinating and facilitating neighborhood meetings, tracking project milestones, determining applicability of environmental requirements, coordinating public shade tree hearings, coordinating and tracking notices in newspapers and in the Central Register, newspaper advertising, coordinating and facilitating pre-bid meetings, site visits and bid openings, overseeing bid review and qualification determinations, developing canvass and award notices, developing contracts and specifications, coordinating contract signing and awards, coordinating pre-construction conferences, detour plans and notices, and abutter notification, monitoring construction schedules, processing payment requisitions and change orders, monitoring compliance with contract documents, and project close-out.

Coordinate project schedules, developing work procedures consistent with Town policies, and supervising work performed by consultants or contractors in order to meet established goals, objectives, and target dates. Serve as primary contact person for the Town relating to programs or projects with representatives of federal and state government, and the public.

Recommend revisions to Town policies and procedures by evaluating their impact on programs or project activities in order to increase the effectiveness of the program or project operations. Assist in preparing budget requests for the assigned program or project by projecting resource needs and preparing required documentation. Prepare grant applications for design and construction projects.

Assist with personnel functions for the assigned program or project by participating in interviewing and recommending the hiring of new staff members, recommending and arranging for training, evaluating staff performance, and recommending disciplinary action if appropriate to ensure adequate and competent staffing.

Perform related duties such as conducting and attending meetings, preparing written instructions, resolving disputes, and preparing narrative and statistical reports. Major work contacts are with contractors, consultants, municipal staff, representatives of various federal, state and municipal agencies, representatives of various utility companies, and the general public.

Basic Knowledge:

Duties require intensive knowledge of specialized fields and a broad knowledge of municipal functions or activities equivalent to completion of four years of college in a related engineering or construction discipline. Computer skills are required.

Experience:

Duties require five to seven years of relevant professional experience.

Independent Action:

Incumbent functions independently within the scope of Engineering Division policies and procedures. Refers to Town Engineer for approval of engineering projects/plans.

Supervisory Responsibility:

Incumbent provides functional supervision for any employees assigned to the program/project on a temporary basis.

Physical and Environmental Standards:

- Regular interruptions to assist customers.
- May spend extended periods of time at terminal, on telephone, or operating other office equipment requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Duties may require frequent periods inspecting in non-office environments including construction sites, garages, water supply stations, sewer facilities, landfills, parks, and recreation areas.
- Some exposure to high noise and vibration levels from heavy equipment.