

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CONTRACT ADMINISTRATOR**  
**DATE: APRIL 17, 2019 (Revised)**

**JOB CODE: 0085**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEO**  
**FLSA STATUS: EXEMPT**  
**EEOC CODE: PROFESSIONALS**

**JOB SUMMARY**

Under administrative direction, develops, manages and coordinates assigned construction projects.

**SUPERVISION RECEIVED**

Reports to: Construction Manager

**DISTINGUISHING CHARACTERISTICS**

Differs from Construction Manager in that Contract Administrator performs professional level construction project management and contract administration work while Construction Manager oversees all activities associated with assigned construction projects, including contract administration, project management, surveying, and inspections.

**EXAMPLES OF ESSENTIAL DUTIES**

- Administers and facilitates assigned construction projects
- Writes Request-For-Proposals (RFPs) and Request for Council Action (RCAs)
- Evaluates professional service consultant proposals, issues and monitors task orders for various project assignments
- Oversees day-to-day construction administration activities for both City and outside agency projects
- Researches, analyzes data and monitors City's adherence to government required codes and regulations
- Approves progress payments and other disbursements
- Visits construction sites to ensure compliance with provisions of contracts

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CONTRACT ADMINISTRATOR**

**DATE: APRIL 17, 2019 (Revised)**

- Interfaces with Public Works Inspectors to ensure contractor work is compliant with plans and specifications
- Evaluates and monitors schedules, budgets and estimates
- Authorizes and processes extra-work, time-and-material directives issued to contractors
- Documents, prepares, reviews, and presents justifications for change order requests to Construction Manager for approval
- Negotiates and resolves construction disputes; makes on-site inspections
- Coordinates contract administration activities and maintains communication with stakeholders, including other departments, contractors, and various agencies
- Develops and implements performance measurement reports for monitoring projects
- Performs project risk assessments, mitigation and monitoring to evaluate consequences of changes either in design or construction and advises as appropriate
- Interfaces and coordinates with design for assessing existing utilities during design and their relocation prior to construction
- Interfaces and coordinates with utility companies on capital improvement projects with established underground utility districts
- Represents department at various public outreach and town hall meetings with residents and businesses
- Prepares reimbursement reports for various founding agencies; monitor projects for adherence to Federal and State labor laws
- Reports to work as scheduled and works various hours, including nights and weekends as deemed necessary by manager/supervisor to conform with changing priorities and meet deadlines
- Travels to construction sites and other locations during the course of work
- Maintains regular and consistent attendance record
- Performs related duties and responsibilities as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CONTRACT ADMINISTRATOR**  
**DATE: APRIL 17, 2019 (Revised)**

**Knowledge of:**

- Principles and practices of construction management and contract administration
- Applicable local, state, and federal laws, codes, ordinances, rules and regulations governing public works construction projects
- Correlating American Public Works Association (APWA) Greenbook and Caltrans standard specifications;
- Scheduling practices
- Modern principles of civil engineering principles and design applicable to construction projects
- Street, highway, traffic control, water and sewer construction and maintenance practices;
- Conflict resolution techniques

**Ability to:**

- Oversee and manage public works construction projects
- Interpret and apply construction management policies, procedures, laws, rules and regulations and administrative and departmental policies and procedures
- Insure that all phases of a project are completed in a timely manner and comply with specifications, timetables and financial guidelines
- Work independently while exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs
- Research, collect, compile, and analyze information and data
- Maintain and update records, logs and reports
- Understand and follow verbal and written instructions
- Communicate clearly and concisely, both orally and in writing
- Operate a variety of office equipment including computers and associated business software applications.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
- Travel to offsite locations within a reasonable time frame

**Education:** Bachelor's degree from an accredited college or university in construction management or other related field.

**Experience:** Three years' professional experience in construction project management or contract administration.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: CONTRACT ADMINISTRATOR**  
**DATE: APRIL 17, 2019 (Revised)**

**Licenses/Certifications:**

A valid California Class C driver license with an acceptable driving record required at time of hire and throughout employment.

Certification as a Professional Construction Manager preferred.

Registration in the State of California as a Professional Engineer desirable.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice Program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must be able to work in and around bodies of water, including the ocean, lakes, and storm-water discharge systems. Must utilize approved safety equipment and protective gear, including but not limited, hard hats, respirators, life vests, and/or hearing protective devices. Requires near vision in reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. May require walking on uneven ground and working around machinery, fumes, dirt and gas and in varying temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.