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**TITLE: Contracts Coordinator**

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**DEPARTMENT: Planning & Development**

**FLSA: Exempt**

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**THIS JOB POSTING WILL EXPIRE ON OCTOBER 13, 2017**

### **GENERAL SUMMARY**

This is a position responsible for the administration of contractors and consultants contracts in regards to all design and development of Construction Projects on Airport land. This employee communicates with vendor representatives, engineering and financial staff to prepare appropriate contract documents in consultation with the Planning & Development Department and continuously monitors the contracts. Additionally, the position provides support and problem resolution assistance to contractors and consultants and the Engineering, Planning, and Environmental Departments. This person is responsible for assisting with the development of Board Papers, Agenda Items and all Capital Improvement Project (CIP) payments.

### **ESSENTIAL FUNCTIONS**

- Approve all invoices related to professional services and construction
- Assist in preparing estimates for changes in the work including review of change order requests from subcontractors
- Study contract drawings, specifications and shop drawings to ensure proper coordination and installation
- Assist in the maintenance and updating of contract documents, electronic web based documents and project logs
- Assist in the preparation of final records for the project including close-out documents, O/M manuals, etc.
- Works with supplier diversity to create XBE report
- Act as liaison with architects, subcontractors, consultants, suppliers and inspectors
- Have general knowledge of all general contract and subcontract documents, as well as the job estimate.
- Oversee the close-out process. Gather records such as RFI's, close-out records, warranties, as-builts, operation and maintenance manuals, attic stock, spare parts and evaluate information to ensure compliance with contract documents
- Prepare and monitor all AIP grants
- Knowledge of engineering and construction activities
- Track all CIP payments by means of a computer system

- Secure, maintain and informally update all CIP Project Files
- Assist with producing and distributing all legal and other contract notifications
- Ability to work in a fast pace environment
- Perform any other function assigned

### **MINIMUM REQUIREMENTS**

- Graduation from an accredited two or four year college with major course work in business administration or any combination of education and/or with formal engineering/architectural/building construction experience that provides the knowledge, skills, and ability to perform the duties of Contracts Coordinator
- Intermediate knowledge of computer based software (i.e Microsoft word, Excel, Outlook, etc.)
- Must have a valid driver's license and a good driving record
- Effectively communicate and comprehend English, both orally and in writing

### **PHYSICAL REQUIREMENTS**

- Ability to operate a motor vehicle
- Ability to operate a computer keyboard/calculator
- Ability to operate office equipment
- Ability to climb stairs
- Ability to walk, sit, stand, stoop, bend
- Ability to see, hear, talk, write
- Eye/hand coordination
- Ability to file and store

### **COGNITIVE TASKS**

- Read and comprehend
- Comprehend, retain and follow oral and written instructions
- Exercise good judgment
- Set priorities
- Effectively communicate
- Calculate and count
- Analyze and organize
- Listen
- File/sort

### **WORK ENVIRONMENT**

- Primarily the position will work in an office
- Work with Planning & Development, Consultants, Contractors and Finance

**SALARY AND BENEFITS**

The annual salary for this position is \$45,000. Also included is an excellent benefits package.

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