



City of Phoenix

LABOR COMPLIANCE SUPERVISOR

JOB CODE 06600

Effective Date: Rev. 08/08

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to provide overall administration and supervision of labor compliance activities to ensure the City's continued eligibility to receive federal assistance for capital improvement projects. Duties include ensuring contractor compliance with the Davis Bacon and Related Acts (DBRA) on City federally funded projects and interaction with state and federal funding agency officials, contractors, and City staff regarding enforcement activities. Supervision is exercised over Labor Compliance Specialists. Work requires independent judgment within the framework of federal labor laws and regulations. General direction is received from the Deputy City Engineer and performance is evaluated based upon results achieved.

ESSENTIAL FUNCTIONS:

- Plans, directs, coordinates, administers, and supervises the activities of the Labor Compliance Section;
- Researches, interprets, and enforces various sources of regulatory documentation pertaining to federal labor laws;
- Reviews project specifications to determine scope of work and ensures appropriate wage determination(s) and federal language are incorporated prior to contract award;
- Conducts preconstruction meetings to provide technical assistance to contractors and City staff;
- Schedules and performs on-site/field investigations to determine compliance and investigate violations;
- Resolves labor disputes with contractors regarding the application of federal labor laws to employees performing work on projects;
- Authorizes withholding of contractor's funds from progress payments for non-compliance;
- Prepares and manages the section budget;
- Supervises Labor Compliance Specialists;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;



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- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Federal labor standards, Davis-Bacon and Related Acts (DBRA), Contract Work Hours and Safety Standards Act, and the Copeland anti-kickback Act.
- Title 29 Code of Federal Regulations 1, 2, 3, 5, 6, and 7.
- Construction practices and techniques.
- Capital improvement project management.
- Research methods and report presentation.
- Principles and practices of personnel management and supervision.
- Principles and practices of budgeting.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Interpret and apply federal labor regulations.
- Serve as a liaison to other government agencies regarding compliance.
- Negotiate conflict resolutions.
- Make presentations to large audiences.
- Read and comprehend construction specifications.
- Observe construction trade practices to determine compliance with federal standards.
- Compose written investigative reports to federal agencies recommending sanctions.
- Make decisions in accordance with construction specifications and federal labor standards.
- Review or check the work products of others to ensure conformance to standards.
- Communicate orally in the English language with customers, clients, and the public using a telephone and in group and face-to-face, one-to-one settings.
- Comprehend and make inferences from material written in the English language.
- Produce documents written in the English language using proper sentence construction, punctuation, grammar, and spelling.
- Work cooperatively with others.

Additional Requirements:



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- This position will require the performance of other essential and marginal functions.
- This position requires the use of personal or City vehicles on City business. The individual must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of experience in federal programs, contract compliance, or construction management, and a bachelor's degree in public or business administration, construction management, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.