

AMERICAN CIVIL CONSTRUCTORS HOLDINGS, INC.
JOB DESCRIPTION
Contract Administrator

Company Information

American Civil Constructors (ACC) is one of the nation's premier construction and maintenance companies. Our comprehensive services span multiple market segments including the Civil, Marine, and Landscape industries. We are a preeminent provider of road rehabilitation and paving services, freeway seismic retrofitting, bridge construction and repair, reservoir and culvert construction, sports field, and golf course construction as well as commercial landscape construction, and landscape management services. We work for a geographically diverse client base through operation hubs in Denver, Seattle, Dallas and the San Francisco Bay Area. Combining decades of experience with a singular passion for outstanding work, ACC brings an impressive track record of consistently successful projects from Ketchikan, Alaska to New Orleans, Louisiana.

Rocky Mountain Heavy Civil

We are committed to retaining top-level talented professionals as we build a first-class Rocky Mountain Heavy Civil Division as ACC grows to a \$400+ million company. Our number one job requirement for any position is a positive, professional attitude.

Contract Administrator

This is a Full-Time, Non-Exempt position. The Contract Administrator will create a support system for the estimating department and project managers to assure timely and consistent execution of bidding and contract management practices for the team. Will report to Regional Vice President.

Qualifications

Licensure/Certification/Registration: None.

Bilingual: Spanish and English preferred.

Computer literacy and expertise in utilizing MS Office (Word, Excel, PowerPoint, Outlook, Visio, etc) required.

Education

Job related bachelor's preferred. Prior relevant and intensive work experience as described below may substitute.

Experience

Five to seven years of progressive contract administration experience. Must have effective verbal and written communication skills. Knowledge of financial management

and accounting principles. Must be able to tailor delivery style to fit the needs of the audience. Must demonstrate critical and analytical thinking skills and evidence a strong proclivity to interpret and analyze data. The ability to devise and implement corrective strategies following issue identification is also necessary.

Travel

Minimal

Responsibilities:

Support Estimating Department:

- Maintain the bid schedule, calendar, and sales funnel assuring every project contracted is tracked and information stored for performance evaluation.
- Pick up plans, or arrange picking up plans for all potential jobs and review the package to assess if there is mandatory pre-bid, pre-qualification, bid bond, or special insurance requirements. Note all special requests for the estimator in charge. Order bid bond and request special insurance as required.
- Complete all pre-qualifications required for securing a position on the qualified list of bidders. Work with Business Development on large proposals and data base.
- Assist in requesting quotes from subs/vendors, create a MIXIE database for mass distribution and track and maintain data for SBA/Minority/WBA status.
- Send bid results exceeding one million dollars (\$1,000,000.00) to all regional managers on a weekly basis.
- Complete a project approval form for all anticipated bids in excess of five million dollars (\$5,000,000.00) and submit to CEO. This must be complete one (1) week prior to the bid.
- Maintain a database for aggregate dealers to serve as a ready resource to estimators and project management.

Contract Administration:

- Set up of all new jobs in JDE, create an electronic file for both the job and photos, order insurance certificate, tax exempt certificate, create a job binder/file, set up new accounts if necessary, etc.
- Collect daily diaries and safety documentation such as excavation permits, locate documentation and JSA and track on a spreadsheet. Contact superintendents weekly when the paperwork is missing. Store based on project and report deficiencies to project management. Take full responsibility for organizing all project files striving for consistency, completeness, and organization.

- Secure employee housing and have employees sign-off on housing agreement if it's a company paid situation.
- Sort A/P invoices and match with PO (pre-coding them when possible), verify taxes, verify quantities w/ PO and submit to project engineer. Make sure we collect all lien releases for subcontractors and assure they are paid promptly.
- Accounts Receivables: Assist project managers with billings to assure they are submitted timely and payment is received. Enter billing summaries every month for each current job. Track submitted pay applications and prompt project managers to follow through on unpaid applications. Track the status of all payments on a spreadsheet with anticipated receipt or notes as to why there is a delay. Process pre-liens at the request of project managers.
- Update and manage the job data board.
- Assist project engineers in project set-up and close out including ordering/cancelling electric/phone service, securing permits and city licenses and returning unused materials.
- Print job related reports for Friday meetings including labor reports, job cost reports and tracking reports for safety and job documentation.

