



Construction Project Coordinator

Purpose of the role:

Under general direction, performs complex professional construction project work in the research, design and construction of capital projects; ensures well-designed, efficient, cost-effective, and timely construction of projects; and performs related duties as assigned.

Distinguishing Characteristics:

Incumbents in this class oversee complex construction projects requiring the use of judgment and initiative in developing solutions to problems and interpreting policies.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Performs complex professional construction project work in the research, design, and construction of capital projects; reviews, prepares or directs the preparation of complex plans, specifications and legal contracts.
- Plans, programs, organizes, coordinates, directs and/or conducts capital improvement construction projects.
- Prepares request for proposal packages for architectural, engineering, construction and service contracts.
- Conducts entire bid process and recommends award based on responsiveness and responsibility.
- Coordinates project activities with end users, architects and engineering firms; provides complete design reviews at various stages of projects, and coordinates with other City staff, departments and regulatory agencies, as appropriate.
- Directs and coordinates construction work during project progress; conducts project site visits, attends construction meetings, and prepares detailed written correspondence to ensure strict compliance with contract specifications, drawings and safety requirements; interprets contract documents; reviews/approves submittals and progress payments during project.
- Provides detailed reviews and negotiations for proposed change orders; controls cost through thorough preparation and early resolution of problems.

- Prepares and evaluates engineering studies of large projects; evaluates alternatives and recommends effective course of action.
- Develop answers for legal interrogatories as necessary.
- Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Theory, principles and practices of structural engineering design and construction.
- Principles and techniques of goals and objectives development and work planning and organization.
- Principles and practices of contract administration and project management and evaluation.
- Principles, modern techniques and equipment used in design, construction and maintenance of construction projects.
- Strength, properties and uses of construction materials.
- Methods and techniques of public relations.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and safety regulations.

***Desired
Minimum
Qualifications:***

Ability to:

- Plan, organize, review and evaluate the work of construction contractors.
- Review, prepare or direct the preparation of complex plans, specifications and legal contracts.
- Prepare and evaluate engineering studies of large projects.
- Evaluate alternatives and recommend or adopt effective courses of action.
- Operate office equipment including computers and supporting software applications.
- Provide technical assistance for capital projects.
- Prepare clear and concise reports, drawings, maps, notes, correspondence and other written materials.
- Work under steady pressure with frequent interruptions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Team Builder
- Strategic Thinker
- Accountable
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in engineering, architecture or a related field.

Experience:

**Education and
Experience
Guidelines:**

Five years of responsible professional construction project management experience, including experience in municipal building design and construction activities.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license.

Professional registration as an architect or engineer is highly desirable.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to work in an office setting and operate office equipment; work outdoors and inspect field sites with rough terrain in varying weather conditions; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movements; lift up to 25 pounds or more; climb ladders and drive motorized vehicles. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; travel to various locations; work outdoors and inspect field sites with rough terrain in varying weather conditions; exposure to noise, dust, fumes, and air contaminants; work around construction equipment and may be exposed to loud noise levels.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: