

LEWIS & CLARK REGIONAL WATER SYSTEM POSITION DESCRIPTION

JOB TITLE: Construction Administrator **CLASSIFICATION:** Exempt
APPROVED: 6/10/06
UPDATED: 7/27/17
SALARY RANGE: \$56,139 - \$79,747

SUMMARY

Performs skilled and technical work in the administration and coordination of projects and contracts associated with the design and construction of the Lewis & Clark Regional Water System (L&C). Responsible for assuring compliance with federal, state and local rules, standards, codes and contractual provisions. Point person in working with utilities on contracts and services. Point person on staff with regard to working with the “Land Team” on easement and land acquisition, which includes various consultants and agency officials. Main contact to address landowner concerns or questions.

ACCOUNTABILITIES

Supervision Received: Reports to the Executive Director.

Supervision Exercised: Has no regular supervisory responsibility over L&C employees but provides direction to consultants as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate project planning, zoning and development activities with engineering team. This includes attending planning meetings as representative of L&C to review plans and specifications for each project, and to provide input /suggestions/ recommendations to engineering team regarding implementation of design proposals prior to submittal for review and approval, and again prior to advertisement for bids.
2. Prior to construction, work with engineers and attorneys to ensure appropriate contracts, bonds, insurance and agreements are in order. Assist the engineer as needed in providing information to the contractor on permitting requirements and pertinent landowner information. Maintain detailed records throughout the construction process.
3. Work with engineers to monitor all aspects of the construction progress to ensure project is built according to specifications, on schedule, and within budget, which includes regular on-site construction visits. Identifies and prioritizes issues and ensures contractors and engineers are fulfilling their contractual obligations. Serves as a liaison between the contractors and engineers, aiding in problem solving and trouble shooting to address issues as they arise.

4. Responsible for ensuring that all processes and procedures are documented and adhere to the requirements of the Cooperative Agreement for the project, as well as applicable regulations and prepares reports and correspondence with regulatory agencies at the federal, state and local level.
5. Responsible for administering funding agreements with the states.
6. Responsible for property insurance coverages to ensure L&C is adequately covered.
7. Responsible for utility agreements, including WAPA.
8. Responsible for working and coordinating with townships, counties and municipalities.
8. Keeps Executive Director informed of status of design and construction activities and provides recommendations regarding decisions and direction required for contract compliance and completion, including recommendations to Construction-Operations Committee and/or Board of Directors.
9. Tracks payments, changes orders, completion dates and other contract provisions, including review of pay requests and invoices prior to payment.
10. Assist in prioritizing projects in regard to schedule and budget, and work with staff, consultants and agency officials to prepare construction budgets for proposed construction projects.
11. Represents Lewis & Clark at various events and meetings, which includes some public speaking in small and large group settings.
12. Oversee and coordinate easement and land acquisition activities with the "Land Team," which includes various consultants and agency officials. Maintain updated landowner files, notes and records.
13. Responsible for carrying out special projects as needed, which can be related to construction, administration, federal funding, state funding, agreements and local member issues.
14. Provide thoughtful advice, suggestions and ideas for consideration.
15. The foregoing statements describe the principle functions of this position, but shall not be construed as an exclusive listing of all inherent requirements for the position.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and data base software; calculator; telephone; copy machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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

Work is performed in an office and outdoor settings. While performing the duties of this job, the employee is required to sit, talk, hear, stand, walk, stoop, kneel, crouch, crawl, reach with hands and arms, and to handle objects.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will work in a typical indoor office and in outside weather conditions. Typical construction noise levels at the project site should be expected. The noise level in the office is usually low.

JOB REQUIREMENTS

Desired Minimum Qualifications

Education and Experience:

1. Graduation from a high school or GED, supplemented by two years of related technical or college training in construction, engineering technology, civil engineering or a closely related field; and
2. Minimum of five or more years related experience; or
3. Any equivalent combination of education or experience.
4. Project management and/or civil engineering background is preferred but not required.

Knowledge, Skill and Abilities:

1. Knowledge of project management and civil engineering principles, practices and methods as applicable to water system setting; working knowledge of applicable laws, standards and regulations in relation to construction, inspection, safety and traffic control; considerable knowledge of public works inspection methods.
2. Ability to read and interpret construction drawings, plans and specifications.
3. Ability to prepare, organize, file and maintain field ~~inspection~~ and office data, reports and systems; ability to perform required mathematical computations; ability to communicate technical information, orally and in writing, to contractors, employees, consultants and other governmental agency representatives.
4. Ability to address and provide feedback on a wide and diverse variety of special projects and issues that arise.

5. Strong written and verbal communication skills, including the ability to hold others accountable when needed.
6. Strong organizational skills.
7. Ability to work well with others in a team environment.
8. Attention to detail and accuracy.

Certification

Must possess a valid driver's license

SELECTION GUIDELINES

Formal application, review of education and experience, interview, reference check and applicable background checks.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPLICATION

Please submit a cover letter, resume and three references by mail or e-mail by Friday, August 18, 2017 to:

Troy Larson
Executive Director
Lewis & Clark Regional Water System
46986 Monty Street
Tea, SD 57068

tlarson@lcrws.org