

**LOUISVILLE METROPOLITAN SEWER DISTRICT  
invites applications for the position of:**



## Supplier Diversity Compliance Supervisor / Grade 17

**SALARY:** \$27.56 - \$42.01 Hourly  
\$57,324.80 - \$87,380.80 Annually

**OPENING DATE:** 08/26/20

**CLOSING DATE:** 09/16/20 11:59 PM

### **JOB SUMMARY:**

Supervises construction projects for Supplier Diversity MBE/WBE compliance. Responsible for daily supervision of compliance investigator(s), including construction field monitoring activities of prime contractor, MBE/WBE and non-MBE/WBE firm reporting, and analyzing data uploaded in the software system. Administers and reports compliance and non-compliance and elevates issues as necessary. Analyzes documentation to determine compliance, including documentation and monetary impacts to contractor payments. Assists and makes recommendations with alleged violations concerning the MSD Supplier Diversity Program. Assists in holding pre-proposal conferences where subcontractors can meet with prime contractors. Ensures proper documentation is collected and stored according to the MSD records policy. Performs QA/QC on compliance investigator work. Supervises, trains and mentors staff. Coordinates with Legal, Engineering and other divisions/departments as applicable. Supports the development of the compliance training program. Performs MBE/WBE onsite visits and construction field job site visits as needed. Initiates and leads formal investigations. Meets with prime contractors, MBE/WBE firms and non-MBE/WBE firms. Performs other duties as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

Analyzes data to determine compliance with the MSD Supplier Diversity MBE/WBE utilization for construction. Reports on construction contractor compliance as required. Incorporates applicable change order information. Establishes and maintains electronic and hard copy files for each project. Ensures appropriate documentation, filing, archiving and disposal of division records, legal documents and files. Collects MBE/WBE utilization information and maintains database for all contracts subject to the policy. Supports the bid award process by assisting with the invitation to bid, pre-bid meetings, and pre-construction meetings. Ensures the contractor has current templates and reporting requirements. Supervises the daily activities of the Supplier Diversity Compliance Investigator(s). Works with contractors by answering questions regarding construction contractor compliance with the MSD Supplier Program. Requests missing or incomplete documentation. Supports the contractor outreach programs as needed. Performs formal investigations. Writes formal letters and communications to prime contractors, MBE/WBEs, and non-MBE/WBEs as needed. Prepares document templates for use by compliance investigators.

### **KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO THE WORK:**

Knowledge of Construction Management and Construction Technology; knowledge of Supplier Diversity and Good Faith Effort Programs; knowledge of procurement regulations; skill in oral and written communication; skill in managing multiple priorities; skill in conflict resolution; skill in exercising tact and diplomacy; ability to resolve problems; ability to organize work effectively; ability to maintain accurate, confidential information; ability to perform audit-like functions; ability to research and analyze data and prepare special reports for management; ability to operate a PC and associated Windows environment software (e.g. Microsoft Office Suite); ability to be courteous and helpful under pressure; ability to

supervise a diverse workforce.

## MINIMUM REQUIREMENTS:

Bachelor Degree in Business, Construction Management, Construction Technology, Accounting, or a related field; five or more years of related experience; an equivalent combination of education and experience may be substituted. Two or more years of supervisory experience required. Must possess a valid driver's license. Must have safe work and driving habits.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.louisvillemsd.org>

Position #PA20-064  
SUPPLIER DIVERSITY COMPLIANCE SUPERVISOR / GRADE 17  
DH

700 W. Liberty Street  
Louisville, KY 40203

[hr@neogov.com](mailto:hr@neogov.com)

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### Supplier Diversity Compliance Supervisor / Grade 17 Supplemental Questionnaire

- \* 1. What is it about this position that interests you?
  
- \* 2. Why do you want to work at MSD and in the Supplier Diversity Department?
  
- \* 3. Are you self-motivated? What motivates you? Please briefly describe.
  
- \* 4. What about your current and past work experience make you a great fit for this role?
  
- \* 5. What career challenges have prepared you for the challenges you would face in this job?
  
- \* Required Question