



Position: MAINTENANCE CONTRACT MANAGER
Civil Service Title: FACILITIES ENGINEERING SPECIALIST (c4035)

Main Function:

NORDC Maintenance Contract Manager conducts supervisory inspections and cost estimation work related to construction and maintenance repairs of NORDC properties and equipment.

Reports to: *NORDC Facilities and Maintenance Director*

Duties:

- Serves as primary point of contact for all NORDC contractors.
- Manages Job Order Contract (JOC) projects, including scope of work development and review, vendor accountability, progress management, and quality assurance.
- Tracks all JOC projects and reports weekly on status and budget for each project.
- Assists with the development of bids for professional and non-professional services, IBQs, and RFPs, attending pre-bid meetings, conducting progress management and ensuring quality assurance with selected contractor.
- Collaborates with Procurement, Purchasing, Budget, Law, and Contract staff to ensure accurate and ethical processes are implemented.
- Assists in NORDC preventive maintenance and repair program development by tracking performance activities and maintaining site specific asset inventory.
- Establishes and analyzes maintenance schedules to maximize efficiency, protect NORDC assets, and manage energy.
- Participates in Capital and Operating budget planning by assisting with the development of a ten (10) year plan and a life cycle planning and monitoring process.
- Coordinates and manages activities associated with NORDC projects being executed by Capital Projects Administration, and other City departments.
- Performs quality assurance (QA) site visits as required and completes applicable QA forms; and performs other related duties as needed.

Knowledge, Skills and Abilities:

- Capable of effectively utilizing computer systems, including MS Office and the ability to learn and utilize a computer based inventory management system
- Highly proficient in MS Excel, including creation and maintenance of formulated spreadsheets
- Data base, data systems, project scheduler or asset management experience preferred
- Knowledge of basic construction and building design techniques and terminology
- Knowledge of building code, licensing, and permitting requirements
- Construction, project, and/or BAS systems management experience preferred
- Ability to establish and maintain good working relationships with subordinates and contractors
- Ability to supervise and inspect the work of contractors for conformation to scopes of work, plans, and specifications
- Ability to perform administrative duties, as required
- Extremely responsible, punctual, and detail oriented
- Knowledge of NORDC policies and procedures



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- Physical ability to stand and/or sit for the duration of the shift while using the necessary tools and supplies
- Ability to understand and follow oral and written instructions
- Ability to represent NORDC in a professional and courteous manner
- Ability to react quickly and calmly in emergency conditions.

Employment Requirements:

- Must maintain an Orleans Parish domicile
- EITHER: A Bachelor's Degree from an accredited college or university.
- AND: Either four (4) years of full-time experience in construction project management, planning, or estimating;
- OR: four (4) years of full-time journeyman experience in building or construction work.

Compensation/Work Week/Probation Period:

- Base Wage/Status: \$44,061/annually, \$24.21/hour/NON-EXEMPT
- Work Week: 35 hours per week, subject to flex time
- Probation Period: One (1) year

Apply to:

Please forward your resume by email to: mdwyche@nola.gov