

Hidalgo County Regional Mobility Authority
Job Description

CONSTRUCTION RECORDKEEPER I, II, III

FLSA Classification: Non-Exempt
Department: Construction

Effective Date: 07/28/2015
Revised: 09/10/2021

Reports to: Chief Construction Engineer

JOB SUMMARY:

Construction Recordkeeper I and II

Maintains construction project records and processes related paperwork; reviews and modifies contract documents to reflect changes to original agreement; monitors records to verify compliance with state and federal laws and processes payments due contractor for work completed. Work requires contact with the contractors and the public. Employees work independently on assignments; however, all unusual issues are referred to the supervisor.

Construction Recordkeeper III

Maintains construction project records and processes related paperwork; reviews and modifies contract documents to reflect changes to original agreement; monitors records to verify compliance with state and federal laws and processes payments due contractor for work completed. Maintains liaison with construction inspectors and contractor's staff. Work requires contact with the contractors. Employees work independently on assignments; however, all unusual issues are referred to the supervisor.

ESSENTIAL JOB FUNCTIONS:

Construction Recordkeeper I and II

1. Attend pre-construction meetings to instruct contractor's bookkeeper on recordkeeping procedures.
2. Monitors contractors' compliance with form FHWA 1273 contract provisions.
3. Monitors contractor DBE goals and submits required monthly reports.
4. Prepares and maintains construction records, files and reports for projects.
5. Prepares and submits monthly and final estimates; checks calculations against work log and estimate form to verify work is completed before payment is made.
6. Prepares and types correspondence, reports and supporting documents; files, orders supplies and equipment.
7. Completes useful function reviews.
8. Verifies compliance with prompt payment of subcontractors and prevailing wage rates.
9. Sets up field record books for each construction project within assigned area.
10. Performs clerical duties such as answering phones, routing calls, taking messages and providing information to the public in a courteous and professional manner.

11. Performs other job responsibilities as assigned.

Construction Recordkeeper III

In addition to the duties listed above (1-9):

12. Keeps equipment mileage and service records and schedules equipment repairs.
13. May serve as a lead worker or project leader.
14. Processes change orders, supplemental agreements and extra work orders.
15. Reviews Consultant Engineering Inspection invoice and billing.
16. Monitors Consultant Engineering Inspection deliverables as it pertains to recordkeeping.
17. Confirms all items billed by contractor agree to the contract.
18. Maintains liaison with construction inspectors and contractor's staff to ensure project records accurately reflect changes and agreements.
19. Coordinates and responds to any project oversight audit reports or reviews performed by the Pharr TxDOT district office.
20. Trains less experienced employees.
21. Performs other job responsibilities as assigned.

COMPETENCIES:

- Job requires a valid Texas Class C Drivers License.
- Certified in Texas Department of Transportation Local Government Project Procedures.
- Knowledgeable in Equal Employment Opportunity guidelines.
- Contract development and oversight.
- Knowledgeable with DBE, HUB, and SBE programs.
- Writing, reviewing and revising documents to include engineering notes, specifications, standards and procedures.
- Leading, assigning, reviewing and monitoring the work of others.
- Using standard office equipment.
- Preparing and maintaining confidential and sensitive records, files and reports.
- Ability to communicate effectively both orally and in writing in English and Spanish.
- Perform mathematical calculations.
- Ability to communicate technical information effectively.
- Use computers and applicable programs, applications and systems.
- Must possess above-average customer service skills to assist public in a tactful and diplomatic manner.
- Maintaining a safe working relationship.

EDUCATION:

Job requires an accredited high school diploma or GED equivalent.

WORK EXPERIENCE:

Construction Recordkeeper I

- 4 years in construction recordkeeping or accounting.
- Related college education or relevant technical training may be substituted for experience on a year per year basis.

Construction Recordkeeper II

- 6 years in construction recordkeeping or accounting.
- Related college education or relevant technical training may be substituted for experience on a year per year basis.

Construction Recordkeeper III

- 8 years in construction recordkeeping or accounting.
- Related college education or relevant technical training may be substituted for experience on a year per year basis.

PHYSICAL DEMANDS:

- Lift up to 20lbs at a time and frequently lift or carry objects up to 10 lbs.
- Standing prolonged periods of time.

SUPERVISION:

Employee is under general supervision.

WORKING CONDITIONS:

Work is primarily a 5-day, 40-hour work week. Work schedule may include evenings, weekends, and holidays to maintain project schedules. Work involves exposure to inclement weather conditions.

EQUIPMENT:

The Authority will provide safety equipment and necessary tools to perform job duties. Inspectors are required to wear personal protective equipment and comply with all safety requirements.

DEADLINES:

Must comply with all deadlines. If deadlines are not met, it will affect both the internal and the external operation of the Authority.

INTERACTION WITH OTHERS:

Frequently has interaction with Supervisor, the public, colleagues, contractors, and vendors.

CONFIDENTIALITY OF WORK:

Preparing and maintaining confidential and sensitive records, files and reports. Discretion and integrity are required for the job.

CONSEQUENCE OF ERROR:

Responsibility for high factual accuracy or the exercise of sound judgment is required. Thoroughness and reliability are essential because of the detailed nature of the work. Mistakes may cause considerable financial loss to the Authority.

THE ABOVE DUTIES DESCRIBE THE MAIN FUNCTIONS OF THE JOB AND IS NOT TO BE CONSIDERED A DETAILED DESCRIPTION OF EVERY DUTY FOR THE POSITION