



CITY OF KENNEWICK  
 Established Date: Sep 1, 2017  
 Revision Date: Feb 1, 2020

# Public Works Contract/Office Administrator

Class Code:  
 PW-ContSpec

Bargaining Unit: Non-Contract

## SALARY RANGE

\$5,331.00 - \$7,463.00 Monthly  
 \$63,972.00 - \$89,556.00 Annually

### CLASSIFICATION SUMMARY:

#### CORE VALUE STATEMENT

The City of Kennewick will provide excellent public service and ensure the safety and wellbeing of our community and one another through the empowerment of each employee. We value integrity, inclusiveness, stewardship, and communication. We are accountable to our community for innovative and collaborative efforts that anticipate needs, leverage resources, and deliver solutions.

#### SAFETY STATEMENT

We expect our employees to ensure compliance with all applicable safety practices and policies, including those established by OSHA/DOSH regulations and by the City's Accident Prevention Plan. This includes but is not limited to actively identifying and correcting potential hazards that may affect employee and public safety, including those identified by co-workers; leading by example to promote a positive culture of workplace safety through everyday action; and emphasizing safe completion of work throughout all aspects of developing and carrying out work plans.

#### CLASSIFICATION SUMMARY

Under general supervision of the Public Works Director, performs a variety of technical assistance and customer service duties to assist the Department in administering projects and services offered to the community. Incumbent interacts with the general public, contractors, and developers by providing technical assistance requiring a thorough knowledge and understanding of building and construction terminology and administrative procedures. Incumbent maintains accurate project documentation and archives in accordance with State and Federal guidelines, ensures contractor compliance with State, Federal, and grant agency requirements, and assists auditors during project documentation reviews. This is a single level classification. It is not part of a series.

### ESSENTIAL DUTIES:

The following list reflects the essential job duties and responsibilities of this classification, but should not be considered all-inclusive. The incumbent will be expected to perform other related duties as assigned.

- Supervises the activities of full-time and part-time administrative office support staff. Supervision includes providing training, work assignment and review, performance evaluation and in collaboration with Public Works Director hiring, termination, and pay change recommendations.
- Assists in the administration of LID projects through establishment of boundaries, estimating costs, and preparation of preliminary assessment roll. Facilitates meetings with property owners to ensure their awareness and understanding of projects. Responsible for LID contract administration throughout construction.
- Manages Public Works Contracts for compliance with state and federal funding requirements.
- Oversees contractors and sub-contractors in meeting project documentation requirements to maintain complete and accurate files.
- Provides clarification with respect to rules and regulations governing such contracts. Frequently interacts with outside agencies including the Department of Labor & Industries, Department of Transportation, Employment Security, and Department of Revenue.
- Interfaces with auditors from multiple State agencies during project audits. Maintains project archives in compliance with State laws.
- Serves as the financial liaison with the Finance Department. Assists in developing, monitoring, and reporting the financial status of departments operation and capital budgets. Sets up and maintains the Departmental Project Accounting files.
- Processes contractor pay estimates. Ensures prompt payment of approved invoices. Reconciles contract and consultant budgets. Compiles monthly/yearly reports.
- Acts as department's public records request lead and primary custodian of the department's records.
- Logs, records, and files documents, forms, correspondence, etc. according to established filing system. Ensures proper file documentation for all Public Works projects. Maintains documentation for audit review
- Serves on the City's Web Team and acts as the lead in the management and maintenance of departments webpage.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

This position requires a Bachelor's degree and up to one year of specialized/technical training in engineering technology and two or more years of experience in civil engineering, public works project support, and record documentation involving significant interaction with the general public, preferably in a customer service capacity. Previous experience in accounting, public works construction, and/ or contract administration in a municipal environment preferred, or any combination of relevant education and experience sufficient to demonstrate the knowledge, skills, and abilities to perform the duties listed above.

- Must pass a criminal background investigation.
- Must maintain regular attendance and punctuality.
- Must maintain a level of mental and physical fitness required to perform the essential functions of this classification.

**PHYSICAL REQUIREMENTS:**Physical Requirements:

To perform the essential functions of the classification, incumbents must be able to meet the following physical requirements: must regularly talk, hear/listen, see/observe, sit, stand and walk; must regularly demonstrate fine motor skills; must occasionally exert up to 10 pounds of force.

**WORK SCHEDULE**

The initial work schedule for this classification will be full-time, Monday through Friday. Early mornings, evenings, and weekend work may be occasionally required. Overtime may be occasionally required. This classification is non-exempt under the FLSA.