

Job Title:	<u>Manager, Construction Procurement</u>
Grade Level/Terms of Employment:	<u>Grade 130/260 Days (12 months)</u>
FLSA Status:	<u>Exempt</u>
Work Location:	<u>2395 Hermitage Road</u>
Immediate Supervisor:	<u>Director of Procurement & Property Management</u>

General Description:

The Manager, Construction Procurement serves as a high-level procurement professional primarily responsible for division-wide construction and operational commodity purchases for RPS facilities. The Manager utilizes appropriate procedures and methods for construction procurement, contracting and material management in the expenditure of division funds, and develops, implements, monitors and ensures compliance to policy for the division.

Essential Duties and Responsibilities:

- Develops and interprets requests for proposals, invitations for bids, contracts, and procurement documentation
- Chairs pre-bid conferences, receives and analyzes vendor responses, tabulates and evaluates offers, and recommends award
- Coordinates the development of technical specifications, providing vendors and contractors with information to assemble bids and begin the purchasing process for construction and renovation or capital improvement projects
- Drafts, reviews, approves and negotiates a variety of contracts, contract amendments and contract extensions including for Architect/Engineering contracts, Construction contracts, and Trade service contracts
- Leads the negotiation of final contract language and consults with RPS legal counsel to facilitate clarification of legal issues
- Serves as a resource and liaison between the construction management department and purchasing department
- Collaborates with the construction management department to interpret schedules and synchronize purchasing of materials, equipment, supplies and furnishings to support scheduled work
- Uses knowledge of sources and suppliers beyond metro Richmond area to meet complex requirements and to increase competition, including increased MBP
- Performs other duties assigned

Qualifications:

- Bachelor's degree required; Degree in supply chain management, contract management, or related field such as business, accounting, finance, or engineering preferred
- At least five years' experience with large capital construction contracts
- Knowledge of contracting concepts and contract acquisition law and regulations as related to planning, design, and construction services
- Professional certification in Procurement/Purchasing such as CPPB, CPPO, CPSM and/or VCA, VCO, VCCO preferred
- Knowledgeable in technology and procurement software as well as typical business software (e.g. eVA, Bonfire, Google and/or Microsoft Office Suite)

- Excellent oral and written communication skills
- Valid driver's license
- Bilingual/fluency in Spanish preferred