



CLASS TITLE | PUBLIC WORKS CONTRACTS COORDINATOR

PAY GRADE: EX-36 | www.cityoftulsa.org/pay

Class Code: 2023

Effective Date: 04/26/2023

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for the preparation, review and coordination of contract procedures for engineering construction projects, ensuring compliance with applicable laws and ordinances; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Prepares and reviews bid and contract documents
- Monitors and analyzes contracts to determine compliance with specifications of engineering project requirements
- Monitors and analyzes contracts for compliance with various deferral, state, and local regulations, laws, and ordinances
- Prepares and processes contract change orders and amendments while ensuring compliance with all requirements
- Coordinates contract addendums and notifies all parties prior to closing of bids
- Coordinates with design and inspection personnel on all matters relating to contract procedures
- Processes partial payment estimates to contractors
- Verifies completion of work and requirements before processing payments
- Sets time schedules for entire bidding process
- Serves as liaison between the City and various contractors on matters relating to proper contract preparation
- Prepares plans and writes specifications for small engineering projects
- Attends and conducts meetings and conferences
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Completion of sixty (60) hours from an accredited college or university; **and**,
(b) Five (5) years of experience relevant to the essential tasks listed in this job description; **or**
2. (a) Completion of one hundred twenty (120) hours from an accredited college or university; **and**
(b) Three (3) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of contract management principles and practices
- Considerable knowledge of federal, state and local laws pertaining to the awarding of contracts for engineering projects
- Considerable knowledge of contract preparation procedures
- Good knowledge of legal terms and general business procedures and practices

Ability to:

- Analyze and interpret legal contracts for construction and acquisition of public projects
- Communicate effectively in both verbal and written form
- Operate computer software for word processing and spreadsheets



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- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing and pulling up to 50 pounds; subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License.

WORKING ENVIRONMENT: Working environment is indoors in an office setting and outdoors in inclement weather.

EEO Code: N-02

Group: Engineering, Planning, and Technical

Series: Subprofessional Engineering and Technical