

MB / WB DEVELOPMENT SPECIALIST

This is professional and consultative work involved in providing specific one-on-one assistance to targeted Minority Business (MB) and Women Business (WB) firms in order to expedite and accelerate their growth to become viable contractors in the highway industry. Employees function in the capacity of advisor, counselor, trainer, troubleshooter, resource person, and liaison person for the MB/WB firm. Work involves assisting MB/WB firms in understanding/developing contract proposals/negotiation, business costs, firm bondability, loan application process, state-of-the-art work techniques, materials negotiation, sound fiscal procedures and good record keeping practices. These employees also develop documentation to evaluate and reflect the growth of MB/WB firms which receive the specific one-on-one assistance. Employees work independently under the general supervision of the Director of Civil Rights and Business Development.

I. DIFFICULTY OF WORK:

Variety and Scope - Work assignments are varied depending upon the need of the MB/WB firm being assisted. Areas of assistance include reading and interpretation of contractual documents such as plans, provisions, standard specifications and general drawings; evaluating quantity take-off from plans in preparation for preparing a bid; estimating in preparation of preparing and submitting a bid; quoting and negotiating with prime contractors; scheduling and workload management; developing bonding capacity; developing loan applications; upgrading craft skills, utilizing state-of-the-art work techniques; developing fiscal management systems and procedures; and developing record keeping systems.

Intricacy - Extreme tact and diplomacy must be exercised in contract negotiation/costing. Considerable analysis and interpretation are required in evaluating quantity take-off, standard specifications and special provisions, and estimating and bidding methods.

Subject Matter Complexity - Positions require a broad understanding of DOT contract administration procedures, cash flow procedures, bond practices, material acquisition, and highway construction practices. Employees will serve as "program experts"; however, they will call in expertise from other sources if/when necessary. Positions will be expected to track industry trends and Federal regulations as developed and will develop guidelines for this area as none currently exist. Administrative policies are somewhat covered; however, technical, procedural and program guidelines do not exist. Guidelines and methods are limited in availability and use.

II. RESPONSIBILITY:

Nature of Instructions - Employees function with a high degree of independence. Employees receive general work objectives and firm program plans/expectations are discussed, but employees independently plan their own daily work.

Nature of Review - Work is reviewed primarily after the fact through formal conferences and review of written reports. Employees receive review from higher level management regarding recommendations made, actions taken, and results obtained.

Scope of Decisions - Work affects numerous MB/WB firms. Decisions affect a limited group on a whole or on an individual basis.

Consequence of Decisions - Decisions/actions may result in project delays, payment errors/delays, inefficient contracting procedures, sub-standard construction materials, unsafe road conditions, and firm bankruptcy.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Regular contacts are necessary with the MB/WB firms, individual material suppliers, contractors, contracting industry officials and organizations, regulatory agencies, property owners, and other department staff.

Nature and Purpose - Contacts include explaining, interpreting and motivating MB/WB firms to take a course of action.

IV. OTHER WORK DEMANDS:

Work Conditions - Work conditions range from a normal office setting to highway construction project sites. Employees are exposed to disagreeable elements while on project sites such as dust, noise, fumes, temperature extremes and inclement weather.

Hazards - Employees frequently work at project sites thus subjecting them to hazards such as heavy moving construction machinery, traffic, etc. which could result in injuries ranging from minor to permanent disability or death.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable working knowledge of highway construction practices and techniques; knowledge of highway construction practices and techniques; knowledge of DOT plans, specifications, standard drawings, and contract administration procedures. A good working knowledge of materials acquisition, bonding practices for highway contractors, and cash flow techniques. A knowledge of State and Federal laws governing highway contracting laws. The ability to react promptly to situations when they occur using sound judgement and reasoning are necessary to carry out job responsibilities. Ability to effectively communicate and develop working relationships with persons of diverse educational levels and different fields of work.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a degree in business administration, economics, engineering, or related field and three years of experience in management of activities of a highway contracting business, minority business enterprise program, or government program providing exposure to minority business operations; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.