



Prevailing Wage Compliance Officer (Full-Time)

Walton Construction, Inc. – San Dimas, CA

About the Company

Walton Construction, Inc. is a family-owned general contracting company that specializes in mixed-use Multi-Family and Senior Housing developments. We collaborate with non-profit clients on new and rehabilitation projects for family, senior and special needs residents. We are seeking an experienced, self-motivated individual ready to learn and grown with our organization.

Responsibilities

- Monitor and review subcontractor certified payroll and required prevailing wage documents.
- Certified payroll processing: Manage, oversee, and ensure completion of certified payroll to ensure compliance with State and local wage, hour and labor laws.
- Set up project files after receiving contract award information
- Conduct pre-construction meetings to inform sub-contractors of their labor compliance obligations.
- Attend pre-construction meeting with the awarding agency.
- Prepare compliance documents for labor compliance orientation meetings and requirements.
- Review assigned wage determinations.
- Enforce timely submission of CPRs.
- Approve submitted CPR's within 3 days of submission.
- Monitor the use of apprentices and the hourly ratio.
- Ensure the awarding agency receives and/or review all required compliance reports.
- Notify subcontractors of wage violations/infraction and request corrective action be taken immediately.
- Close-out all contractors at all tiers.
- Scan close out documents (When needed)
- Prepare weekly transmittals. (When needed)
- File prevailing wage documents. (When needed)
- Mail logging. (When needed)
- Maintain office supplies.
- Prepare bi-weekly reminders.

- Process Compliance Packets within 3 days after receiving and follow up with agency.
- Evaluate contract award information and set up files according to requirements.
- Ensure timely submission of all required documents to the awarding agency.
- When agencies send reviews of submissions, be sure to review same day and begin collecting outstanding items from subcontractors. Then follow up with agency within 4 days.
- Assist in evaluating eligibility of sub-contractors.
- Keep current with changes in prevailing wage requirements.
- Train in-house compliance admin/officers.
- Verify and enter rates into LCP Tracker.
- Conduct Monthly HACLA and CHS audits.
- Local Hire and Section 3 monitoring (monthly and semi-annual reporting)
- Coordinate and assist with Job Fairs.
- Work with project management team to provide required signage and starting documents for projects.
- Work with Accounting dept and accurately communicate about compliance holds.
- Review monthly Draws for each project and collect outstanding items.
- Collect required documents for DIR cases.
- Submit all Walton DAS140, DAS142
- Submit all Walton EIS's and Deduction Forms

Qualifications

- Must have 2 years related experience working for a general contractor or sub-contractor.
- Must be detail oriented and able to work in a fast-paced environment.
- General understanding of State and Federal prevailing wage requirements.
- Section 3 and Local Hire knowledge.
- Ability to perform basic administrative, clerical and data entry duties related to the department.
- Good interpersonal and communication skills, sound judgement, attention to detail and accuracy to maintain confidentiality.
- Ability to professionally interact with sub-contractors/vendors.