

# Construction Analyst / Contract Specialist

## Position Details

Class Code: 7714

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, assists the project manager in monitoring contracts in support of the Clark County School District (CCSD) Facilities Unit.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Monitors and evaluates contract performance to determine compliance with contractual obligations and to assess amendments or extensions are needed.
2. Represents CCSD at pre-bid meetings and bid openings.
3. Represents CCSD at pre-construction meetings and conducts regular project meetings, as assigned; records meeting activities and distributes records and reports.
4. Serves as liaison between Construction Management, Maintenance, school staff, architects, engineers, contractors, public utilities, and other governmental agencies with jurisdiction over building program and construction issues.
5. Notifies administration, project manager, and project architect and/or engineer of problems with construction procedures, materials, or workmanship.
6. Coordinates activities with staff to compile and generate reports.

7. Reviews submittals (services, materials, equipment, etc.) that deviate from contract specifications or delivery schedules and makes approval recommendations to the project manager.
  8. Analyzes price proposals, financial reports, and other data to determine whether prices are reasonable.
  9. Reviews change order proposals and makes approval recommendations to the project manager.
  10. Attends pay request review meetings to review contractors' progress and recommends approval or disapproval of payment to the project manager.
  11. Visits project sites to assess progress, as assigned.
  12. Serves as CCSD representative at construction sites with contractors, architects, engineers, public utilities, other governmental agencies having jurisdiction, and the public.
  13. Assists the project manager in monitoring warranty and guarantee items.
  14. Reviews all construction logs and reports from inspectors, architects, engineers, testing agencies, contractors, etc., and makes recommendations to the project manager.
  15. Provides status reports for each project to the project manager.
  16. Provides input for the evaluation of assigned staff.
  17. Conforms to safety standards, as prescribed.
  18. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Monitors construction contracts between CCSD and contractors, architects, engineers, public utility companies, and other governmental agencies with jurisdiction over construction projects; ensures that contractual obligations have been met.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of construction procedures and practices.
2. Knowledge of construction contract documents.
3. Knowledge of construction management.
4. Knowledge of computer applications related to plans and specifications development, building construction, project scheduling, etc.
5. Knowledge of public agency purchasing and principals of contract development, administration, and management.

6. Knowledge of construction and remodeling materials and techniques.
  7. Knowledge of the Construction Specifications Institute (CSI) MasterFormat.
  8. Ability to recognize, understand, interpret, and apply all local, state, federal, and national codes, regulations, and requirements, including the International Building Code (IBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Fire Protection Association (NFPA) standards, International Energy Conservation Code (IECC), Occupational Safety and Health Administration (OSHA) regulations, Americans with Disabilities Act (ADA), American National Standards Institute (ANSI) standards, and related codes.
  9. Ability to read, interpret, and understand construction drawings and specifications.
  10. Ability to meet predetermined deadlines.
  11. Ability to monitor multiple projects concurrently.
  12. Ability to read and understand construction schedules.
  13. Ability to provide cost estimates.
  14. Ability to coordinate actions to accomplish work objectives while maintaining necessary flexibility.
  15. Ability to contribute effectively to the accomplishment of division and CCSD goals, objectives, and activities.
  16. Ability to think logically, clearly, and independently.
  17. Ability to supervise and evaluate employees.
  18. Ability to work in confined areas.
  19. Ability to withstand heights and perform work safely.
  20. Ability to work cooperatively with employees, government agencies, public utilities, contractors, architects, and engineers.
  21. Ability to recognize and report hazards and apply safe work methods.
  22. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High School graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Eight (8) years' construction or project management experience; or, Bachelor's degree from an accredited college or university, and four (4) years' construction or project management experience, including experience with project management/scheduling software; or,

Six (6) years' construction or project management experience with a minimum of 48 credit hours from an accredited college or university or a relevant industry certification.

## **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
2. Current driving history (dated within six [6] months from the date printed) issued by the Department of Motor Vehicles [DMV] at time of application or Qualified Selection Pool [QSP] placement and at time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

## **Preferred Qualifications**

1. Bachelor's degree from an accredited college/university in building technology with emphasis in construction management, building inspection, architecture, or engineering, and five (5) years' construction project management experience.
  2. Construction Document Technologist (CDT) certification from the Construction Specifiers Institute.
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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
  2. College transcript(s) from an accredited college or university, if applicable.
  3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  4. Copy of current driving history (dated within six [6] months from the date printed) issued by the DMV.
  5. Safe driving record.
  6. Copy of industry certification, if applicable.
  7. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

CCSD facilities – school campuses, offices, existing buildings under renovation, school mechanical equipment rooms, playgrounds, construction sites (trenches, chase-ways, etc.).

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## **Work Environment**

### **Strength**

Medium – exert force of 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal screens, or other monitoring devices.

### **Environmental Conditions**

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### **Hazards**

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

CCSD-issued/personal vehicles, code books, architect's scale, engineer's scale, scientific calculator, magnifying glass, audio/video recorder, computer, construction drawings and specifications, ladders, personal protective equipment, etc.

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### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military

status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 08/20/25
- Created: 07/18/16