GROUP — CONSTRUCTION CONTRACTOR

CC-5 Database Administrator

Sample Job Description

Job Title: Database Administrator

Reports to: Contractor’s Construction Manager

Prepared by:

Prepared Date:

Approved by:

Approval Date:

Summary

All inputs into this AWP database are reviewed by this individual to ensure they comply with the protocols established for the project.

This normally is not an additional organizational position. However, the Contractor’s Database Administrator position may require some additional responsibilities to ensure that the database information complies with the AWP protocols established

Essential Duties (Roles and Responsibilities)

* Ensure proper data governance procedures are followed.
* Ensure all inputs to the database comply with the AWP strategy and protocols.
* Ensure distributions comply with the distribution lists that are originally established and periodically updated throughout the project life cycle.
* Ensure sub-contracts include the necessary information required in the performance of their scopes to meet the project requirements.