

CONSTRUCTION COMPLIANCE SPECIALIST

Class Definition

Under supervision, processes and monitors City of Fresno construction contracts and agreements to insure compliance with insurance, bonding, and performance requirements.

Distinguishing Characteristics

The Construction Compliance Specialist is a journey-level class in which the incumbent processes and monitors construction contracts and agreements, processes substitution of security and bonds, assesses fees for agreement administration, and conducts follow-up investigations to insure and maintain compliance with contract requirements. This class differs from Contract Compliance Officer in that the latter is a supervisory class in which the incumbent has overall responsibility for managing the City's Minority Business Enterprise Program. It differs from Contract Compliance Specialist in that the incumbent of the latter focuses primarily upon compliance with federal, state, and local labor laws and fair employment practices.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Processes, administers, and monitors City of Fresno construction contracts and agreements to insure compliance with bond, insurance, and performance requirements.

Insures compliance with the various requirements of contracts and agreements by initiating correspondence, tracking agreement time schedules, processing bonding and security status reports, coordinating with various City departments, processing covenants, liens, preliminary stop notices, stop notices, notices of pending legal action, and various contract documents.

Performs non-compliance follow-up investigations.

Attends pre-construction meetings and reviews insurance, bonding, and performance requirements with contractors.

Drafts letters to contractors and developers regarding contracts and agreement compliance.

Calculates agreement administration fees.

Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of government bidding practices.

Knowledge of Federal and State contract laws and requirements.

Knowledge of accounting procedures used for public construction projects.

Knowledge of insurance and bonding requirements on public projects and development agreements.

Ability to prepare and present clear and concise oral and written reports.

Ability to develop and maintain good working relationships with representatives of outside agencies and contractors, private developers, and other City departments, and the general public.

Ability to analyze problems and apply sound judgement.

Minimum Qualifications

One year of experience in contract compliance work which emphasized interviewing and investigation, or two years of advanced journey-level clerical experience which required the processing of complex legal, contractual, or accounting documents.

Necessary Special Requirements

Possession of a valid California Driver's License at time of appointment.

APPROVED: (Signature on File) _____ DATE: 12/14/1988
Director of Personnel