

ENGINEERING CONTRACT PROCEDURES ASSISTANT

Code No. 4-14-162
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position, located at the Monroe County Water Authority, is responsible for assisting with the implementation and monitoring of engineering and construction contracts and providing office support to engineering staff. Duties include ensuring contracts are implemented in accordance with Monroe County Water Authority's policies and procedures, tracking documentation through contract execution, and related recordkeeping. Other duties include compiling and entering a variety of data into spreadsheets and databases, typing, meeting minute preparation, solving complex clerical problems and maintaining filing systems. This position does not involve field work. The employee reports directly to, and works under the general supervision of a Civil Engineer-Water Distribution or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists with the processing and tracking of contract submittal packages, ensures related documentation is accurate and forwards various contract documentation to engineers, contractors, construction inspectors and administrative staff;

Creates and formats legal documents, with input from engineers and other staff and checking and referring to other documents, and after ensuring documents read correctly forwards to attorneys for input and correct legal terms;

Creates and formats certifications, authorizations, forms and other related paperwork;

Writes and formats grant applications and compliance materials;

Creates and types materials from copy, rough draft, or other instruction including confidential materials;

Proofreads typewritten material for sense, consistency, and quality as well as spelling, grammar and punctuation;

Guides office clerks in the performance of routine phases of work;

Assists with tracking project schedules, permit status, and adherence to contract insurance requirements and policies;

Maintains records and reports for Minority and Women Business Enterprise participation on engineering capital improvements and accuracy;

Manages the maintenance of filing systems;

Maintains files relating to construction documents such as daily reports, field books, record drawings and job site meeting minutes;

Obtains and provides construction contract and project information to the public, engineers and contractors;

Enters and extracts data and information from multiple databases for reporting and compliance purposes;

Checks lists, documents and applications for completeness and accuracy;

Attends meetings and writes meeting minutes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONNEL

CHARACTERISTICS: Good knowledge of office terminology, procedures, practices and equipment, and as it relates to the engineering field; good knowledge of water works construction terminology; good knowledge of English grammar and spelling; good knowledge of effective recordkeeping techniques; working knowledge of departmental organization, laws, policies and regulations; working knowledge of civil engineering and construction project terminology; ability to utilize a personal computer for word processing documents and spreadsheet creation, and database entry; ability to discuss and explain construction contract and Minority and Women Business Enterprise information to a variety of professionals and the public; ability to comprehend and implement complex oral and written instructions; ability to perform basic mathematical computations (addition, subtraction, multiplication and division); ability to read and understand reports; ability to solve complex clerical problems; ability to manage and maintain filing systems and keep accurate records; ability to conduct searches from various sources; ability to write and type communications; ability to create mathematical and standardized reports; ability to operate standardized office equipment; ability to deal with the public in a professional manner; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years paid full-time or its part-time equivalent experience in an office management or clerical support position in a civil engineering or construction project environment, both of which must include utilizing a database;
- (B) Six (6) years paid full-time or its part-time equivalent experience as defined in (A) above;
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: February 7, 2013