

CONTRACT PROJECT COORDINATOR I

NATURE AND VARIETY OF WORK

This is entry level professional office/field engineering and administrative work, whereby incumbents review engineering/ architectural plans and specifications as part of the process to monitor County construction projects, evaluate related construction problems and expedite the completion of such projects. Work assignments are of routine nature, however, they include liaison between and coordination among County organizations as well as private firms involved in such kinds of construction. Work is performed in accordance with established departmental and County policies and procedures under the close supervision of a technical superior. Work performance is evaluated in terms of timeliness, accuracy and conformance to established guidelines, rules and regulations in the completion of work assignments.

Upon satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs routine field engineering and administrative work relative to monitoring contracted construction.

Conducts on-site field inspections of construction projects in order to monitor progress and to determine compliance/non-compliance with plans and specifications.

Assists in reviewing plans and specifications for construction and/or maintenance projects to note conflicts and/or discrepancies and suggest improvements or costs reduction concepts.

Acts as field liaison among architects, engineers, contractors, regulatory agencies and Contract Project Coordinator II's to resolve field problems, changes and concerns.

Maintains accurate, complete and retrievable records and logs of project plans and reviews activities for inclusion into reports, or to provide information as requested.

Assists in reviewing documents, purchasing ordinances, building codes and applicable professional publications to assure maximum job proficiency.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Working knowledge of building construction principles, practices, materials and methods.

Working knowledge of inspection methods and techniques.

Working knowledge of applicable codes, ordinances and publications relative to building construction.

Ability to read and interpret construction plans and specifications.

Ability to maintain daily inspection records/logs.

Ability to deal effectively with contractors, engineers, architects and representatives of utility companies and government agencies.

MINIMUM QUALIFICATIONS

Graduation from college with major course work in structural or civil engineering, architecture, or other fields appropriate to the work, plus one (1) year of experience in inspection, construction supervision or construction engineering; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENT

Possession of a valid motor vehicle operator's license.

CREATED: 10/88