

CONSTRUCTION PROJECT COORDINATOR

SUMMARY/PURPOSE

Lead and coordinate the work activities of Facilities Management personnel and contractors/vendors to ensure satisfactory completion of assigned projects and maintenance activities, and oversee assigned construction and facility maintenance projects and activities for City facilities operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Lead and coordinate assigned division facility projects and be accountable for project implementation and close-out within the defined project scope, budget and timeline.
2. Lead and perform maintenance or project work with staff to carry out projects or job assignments on City facilities.
3. Assist division Project Management Team in determining the scope of various projects, establishing project methodology, estimates, quotes/bids, timetables, project updates and recommendations to assist in decision-making throughout the project life cycle.
4. Assist division Project Management Team in coordinating project purchasing activities and overall project budgets as assigned as well as participate in the Capital Improvement Plan.
5. Lead and coordinate the work of project vendors and/or contractors and gather information required to analyze project needs and requirements for project and facility improvements.
6. Prepare bid specifications for consultants/contractors, review bid proposals, present reports, project summary submissions, and participate in the selection of consultants/contractors.
7. Collaborate and confer with consultants to develop feasibility studies and financial analysis, develop project plans including site access, remediation plans, strategies, timelines, and contingencies.
8. Perform cost analyses and negotiate contract terms with consultants/contractors.
9. Inspect work performed by consultants/contractors for compliance and conformance to specifications, and make adjustments as necessary.
10. Coordinate with various City departments, other government agencies, community groups, and others impacted and/or directly served by assigned projects.
11. Coordinate and maintain communications with the public to receive complaints and suggestions, to provide information and explanations regarding activities and projects, and to resolve disputes and conflicts as needed.
12. Present project information to administrators, City Council, Planning Commission, regulatory agencies and others as asked.
13. Research and keep abreast of current construction techniques, materials, trends and funding sources.
14. Provide input into decision regarding the hire and transfer of personnel and help aid in decisions related to discipline and grievance resolution.
15. Review work of team members for completeness and quality, and provide information, feedback, and instruction on assignments.
16. Develop procedures to ensure a safe and productive worksite for all assigned projects as well as train team in safe and proper work methods and procedures.
17. Determine needs, requirements, timetables, and priorities of assigned projects.
18. Provide direction and assistance to others involved in operational and project problem solving.
19. Attend meetings as directed and work with others to develop office and reporting procedures and/or other administrative functions.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Combination of education and/or experience equal to six (6) years as a journeyman carpenter, electrician, plumber or other similar trade.
 - B. At least one (1) year of full-time construction project management experience; AND experience managing, preparing, and presenting project records and reports.

2. Knowledge Requirements
 - A. Knowledge of project estimating and construction project planning.
 - B. Knowledge of construction project management methodologies.
 - C. Knowledge of accepted personnel, supervisory and management practices.
 - D. Knowledge of personal computer hardware and software configuration and use of software programs in the development and presentation of information.
 - E. Knowledge of the Uniform Building Code.
 - F. Knowledge of applicable OSHA safety regulations.
 - G. Extensive knowledge of materials, tools, equipment, and practices used in carpentry, electrical, plumbing and other trades.
 - H. Extensive knowledge of the qualities of various construction materials and their adaptability and uses.
 - I. Knowledge of the proper construct of industrial facilities.
 - J. Knowledge of leadership and training principles.
 - K. Knowledge of applicable safe work practices and procedures.

3. Skill Requirements
 - A. Skill in directing and leading others.
 - B. Skill in writing reports, letters, memos and presentations in an understandable and logical format.
 - C. Skill in communicating logically and accurately in oral and written forms.
 - D. Skill in evaluating and analyzing operational methods and procedures.
 - E. Skill in managing and tracking multiple projects concurrently.
 - F. Skill in working with architects, engineers, contractors, attorneys, planners and other professionals.
 - G. Skill in the operation of personal computer and related software.
 - H. Skill in reading and interpreting blueprints and schematic drawings.
 - I. Skill in operating hand and power tools and maintaining them in proper condition.
 - J. Skill in performing mathematical calculations in order to estimate the cost of materials and determine appropriate building measurements.

4. Ability Requirements
 - A. Ability to direct and lead work, delegate work assignments, motivate subordinates, and set and maintain effective performance standards and goals.
 - B. Ability to evaluate and analyze operations and procedures.
 - C. Ability to read, interpret, analyze and explain technical manuals that may involve information with which the individual is unfamiliar.
 - D. Ability to work independently while functioning as a team member.
 - E. Ability to establish and maintain effective working relationships with supervisors, other employees, governmental agencies and the general public.
 - F. Ability to recognize safety hazards and use and communicate appropriate precautions.
 - G. Ability to work on-call after completion of regular assigned work hours.
 - H. Ability to work on multiple projects and prioritize workload.

5. Physical Ability Requirements
 - A. Ability to frequently stand, walk, lift, carry, stoop, crouch, reach, handle, and use mid-range vision.
 - B. Ability to transport materials and equipment weighing up to 100 pounds.

- C. Ability to transport oneself to, from and around sites of projects and sites of public meetings.
- D. Ability to work outdoors year round.
- E. Ability to climb and carry tools, equipment, and materials up ladders, and to work in high places.
- F. Ability to attend work on a regular basis.

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