

CONSTRUCT PROJECT COORDINATOR

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Engineering

REPORTS TO: Project Engineer

CLASS SUMMARY

Coordinates County capital projects through the construction phase to include administering contracts and conducting field investigations and site inspections.

DISTINGUISHING CHARACTERISTICS

The Construction Project Coordinator is a stand-alone classification that is distinguished from other classes by its responsibility for coordinating capital projects through the construction phase.

TYPICAL CLASS ESSENTIAL DUTIES

- Assists the Chief Project Engineer and other department heads in defining the scope of a project, formulating the project design, and in obtaining building permits.
- Oversees the administration of contracts to ensure contractor compliance with contract documents.
- Performs site inspections and field investigations of capital projects.
- Maintains construction documents and files.
- Attends and conducts job status meetings to include verifying that scheduled modifications are required.
- Processes payment applications, which includes verifying that work has been performed according to contract terms.
- Processes change orders according to project time limits.
- Processes requests for information from County agencies and officials and the public.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- General construction projects;
- County building code guidelines;
- Contract administration;
- Building permit requirements;
- Construction cost estimation;
- Project management.

Skill in:

- Using computers and applicable software;
- Using various office equipment;
- Using various construction tools;
- Reading blueprints;
- Drafting;
- Administering and enforcing contracts;
- Negotiating contract terms;
- Performing inspections;
- Providing customer service;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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TRAINING AND EXPERIENCE

High School Diploma or General Equivalency Diploma (GED) and seven years of progressively responsible construction experience (preferably heavy industrial, commercial, or office) including one year project management experience; or Bachelor's Degree in Construction Management, Engineering, or Architecture and three years of progressively responsible construction experience (preferably heavy industrial, commercial, or office) including one year of project management experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- Valid North Carolina Driver's License;
- Contractor's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires standing, walking, fingering, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

May be subjected to travel.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E11/99; R10/02