

SENIOR CONSTRUCTION CLAIMS MANAGER	1475
CONSTRUCTION CLAIMS MANAGER	1476

DEFINITION

Responsible for the management, evaluation, and negotiation of claims related to the District's construction projects. The Senior Construction Claims Manager supervises staff and assumes responsibility for high-level and high-exposure claims.

TYPICAL DUTIES

Reviews, investigates, and appraises claims to determine merit.
Negotiates with claimants in order to resolve disputes regarding the value of submitted claims.
Reviews and analyzes drawings, specifications, change orders, submittals, schedules, and other project documents and records in order to evaluate the validity of submitted claims.
Evaluates and appraises complex claims for delay; disruption; acceleration; wrongful termination; unforeseen site conditions; changes in scope; subcontractor pass-through; lost profits; and owner liquidated damages.
Proposes revisions to the District's General Conditions, technical specifications and policies and procedures to improve efficiency, reduce costs, and limit District exposure.
Prepares reports to District management and counsel regarding construction-related claims submitted to the District.
Plans and develops objectives for claims prevention and provides related training to project staff.
Advises District management, counsel and staff the status of claims.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Construction Claims Manager is responsible for supervising and evaluating the work and directs the overall objectives of the Construction Claims Unit and assumes responsibility for handling high-level and high-exposure claims.

A Construction Claims Manager is responsible for the management, evaluation, and negotiation of claims related to the District's construction projects.

A Contract Administration Manager manages contract administration activities associated with the development and negotiation of procurement, construction, and professional services contracts of a less specialized nature than that of a Construction Claims Manager.

SUPERVISION

The Senior Construction Claims Manager receives general supervision from an Associate General Counsel II or designee. Supervision is exercised over Construction Claims Managers and lower-level personnel. The Construction Claims Manager receives general supervision from the Senior Construction Claims Manager or higher-level administrator. Supervision may be exercised over lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

Architectural and engineering academic principles combined with practical field experience
Principles of organization, management, and supervision
Project documentation including, but not limited to, drawings, specifications, change orders, submittals, schedules, and estimates
General principles and practices of building construction
Building materials used in construction
Construction contract administration, claims analysis and resolution
Construction scheduling and estimating
Provisions of applicable State and local laws and regulations pertaining to public works construction and contracting
Professional services agreements, bidding documents, and contractual requirements applicable to public works projects
Microsoft Word, Excel, and PowerPoint

Ability to:

Establish, delegate, and evaluate collaborative projects
Develop impacted schedule analysis
Communicate effectively, both orally and in writing
Handle multiple projects simultaneously
Effectively negotiate and support arguments
Recognize, analyze, and deal effectively with problems and issues
Estimate costs of time, material, labor, and other resources associated with a construction project
Collect, classify, analyze, interpret, and explain statistical and budgetary data

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree, preferably in architecture, construction management, engineering, or a closely related field. Experience in addition to that listed below may be substituted for up to two years of the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Construction Claims Manager:

Five years of professional experience performing construction claims analysis, or managing, scheduling, or inspecting facilities projects, on commercial and/or public construction projects valued at \$2 million and above. Experience supervising others in the above areas is preferable.

Senior Construction Claims Manager:

Seven years of professional experience performing construction claims analysis, or managing, scheduling, or inspecting facilities projects, on commercial and/or public construction projects valued at \$5 million and above. Experience supervising others in the above areas is preferable.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonable related to existing duties.

Revised
10-10-16
LKD