



CLASSIFICATION NO. 479
Established: 2/00
FLSA: Non-Exempt
EEO: 8

BUILDING CONSTRUCTION PROJECTS COORDINATOR

CLASS CHARACTERISTICS

Under direction, to oversee small to medium County building improvement and construction projects; to functionally supervise space planning, cost estimating, procurement, scheduling, contractor management, and general construction; and do other work as required.

DISTINGUISHING CHARACTERISTICS

The Facilities Maintenance Division is responsible for the repair, remodeling, maintenance, landscaping and janitorial services for all County owned and leased facilities.

The Building Construction Projects Coordinator oversees the entire cycle of small to medium sized County owned and leased building construction, renovation, and remodeling projects. Incumbents work closely with the County Purchasing Department, architects, engineers, and technicians to oversee all pre-construction activities, serves as the general on-site Construction Superintendent to assure for quality control, oversees contractor activities and approves contractor payments to ensure for proper construction, contract fulfillment, building code and ADA compliance, and performs a variety of general administrative tasks including budget preparations, purchasing administration, construction records administration, and processing of permit applications. In addition to primary construction responsibilities, this classification may also oversee general maintenance activities as needed, and may perform skilled or semi-skilled trades work.

The Building Construction Projects Coordinator differs from the Building Maintenance Coordinator that is responsible for overseeing County general maintenance activities. It also differs from limited term Project Manager assignments where incumbents are responsible for engineering and architectural services involving large scale construction projects.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Oversees and provides technical supervision for all stages of County-wide building construction and improvement projects; develops space planning; estimates project costs; schedules projects and contractors; provides on-site construction oversight; oversees material deliveries; ensures conformance with contract plans and specifications; approves contractor invoices; coordinates projects with affected County departments.
2. Oversees County construction projects for feasibility and efficient project management; analyzes and rationalizes cost/benefit construction proposals and makes appropriate recommendations regarding the feasibility of projects; oversees efficient space planning processes.

3. Functionally supervises all pre-construction evaluation and planning activities: develops construction plans and cost estimates; coordinates the work of professional architects, engineers, and technicians in the development of preliminary drawings and specifications; completes and submits building permit applications; meets with department representatives and coordinates the process of project approval.
4. Coordinates purchasing processes needed for construction and renovation projects; qualifies contractors and suppliers; requests quotations and bids; insures that all contacts are ADA and wage/hour compliant; evaluates bids and proposals and recommends award of service and supply contracts; directly manages the quotation contract process for projects under specified cost thresholds.
5. Provides regular on-site construction management services; schedules, monitors and supervises work, including work performed by County facilities personnel; negotiates and approves small change orders; inspects completed work; documents final project punch-lists and resolves contractor issues; approves progress and other payments for work and delivered products; ensures the delivery of project warranties and operation manuals; provides for equipment and system operator training.
6. Participates in budget preparations by preparing cost estimates and recommendations; submits justifications for construction budget requests; monitors and controls expenditures for all operating and project costs.
7. Regularly inspects all County buildings and facilities to document structural and code deficiencies; prepares or procures cost analyses and makes recommendations for compliance; assists in the development and presentation of justification for ADA, structural preservation, and code upgrade improvement projects.
8. Upgrades and maintains central facilities building plans and drawing files.
9. Provides direction to staff when the Facilities Manager has scheduled or unexpected absences.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of construction project management, remodeling, equipment installation, and remodeling; construction/renovation cost estimating; general government purchasing and contracting procedures; construction project budgeting, cost control, and reporting; engineering and architectural terms applicable to facilities construction, remodeling and renovation; codes, regulations and laws pertaining to construction, ADA, hazardous material, wage/hour requirements, and procurement.

Working knowledge of: Mechanical, electrical, and structural schematics and blueprints interpretation; general methods, practices and techniques of structural, plumbing and mechanical maintenance; materials, tools and equipment commonly used in the construction, remodeling, renovation, and maintenance of commercial structures; basic math; record keeping techniques; computer use; basic supervisory techniques; public and customer service techniques.

Skill to: Plan and prepare cost estimates, organize, coordinate and functionally supervise construction, remodeling and equipment installation projects; manage a wide variety of specialty

skilled contractors, professional consultants, County staff and material vendors; read, understand and interpret facility construction plans, specifications and other contract documents; lead, train, schedule, monitor, coordinate and evaluate the work performed by facilities personnel; perform technical research and solve difficult construction problems; communicate effectively, both orally and in writing; complete and maintain accurate records; establish and maintain effective working relationships with County personnel, contractors, vendors, suppliers, and the public; multitask a variety of assignments by effectively prioritizing and scheduling multiple construction and renovation projects; monitor and advocate high ethical standards in the public construction and renovation process.

WORKING CONDITIONS

Duties require frequent walking, climbing, bending, kneeling and the ability to lift and carry objects. Incumbents are exposed to wind, rain, snow, dust, fumes and other irritants.

Within Finance Department's Facilities Management Division, duties require squatting, kneeling, bending, twisting, balancing, climbing, fine motor control, and the ability to lift and carry up to 75 pounds, and push/pull 100 pounds. Duties involve frequent exposure to confined spaces, loud noises, slippery and/or uneven surfaces, working at heights, and adverse weather conditions.

Incumbents may be required to provide after-hours emergency response on a call-out basis.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Employment may be contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 7/16