

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### TRANSPORTATION CONTRACT COORDINATOR

**Department:** Office of the County Engineer  
**Pay Grade:** 108  
**FLSA Status:** Non-Exempt  
**Job Class:** 5016  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for overseeing transportation contracts from start to finish and ensuring compliance of said contracts with all applicable laws and standards for the Office of the County Engineer.

#### ESSENTIAL JOB FUNCTIONS

- Administers contractual and financial documentation, to include creating detailed bid packages, completing forms for requisitions, recommendation for awards, addendums, change orders, agreements/amendments, processing invoices, etc., for County transportation projects.
- Coordinates with County engineering/inspection and procurement services staff, consultants, contractors, vendors, and utilities as it pertains to pre-bid and preconstruction conferences, subsequent progress tracking, and final and warranty inspections of County transportation projects.
- Manages FDOT Local Agency Program (LAP)/Federal-aid projects, to include contractor contract compliance, Equal Employment Opportunity (EEO) compliance, Davis-Bacon/Certified Payrolls compliance, Title VI/ADA, DBE/MBE, EOC, OJT programs compliance and material certification requirements compliance; assembles and completes required forms for FDOT/Federal-aid projects
- Coordinates with County staff and contractors in the verification, accuracy, and completeness of quantities and descriptions of items for the processing of pay applications and change orders.
- Prepares and tracks invoices of outside governmental agencies for reimbursement of grants and/or installation of improvements.
- Attends audit reviews of financial and construction documentation records with internal departments, FDOT, and FHWA as required and/or necessary.
- Maintains records and files for compliance with federal, state and local statutes and regulations.

- Maintains a log of FDOT and other required training for appropriate personnel, and assists with personnel enrollment in the required classes.
- Maintains and updates a log for the status of current transportation projects.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate's degree or equivalent; and 3 years related experience; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Notary Public certification.
- EEO Compliance Officer for Federal aid grants.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret various documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to various groups.
- Ability to add and subtract two-digit numbers and multiply and divide with tens and one hundreds.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to develop plans, policies, specifications, programs continually.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Knowledge of the principles and practices of contract management.
- Knowledge of all applicable local, state, and federal laws pertaining to contracts and federal aid projects.
- Ability to use a computer using Microsoft Office programs to input, access, manage, and retrieve information as well as being able to learn various programs to upload data on the internet.

- Skills in organization and task prioritization.
- Ability to plan and organize work.
- Ability to conduct research, analyze, and interpret findings, and prepare clear and concise reports.
- Ability to work independently on time-sensitive complex issues.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to handle, hear, kneel, lift, reach, speak, stand, walk, and stoop.

**WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*