

## SUPERVISING JOB ORDER CONTRACTING SPECIALIST

### DEFINITION

Supervises and participates in the more complex technical Job Order Contracting (JOC) program activities and assists a higher-level administrator in managing the overall operations of the JOC unit.

### TYPICAL DUTIES

Supervises, organizes and participates in activities concerning technical JOC activities.  
Coordinates and monitors job orders for compliance and progress.  
Reviews and analyzes scopes of work, architectural or engineering drawings and sketches, contractor proposals, job estimates, and recommends resolutions and solutions to technical issues.  
Applies and explains State and federal contracting related laws, guidelines, and regulations, and operating procedures.  
Recommends policies, standards, guidelines and practices for the District's JOC unit.  
Supervises and participates in the validation of contractors cost proposals against the scope of work and fair cost estimate to ensure compliance with job order contracting requirements.  
Approves Job Order initiation Form requests relative to the work proposed and determines if the project meets the criteria for JOC use.  
Develops, designs, and delivers trainings for JOC owner authorized representative (OAR) Certifications and presentations to District staff and contractors related to JOC policies, procedures, and statutory/legislative requirements.  
Provides technical advice and support to OARs in order to overcome obstacles such as scheduling delays and identifying more appropriate construction task catalog line items.  
Monitors the timely submittal of requests for substantial completion.  
Oversees close-out actions and verifications for individual job orders and the master job order contract.  
Manages the Construction Task Catalog and reviews projects in internal District databases for tracking and compliance purposes.  
Responds to internal and outside audits and performs validation of job order projects relative to audit or management requests.  
Monitors, reviews, and reports on performance of JOC contractors, and overall status of projects for metrics reporting.  
May provide justifications and recommendations to contractors when proposals exceed the independent cost estimates for cost-savings analysis.  
May attend joint-scope meetings with the Owner Authorized Representative and contractor.  
May participate in meetings related to contractor performance evaluations and administrative reviews.  
May participate and provide technical feedback at pre-bid, post-bid, and job-site meetings.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Supervising Job Order Contracting Specialist performs the more complex technical Job Order Contracting (JOC) program activities and assists a higher-level administrator in supervising the overall operations of the JOC unit.

A Facilities Contracts Administrator plans, organizes, and directs activities related to construction contracts and the administration of contractor pre-qualification services, contract bid and award, and post-award administration.

A Job Order Contracting Specialist reviews and supports JOC Program activities during the procurement, pre-construction, and close-out phases liaising between contracts and construction in order to enforce JOC Legislation and Public Contract Code and may assist higher-level personnel in performing the more complex assignments.

## SUPERVISION

A Supervising JOC Specialist receives general direction from a higher-level administrator. A Supervising JOC Specialist exercises supervision over JOC Specialists and exercises functional supervision over job order activities related to job order contracting.

## CLASS QUALIFICATIONS

### Knowledge of:

- Job order contracting legislation and Public Contract Code
- Job order contracting general conditions
- District job order contracting policies and procedures
- District construction project management and procedures
- Construction means and methods according to craft/specialty trades
- District standards and legal provisions governing school building construction, maintenance, budgeting, estimating, and finance
- Principles of organization, management, budgetary planning and expenditure controls
- Pertinent provisions of labor contracts
- Local and State building codes and safety regulations
- Computer software to develop spreadsheets, databases, project schedules and reports
- Principles of facilities planning
- General characteristics and relative costs of various methods of construction, architectural features, and building and room designs for all types of school uses
- Principles of supervision, training, employee evaluation, and progressive discipline procedures
- Supervisory techniques

### Ability to:

- Analyze and interpret statutes pertaining to the JOC Program as well as technical materials such as architectural plans, building standards, and project schedules accurately and effectively
- Estimate material and labor costs
- Plan, coordinate, and provide leadership in complex activities involving many participants
- Express self clearly and concisely, orally and in writing and make effective oral presentations to groups
- Recognize, analyze, and deal with problems and issues
- Work collaboratively with all levels of District personnel and the public
- Formulate policies and procedures, and prepare complex reports and recommendations

Special Physical Requirements:

Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, and Pull

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Sixty semester units or equivalent quarter units from a recognized college or university, supplemented by courses in the areas of business management, public administration, construction management, and/or construction technology is preferable.

Experience:

Six years of formal contracts or job order contracting experience in initiating, reviewing, and validating job orders, preferably in a lead capacity providing technical work direction, and three years of hands-on craft experience performing a specific specialty/trade above the journeyman level. Experience may be concurrent.

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 reasonably related to existing duties.

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MHO