

Civic Center Project Scope of Services with Glen Hodgson

Term:	Employment is expected to begin on or around April 3, 2023, with completion of this project expected by the end of November 2023.
Employment Status:	Employee is considered a part-time employee of the City of Grand Rapids. The FLSA classification is non-exempt.
Services Provided:	Act as Point of Contact to the Construction Manager, as it relates to the Civic Center project. Act as the City Representative for all matters pertaining to the Civic Center Project. Ensure change order(s) are legitimate and accurate. Share change order(s) and associated costs with City Administrator Tom Pagel and Building Official Jon Peterson. Share timetables, as well as anticipated inspection dates, with Building Official Jon Peterson. Provide Civic Center Project items needing City Council action to Administrator Tom Pagel. Attend weekly project meetings conducted by the Construction Manager.
Record of Time:	Time worked will be recorded daily and submitted to payroll. Time worked will be approved by City Administrator.
Payment:	The rate of pay will be \$45.25 per hour. This position will not qualify for holiday pay, PERA or Deferred Compensation. This position will not qualify or receive medical, dental, and life insurance.
Payment Method:	Employees are paid bi-weekly on Friday as defined in the City of Grand Rapids Personnel Policy Manual.
Expenses:	Employee will be eligible for mileage reimbursement and any necessary travel expenses.
Additional Items:	This scope of services document is not an all-inclusive list and shall not be construed as a contract. The employee is expected to follow the City of Grand Rapids Personnel Policy Manual.