



**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**  
Los Angeles River Center and Gardens  
570 West Avenue Twenty-six, Suite 100

**JOB DESCRIPTION**  
**PROJECT ANALYST I – CONSTRUCTION DIVISION**  
**July 3, 2018**

This position in the Construction Division is responsible for assisting with park improvement projects in the greater Los Angeles area, and requires a responsible and organized individual who can learn and handle an array of tasks, has good judgment in decision-making, and can work independently.

**PRIMARY RESPONSIBILITIES**

- Assist the Chief of Construction, Construction Services Manager and the Construction Project analyst with administrative tasks.
- Maintain Construction Division files, including documentation of and authorization for expenses, project progress, contracts, project budgets, contacts, and correspondence.
- Order materials, equipment, and tools. Coordinate delivery/pick-up of items.
- Prepare and maintain vendor and agency phone and mailing lists.
- Prepare written materials (reports, graphs, memos, etc.) for the Construction Division.
- Manage MRCA's Safety Program committee and write reports on safety issues for agency-wide distribution.
- Develop and manage MRCA's Labor Compliance Program, including certified payroll audits, employee interviews, annual reports to the Department of Industrial Relations, and training.
- Independently negotiate with contractors and vendors. Work closely with contractors from the pre-bid job walk through to final payment.
- Oversee projects.
- Advise planning staff on budget estimation for capital improvement projects.
- Supervise force-account construction crews on projects. Coordinate with facilities managers for scheduling projects.
- Prepare Requests for Proposals/Bids/Qualifications for project implementation.
- Conduct tailgate safety meetings biweekly with construction team.
- Maintain records of agency utilities
- Handle all Construction Division correspondence in a timely manner.
- Perform related duties as required.

**REQUIRED SKILLS**

- High school diploma and three years of experience in construction office or related job(s) or equivalent. Bachelor's degree strongly preferred.
- Strong oral and written communication skills.
- Self-motivated team member able to work with minimal direction.
- Knowledge of basic accounting, bidding, and procurement procedures.
- Familiarity with construction contracts.
- Knowledge of Adobe products (Acrobat and Distiller), MS Outlook, including word-processing and spreadsheets.
- Ability to complete projects and follow directions.
- Ability to prioritize varying tasks and projects.
- Ability to establish and maintain cooperative relations with those contacted in the course of work.
- Must have a valid California Driver's License with a satisfactory driving record.
- Ability to pass a background check including fingerprinting.

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- Must pass a physical examination including a drug test.
- Bilingual in Spanish is highly desirable.

### **REQUIRED HOURS**

Monday through Friday, 8 hours per day, 40 hours per week. Occasionally start/end times may vary to coordinate with Construction Division staff and contractors. Occasional overtime work upon prior approval by supervisors. The position will work out of the Los Angeles River Center and Gardens but may be required to travel to various agency locations.

### **COMPENSATION**

Successful applicant will be hired as a Project Analyst I in the Construction Division. The hourly rate for this title is \$17.90 - \$21.76.

### **BENEFITS**

Health insurance, life insurance, retirement, vacation, sick leave, and generous holiday schedules.

### **HOW TO APPLY**

Submit resume via e-mail to [employment@mrca.ca.gov](mailto:employment@mrca.ca.gov) or via fax to 323-843-9838, Attn: Zagreb De La Torre with "Construction Project Analyst I" included as a subject. This position will remain open until filled.

**DESCRIPTION OF AGENCY** The Mountains Recreation and Conservation Authority (MRCA) was created in 1985 with a mission to protect and preserve park and open space lands surrounding Los Angeles and is a joint powers authority between the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District. These public agencies work together to preserve open spaces, natural wilderness and wildlife habitat of the Los Angeles and Ventura County metropolitan regions and to make these lands accessible to all residents of Southern California.

The MRCA is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

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