Personnel:

- Process all employee time on a weekly basis assuring employees have all been accounted for and are paid accurately and timely. Distribute paychecks based on job/employee preference.
- Track employee vacation and provide an accounting to management alerting them of employees who have excessive vacation accrued or who are nearing their limit for the year.
- Track and manage employee per diem.
- Serve as the go-to person for all Rocky Mountain Heavy Civil Division personnel assuring new hires are processed properly, provided PPE and walked through the orientation. Handle all subsequent paperwork in a timely manner such as raises, reviews, change of status. Understand all benefits in order to guide employees to the right source.

Miscellaneous:

- Research, document, and inform management of vendor discounts and when advantageous modify payment schedules or purchasing methods to take advantage of the savings.
- Manage the field check account.

- Maintain customer and vendors lists with name, address, phone and email.
- Compile and duplicate (when necessary) all project related documentation associated with claims. Create exhibits as such as timelines as necessary to properly demonstrate ACC's position.
- Provide notary services to team Rocky Mountain Heavy Civil Division.
- Assign cameras and Nextel units and manage the Nextel account including ordering phones, updating mobil telephone list, and processing the statement.
- Attend weekly staff meetings.
- Cross train and serve as a backup to the Office Administrator.
- Assist in event planning.
- Miscellaneous duties as assigned
- Participate in the transition from JDE representing the needs of team Rocky Mountain Heavy Civil Division. Create the appropriate documentation for our team and train or arrange training for all users to assure maximum use of the tool.
- Actively use the Colorado Contractors Association as a resource and assure we are benefitting from the association form training to participation in meetings and events.
- Manage and organize all Rocky Mountain Heavy Civil Division forms and pictures on the network.
- Update and maintain all superintendent manuals and assure each newly hired superintendent, estimator and project manager is assigned the manual upon being hired.

Core Competencies:

- Delivers Results: Focuses on the critical few objectives that add the most value and channels own and others' energy to consistently deliver results that meet or exceed expectations.
- Imports and Exports Good Ideas: Relentlessly seeks, shares and adopts ideas and best practices in and outside the Company and embraces change introduced by others.
- Develops and Inspires Others: Builds and maintains relationships that motivate, guide, and/or reinforce the performance of others toward goal accomplishments. Develops self and others to improve performance in current role and to prepare for future roles; seeks and provides feedback and coaching to enhance performance.

- Lives the Values: Demonstrates the strong values and compassion toward the employees of our client through words, actions, and by example; fosters an environment that reflects the values of the company.

EMPLOYMENT AT AMERICAN CIVIL CONSTRUCTORS IS AT WILL AND NOTHING IN THE NOTICE OF REORGANIZATION, THE RELATED APPLICATION OR SELECTION PROCES OR THIS JOB DESCRIPTION MAY BE CONSTRUED AS CREATING AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT FOR A DEFINITE DURATION. ABSENT A SEPARATE, SPECIFIC AGREEMENT, ANY EMPLOYEE IS FREE TO TERMINATE EMPLOYMENT AT ANY TIME AND THE COMPANY IS FREE TO TERMINATE ANY EMPLOYEE OR JOB FOR ANY REASON WITH OR WITHOUT CAUSE. BEFORE EMPLOYMENT, A NEW EMPLOYEE MUST SIGN A WRITTEN ACKNOWLEDGMENT OF THIS PRINCIPLE AND MUST SUBMIT TO A DRUG TEST.

ACC WILL NOT DISCRIMINATE IN EVALUATION OR SELECTION OF ANY APPLICANT FOR THIS POSITION ON THE BASIS OF RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN.