

Title: Construction Office Specialist	Effective Date: September 11, 2024	Grade: IX	Job Category: Admin Support
Prior Title: Construction Office Specialist	Prior Effective Date: June 24, 2017	Grade: IX	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for assisting the Subcontract Administrator in reviewing and acknowledging subcontracts and purchase orders on federal and state highway construction projects, city streets and county road projects, and associated assignments. Also, the position is responsible for approving and processing weekly contractor payments, creating all work orders and creating, tracking, distributing, and processing all supplemental agreements.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Enter subcontract information into project documentation software and process subcontract acknowledgement letters.
- Distribute acknowledgement letters to contractors, subcontractors, and sureties.
- Assist in entering and distributing change orders in project documentation software and other programs and formats.
- Access project documentation software to respond to surety company status inquiries.
- Review and track all payments to contractors each week using documentation software.
- Working through the Computer Services and Fiscal Services Divisions, process payments into the accounting system.
- Create, track, distribute, and process supplemental agreements.
- Create and distribute work orders.
- Access project documentation to provide information to contractors, surety companies and Department personnel.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school.

Knowledge, skills and abilities: Ability to read construction plans and perform mathematical computations, including computation of areas. Knowledge of construction project documentation methods, terminology. Ability to process data and information accurately and in a timely manner. Familiarity with the use of Microsoft Word, Excel, and Outlook software, and the use of Microsoft Windows operating system. Ability to learn and navigate computer software and adapt to new technology. Attention to detail. Ability to organize, prioritize and multi-task. Ability to communicate effectively both orally and in writing.

Working conditions: Office environment.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)