



# CAMBRIDGE HOUSING AUTHORITY Human Resources Department

## Position Description

<b>POSITION TITLE:</b>	<b>CONTRACT ADMINISTRATOR</b>	<b>GRADE:</b>	<b>12</b>
<b>DEPARTMENT:</b>	<b>008-Planning and Development</b>		
<b>REPORTS TO:</b>	<b>Deputy Director Planning and Development</b>		
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>	<b>UNION:</b>	<b>Teamsters Local #122</b>
<b>DATE APPROVED BY DEPARTMENT DIRECTOR:</b>	<b>8/29/14</b>		
<b>DATE APPROVED BY HUMAN RESOURCES DEPARTMENT:</b>	<b>8/29/14</b>		

### SUMMARY

The primary purpose of this position is to provide support for all major and minor renovations performed by the Cambridge Housing Authority (“CHA” or “Authority”) through the awarding of contracts to private development and construction firms. Incumbent will be responsible for the administration of the contracts entered into, and ensuring that work performed is of the quality provided in the work specifications. The Contract Administrator supervises other consultants, tradesmen, contractors and engineers as assigned to the renovation project.

All activities must support the CHA’s strategic goals and objectives and produce results that accomplish the goals of the Planning and Development department.

### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Education and/or Experience**

College level courses taken in architecture, architectural design, or construction (college degree in architecture preferred); and a minimum of three years of experience working with architectural design, contract administration, construction or related areas is required. Working knowledge of the Massachusetts Building Code Chapter 149 is a plus. An equivalent combination of education and experience may be considered.

#### **Technical Skills**

To perform this job successfully, an individual should have strong computer skills (MS Word, MS Excel, MS Access, and MS Outlook). Ability to learn other computer software programs may be required by assigned tasks.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The below statements describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Manages the efficient and successful completion of construction contracts awarded by the CHA for major and minor renovations at its properties.
- Balances the requirements of the contract with the needs of the Authority and its residents to ensure renovation efforts are successful and positively impactful in the buildings being renovated.
- Attends meetings with other Authority staff and tenants to obtain input during the planning and construction phases of the renovation project

- Administers contracts of architectural consultants hired by the Authority to develop drawings and specifications during the construction administration phase of the projects.
- Evaluates and makes recommendations on contract proposals, work performance, references, etc. for renovation work according to the Massachusetts general laws and applicable building codes
- Administers awarded construction contracts by conducting meetings, approving submittals, conducting site inspections, amending work specifications, processing contractor requests for payments and/or changes orders, quality control inspections and processing contractor work for final approval and acceptance
- Performs other related duties as assigned

## **COMPETENCIES**

*To perform the job successfully, an individual should demonstrate the following competencies:*

### ***Behavioral Competencies***

*Commitment:* Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

*Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind; recognizes working colleagues as customers.

*Effective Communication:* Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

*Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

*Leadership:* Provides direction by clearly and effectively setting course of action for department and subordinates; manages performance by providing regular feedback and reinforcement to subordinates.

### ***Job Competencies***

- Knowledge of the Massachusetts Building Code Chapter 149 and other applicable state and federal building procedures
- Extensive knowledge of architectural and structural principals and techniques
- Working knowledge of the planning and the construction processes and techniques
- Ability to supervise staff engaged in construction and renovation programs
- Ability to relate well to workers, staff, tenants and associates in a construction and renovation setting

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to maintain a stationary position, operate computers and other office equipment, move about the office, attend onsite and offsite meetings, and communicate. The employee must be able to accurately exchange information in person, in writing and via e-mail and telephone. The employee must occasionally transport up to 10 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in an office environment (with moderate office noise) as well as in the field. In the course of field activities, the employee may be exposed to weather, field hazards (i.e. structures in disrepair, pets), violations of public health and moving mechanical parts and/or machinery. The noise level in the office work environment is moderate.

**READ AND ACKNOWLEDGED:**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)