

# CALLEGUAS MUNICIPAL WATER DISTRICT

## JOB DESCRIPTION

### Job Title: DEPARTMENT ADMINISTRATOR II

Department: Engineering

FLSA Status: Non Exempt

Reports to: Manager of Engineering

Position Type: Full Time

Revision Date: October 2013

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### POSITION SUMMARY

Under supervision serves as a construction project administrator in the Engineering Department; to manage the administrative aspects of construction and design projects, including preparation of complex spreadsheets for monthly payments, preparation and tracking of correspondence and legal documents, coordination with contractors and outside agencies, and related work as required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This is an experienced level position performing construction project administration work. Incumbent works under minimal supervision, performing a variety of complex tasks associated with documentation required for management of consultants and contractors performing work on District Capital Projects. An incumbent is expected to understand the policies and procedures of the Engineering Division and the administrative procedures for public agency construction projects.

#### Examples of Duties

- Assures that administrative paperwork associated with construction projects is prepared correctly and in a timely manner.
- Provides administrative support for the Manager of Engineering, project managers, and inspectors.
- Maintains and updates a tracking checklist of more than 100 items for each ongoing construction project.
- Prepares correspondence, agreements, change orders, bonds, Board resolutions, legal notices, and standard forms and templates for construction projects.
- Coordinates advertising of projects with plan rooms and newspapers.
- Sells plans and specifications and maintains a list of plan holders.
- Responds to telephone inquiries related to capital projects.
- Maintains files and associated database for capital projects, right-of-way, water quality, and miscellaneous technical categories.
- Prepares electronic (PowerPoint) presentations for Manager of Engineering and project managers.
- Downloads and maintains electronic files of digital construction photographs.
- Prepares financial reports on capital projects for the Board of Directors and outside agencies.

## **Calleguas MWD**

Department Administrator II

- Prepares spreadsheets for monthly progress billings for contractors and maintains up to date records on stop notices, change orders, retention, and other withholdings.
- Verifies and tracks Engineering Division invoices using the District's software system.
- Confirms plans and specifications by inserting addenda in the proper places in the documents.
- Maintains records on the status of insurance certificates for all contractors and consultants and coordinates as needed to keep paperwork up to date.
- Updates and maintains the Engineering Division's Contract Administration Procedures Manual.
- Orders office supplies and inspection tools for the Engineering Division.
- Arranges meetings by reserving rooms, preparing and mailing agendas and minutes, providing refreshments as needed, and setting up a computer projector.
- Performs various secretarial tasks such as proofreading, organizing and delivering mail, copying, and typing.

## **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

### Education and Experience:

- Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.
- Completion of high school diploma or GED and five years of work performing administrative tasks, including three years of work performing administrative tasks associated with construction projects.

### Knowledge of:

- Policies, procedures, and operations of the District and in particular the functions of the Engineering Division.
- Administrative procedures associated with public agency construction projects.
- Spreadsheet, word processing, presentation, time management, and digital photograph software.
- Modern office methods, procedures, and equipment.
- Filing methods and recordkeeping systems.
- Basic mathematics.
- Correct English usage, spelling, grammar and punctuation

### Skills:

- Perform a variety of office support and program support assignments with minimal supervision.
- Spell correctly and use good grammar and punctuation.
- Organize large volumes of technical and legal paperwork.

## **Calleguas MWD**

Department Administrator II

- Make basic arithmetical computations.
- Follow oral and written directions.
- Operate a computer using the following software programs: spreadsheet, word processing, presentation (such as PowerPoint), time management (such as Outlook), and digital photography.
- Operate a variety of office equipment.
- Interface with others to obtain or exchange information.
- Prioritize assignments and
- manage a variety of complex tasks.
- Effectively maintain good relations in a professional manner during public contacts.
- Establish and maintain cooperative working relationships.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises the Engineering Administrative Assistant and all interns working in the Engineering Department. Responsibilities include interviewing, recommending, training employees; planning, assigning, and directing work; writes annual performance reviews, rewarding and disciplining employees; addressing complaints and resolving problems. Prepares schedules, verifies time sheets and approves overtime when necessary.

### **EQUIPMENT TO BE USED**

Must be able to operate a District vehicle, computer and standard office machines such as fax, computer, calculator, telephone, copiers etc.

### **PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Physical:

- Requires sitting, standing, bending, and reaching; talk or hear, in person, in meetings and by telephone.
- Requires manual dexterity and use hands and fingers to handle and feel sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers etc.
- Requires normal range of hearing. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. May require lifting up to 25 pounds

#### Mental:

- Required to use written and oral communication skills; read and interpret complex data, information and documents;
- Required to analyze and solve problems;
- Required to observe and interpret people and situations;

**Calleguas MWD**  
Department Administrator II

- Required to use math and mathematical reasoning; learn and apply new information or skills;
- Required to perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines;
- Required to interact with District executives and managers, District board members, other governmental officials, employees and the public.

## **WORK ENVIRONMENT**

The work environment characteristics are those generally encountered in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet. Employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

## **SPECIAL REQUIREMENTS**

- Possession of a California Operators license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- The applicant will agree to authorize background reference checking with past employers and personal references.
- The applicant or incumbent will agree to submit to and must pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District.