

<b>Job Class Code: 2585</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION**

The purpose of the job classification (class) is to provide management and guidance for the preparation and compliance of contracts in assigned area. The job class is responsible for preparing related contract information and correspondence, coordinating for project accomplishment, reviewing and approving payments and contract modifications, and ensuring contract compliance. The job class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Reviews and designs contract specifications to ensure compliance for projects in assigned area.
- Prepares, approves, evaluates, and maintains related contract information such as correspondence, reports, project invoices, contract modifications, proposals, and/or budgets.
- Completes engineering functions such as inspecting project sites, estimating project costs, and managing the progress of projects.
- Coordinates project implementation by interacting with the various parties involved and makes recommendations for engineering and project success.
- Researches and negotiates techniques for project planning, accomplishment, and problem resolution.
- Investigates and responds to inquiries and concerns for contractors, staff, the general public, and other organizational agencies.
- Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills.
- Performs related tasks as necessary such as training and supervising subordinate staff.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of principles of logical thinking and scientific, legal, administrative, professional, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
<b>Mathematical Requirements</b>	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, concepts of analytic geometry, differentiation and integration of algebraic functions, or statistics applying such functions as frequency distribution, reliability, validity and correlation techniques; may use advances mathematical concepts and models.
<b>Language Requirements</b>	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports.
<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of a scientific, engineering, or legal nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems.

<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.
--------------------------------------	--

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in construction, civil engineering, or closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this job class requires a minimum of six years of relevant, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Depending on position, State and/or City certification(s) and/or a Professional Engineer or Architect License may be required.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.
--

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*