County of Humboldt Job Specification
CONSTRUCTION PROJECT COORDINATOR I/II
Classification 0664 A/B
FLSA: Non-Exempt

DEFINITION

Under direct or general supervision, performs project management tasks for small facilities design and construction projects from conception to completion; coordinates with other County departments and stakeholders regarding each project's scope of work, scheduling, quality assurance, and closeout; assists Construction Project Managers, the Deputy Public Works Director, and/or other County staff with tasks associated with the coordination of large County facilities design and construction projects; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct (Construction Project Coordinator I) or general (Construction Project Coordinator II) supervision from assigned management or supervisory staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

Construction Project Coordinator I: This is the entry-level classification in the Construction Project Coordinator series. Initially under close supervision, incumbents learn and perform routine work in one or more areas of facilities design and construction project management. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Construction Project II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised at project-specific progress milestones and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Construction Project Coordinator II: This is the journey-level classification in the Construction Project Coordinator series. Positions at this level are distinguished from the Construction Project Coordinator I by the performance of the full range of duties as assigned, working independently, taking on larger and more complex projects or assignments, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Construction Project Manager in that the latter is a licensed engineer or architect and independently manages large and complex Public Works construction projects.

Positions in the Construction Project Coordinator I/II class series are flexibly staffed and positions at the II level are typically filled by advancement from the I level after gaining the knowledge,

skill, and experience which meet the qualifications for, and after demonstrating the ability to perform the work of, the higher-level classification.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.
Some duties, knowledge, skills, and abilities may be performed in a learning capacity for entry-level (I Level) positions.

- Independently manages small facilities construction projects from conception to completion, controlling cost and schedule, and resolving issues that pertain to successful project delivery.
- Assists Construction Project Managers and/or other County staff in the coordination of large and/or complex construction projects.
- Reviews project assignments and related documentation, and completes project setup activities using templates and in accordance with department standards.
- Conducts physical site visits to assess existing conditions, reviews proposed scopes of work, and evaluates site logistics of construction projects.
- Coordinates with outside construction consultants, contractors, and vendors and Facilities staff to request and receive proposals, quotations, estimates, and other documentation; finalize and execute agreements in support of assigned projects; and refine project scope, cost, and schedule as necessary.
- Monitors and tracks progress on assigned facilities projects, and provides reports and status updates to supervisor and others as requested.
- Maintains project-related records, agreements, documents, and correspondence.
- Identifies potential problem areas in advance and takes corrective action or notifies competent authority as necessary.
- Reviews change in program plans requested by client departments and provides advice on budget, time, and utility implications.
- Coordinates and monitors construction inspections.
- Performs other related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- Principles and practices of facility design and construction project management.
- Basic construction terminology.
- Principles and practices of public agency contract administration.
- Applicable federal, state, and local laws, regulations, standards, and policies of design and construction, including those specific to public buildings.

- Principles of estimating project costs and monitoring project budgets.
- Permitting process for commercial and/or governmental facilities projects.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Read and interpret engineering and architectural plans and specifications.
- Prepare basic project budgets and schedules.
- Manage, organize, and coordinate the various components of construction projects.
- Coordinate multiple projects simultaneously.
- Identify, escalate, and resolve nonconforming work, safety concerns, and other construction project issues.
- Assess the quality and completeness of construction work in the field.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.
- Understand and follow technical instructions.
- Compile accurate data in areas of responsibility.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree with major coursework in drafting, architecture, engineering, construction management, or a related field

and

<u>Construction Project Coordinator I:</u> None.

Construction Project Coordinator II: Two (2) years of experience performing increasingly responsible facilities project management support work at a level equivalent to the County's class of Construction Project Coordinator I.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 50 pounds in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

When assigned to visit a project site:

- Mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various County sites.
- Vision to inspect site conditions and work in progress.
- Fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Also includes field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e., background screening, physical examination, etc.).