

COORDINATOR, CONSTRUCTION PROJECTS

DEFINITION

Under general supervision, plans, organizes, coordinates, and provides direction and oversight of assigned projects and/or programs; provides routine administrative and operational support for assigned projects and/or programs; plans and coordinates education and outreach efforts; evaluates program effectiveness and makes recommendations for operational, policy, and procedural improvements; develops, summarizes, and maintains program records and reports; fosters cooperative working relationships with departmental personnel, external contractors, and professionals.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel. Exercises supervision of contractors and new projects.

CLASS CHARACTERISTICS

This is a coordinator classification responsible for planning, organizing, and coordinating specialized construction projects. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations. This class is distinguished from the Construction Projects Specialist in that the former is responsible for oversight of construction activities, exercising a higher technical understanding of the construction process, and general project oversight. This class is further distinguished from the Manager, Construction Projects in that the latter is responsible for more complex and higher-level technical work related to the College's construction projects and exercises a higher level of discretion and independent decision-making.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Performs site coordination and logistical site walks with contractors, design professionals, and Facilities Department personnel; schedules, coordinates, and monitors construction activities; attends job walks and conducts job walks as directed.
2. Schedules, coordinates, and attends planning, design, and construction progress meetings; acts as meeting facilitator as directed.
3. Obtains and reviews competitive bids and cost proposals for project materials and services from contractors, materials suppliers, and specialty vendors; monitors and reports on status of orders coordinates with Accounts Payable personnel to ensure that requisitions for services and supplies are paid in a timely manner.
4. Schedules, coordinates, and monitors Furniture & Fixed Equipment (FF&E) installations with College personnel and contractors.
5. Plans, organizes, and coordinates department relocations; creates building room matrix and assigns building room numbers for new construction; develops basic site plans, sketches and cut sheets for College personnel, contractors, and consultants.
6. Monitors project budget, prepares project budget worksheets, prepares budget transfers, prepares revised budget forms, and change orders; tracks and monitors expenditures; reconciles project budgets at project completion.
7. Plans, organizes, and performs punch walks; monitors contractors on closeout of punch list items; schedules, monitors, and ensures contractor completion of all open Commissioning items.

8. Coordinates and attends training sessions for staff on department specific policies, procedures, systems, and software.
9. Coordinates the submittal of forms and documents to Division of the State Architect (DSA) as directed; prepares closeout certification packet and submits to DSA to ensure timely closeout of project files; prepares closeout turnover package and submits to the Facilities Department; submits Notice of Completion (NOC) requests to Purchasing for Board approval and records the NOC with the county.
10. Schedules and monitors all warranty work orders through the one (1) year warranty period on all newly constructed buildings.
11. Coordinates and integrates department services and activities with other College departments and outside agencies.
12. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
13. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Procedures for planning, implementing, and maintaining assigned programs and/or projects.
2. Research and reporting methods, techniques, and procedures.
3. Principles and practices of data collection and report preparation.
4. Basic principles and practices of budget administration and accountability.
5. Proper terminology, materials, and equipment used in the construction trades within areas of responsibility.
6. Facilities planning processes and procedures.
7. Division of the State Architect project documentation requirements.
8. Applicable codes, regulations, policies, technical processes, and procedures related to the department to which assigned, including Public Contract Code as it relates to the Procurement of Construction Services and project bidding process.
9. Business arithmetic and basic financial and statistical techniques.
10. Modern office practices, methods, and computer equipment and applications related to the work.
11. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills & Abilities to:

1. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
2. Assist in planning and organizing building design and construction programs.
3. Plan, organize, and coordinate the work of contracted project personnel.
4. Effectively represent the College and the department in meetings with contractors, vendors, and various businesses, professionals, and organizations.
5. Provide varied and responsible office administrative work requiring the use of tact and discretion.
6. Understand the organization and operation of the College and of outside agencies as necessary to assume assigned responsibilities; interpret, apply, and explain applicable College policies, rules, and regulations related to areas of responsibility.
7. Establish and maintain a variety of filing, record-keeping, and tracking systems.
8. Organize own work, set priorities, and meet critical time deadlines.
9. Use English effectively to communicate in person, over the telephone, and in writing.

10. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
11. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to an Associate's degree from a regionally accredited college and five (5) full time equivalent years of responsible construction coordination support experience, which includes at least three (3) full time equivalent years in construction, architecture, and/or facilities management.

Licenses and Certifications:

1. The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.
2. Depending on assignment, possession of, or ability to obtain, specified certification and/or license to maintain compliance with applicable state licensure regulations.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; may be required to operate a motor vehicle to visit various College and meeting sites. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment and on active construction sites and is occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions and occasional exposure to hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.