



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

CONSTRUCTION CONTRACTS TEAM MANAGER

Group-Section: Engineering Services Group - Program Management Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 065 Job #: TM064
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JOB SUMMARY

Responsible for development of construction specifications and construction contracts, preparation of construction cost estimates, construction contract administration, and contract bidding and award functions.

OVERSIGHT

Oversight Received: Receives direction from the Unit, Section, and/or Group Manager.

Oversight Given: Manages and supervises a staff of professionals and technicians.

JOB DUTIES

Common job duties for team managers:

1. Supervises staff including selection, assignment, and monitoring of work, coaching, mentoring, counseling, and performance assessment; determines priorities and aligns workload; reviews work for thoroughness, adherence to applicable standards, constructability, and accuracy; assesses employees' competencies and develops training plans; trains subordinates in applicable techniques and methodologies; and ensures staff compliance with applicable health and safety standards and requirements.
2. Provides general administration of the organization including establishing and tracking organizational goals and objectives; analyzes organizational activities and prepares reports; develops and monitors the budget; evaluates resource needs and prepares staffing and consulting requests; provides input regarding policy and procedures; and reviews and approves time, reimbursement requests, and purchases.
3. Leads staff in development of organizational vision, strategies, goals and objectives for customer support and service; plans, develops, and approves schedules, priorities, and standards for achieving organizational goals; and reviews and reports on status of all organizational activities.
4. Meets with key customers to work on projects and initiatives and supports applicable customer satisfaction feedback mechanisms.
5. Performs other related duties as required.

Duties specific to this position:

1. Manages development of construction specifications and contracts; advises staff on potential construction contract issues; develops changes to standard contract documents; oversees ongoing development of standard specifications; oversees the compilation of contract and engineering issues to address in specifications; and oversees preparation of construction cost estimates based on final design documents.
2. Manages and administers construction contracts through subordinates; processes monthly payments on all contracts; evaluates and certifies change orders; prepares project correspondence; negotiates and resolves contract claims; certifies notices of completion on behalf of Metropolitan; and reviews and submits monthly reports on construction progress.
3. Prepares, negotiates, and manages professional services and consultant agreements; prepares scope of work in requests for proposal; evaluates and selects consultants for professional services; administers and tracks consultant performance; and audits work for compliance and approves contracted work.
4. Provides expertise and advice on contract matters; advises management of options and risks on issues involving public contracts; consults and advises project managers and field inspection staff on contract matters; analyzes proposed legislation relevant to public contract matters and provides comments and recommendations; reviews draft contracts for consistency with past practice and to identify inappropriate contract risks; responds to questions regarding regulations, laws, project issues, and project status.
5. Performs special assignments; meets and coordinates with external regulatory agencies; and works with General Counsel on issues related to project claims.
6. Performs other related duties as required.

EMPLOYMENT STANDARDS MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university with a major in engineering or related field, and ten years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university with a major in engineering or related field and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of (common for team managers): Management and supervisory methods and techniques; principles of organizational and strategic planning; team building; personnel and general disciplinary policies and practices; relevant federal, state, and local laws; principles of budgeting, cost monitoring, and accounting; project management including planning, scheduling, and costing; report writing; performance measurement tools and metrics; policies and procedures related to procurement, contract administration, and other business activities; Metropolitan organizations; and Metropolitan facilities and operations.

Required Knowledge of (specific to this position): Principles of construction contract law; policies and procedures related to procurement; construction contract specification development; methods of construction; construction cost estimating; construction materials and equipment; state construction laws and building codes related to public works projects; contract administration; construction engineering; value engineering; and other business activities.

Required Skills and Abilities to (common for team managers): Lead a diverse work force; resolve organizational and resource problems; perform financial analysis; plan, organize, and evaluate the work of subordinates and/or project team members; mentor, develop, and motivate staff; determine training needs of staff; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business and project management applications and methodologies; communicate orally and in writing on administrative and technical topics; negotiate and build consensus; exercise judgment and discretion; devise long-term planning strategies; prepare reports and presentations for all levels of management; interpret and analyze results; interpret policies, rules, and regulations relative to the section and group; and represent Metropolitan on various business transactions as needed.

Required Skills and Abilities to (specific to this position): Interpret and analyze construction contracts, plans, and specifications; advise staff on potential construction contract issues; develop changes to standard contract documents; negotiate and resolve contract claims; and advise management of options and risks on issues involving public contracts.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

- License in good standing as a California Professional Engineer

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

MWD

Metropolitan Water District of Southern California

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. The work environment may require some exposure to outside elements. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements

Job Title: Construction Contracts Team Manager

Job Code: TM064

Adopted: 04/07/05

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