

CONTRACT PROJECT COORDINATOR III

NATURE AND VARIETY OF WORK

This is senior 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. Incumbents may lead subordinate level contract project coordinators in the performance of their assigned duties. Work assignments include extensive liaison between and coordination among County organizations as well as private firms involved in such construction work. Work is performed in accordance with established departmental and County policies and procedures under the general 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.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

May lead subordinate level employees in the performance of assigned duties relative to office and field engineering work.

Performs periodic on-site field visits to construction projects to monitor construction; conducts field progress meetings; review change orders; and verifies and processes architect/engineer and general contractor payments.

Reviews project plans, specifications and cost estimates at each submission phase to determine if submitted plans and specifications comply with contractual requirements; notes conflicts and/or discrepancies; and checks the overall reasonableness and mathematical accuracy of estimates.

Provides reports and records relative to projects such as progress reports, completion dates, delays and necessary information that may be required pertaining to the project.

Confers/coordinates with architects, contractors, engineers, inspectors and other agencies in order to (1) explain, clarify and resolve actual/potential problems relative to the review and analysis of construction plans, specifications and drawings; (2) initiate appropriate actions that will gain compliance with project plans, specifications, codes, policies and procedures; and (3) modify plans and specifications.

Prepares contract documents and reviews such documents to assure full compliance with all County policies, administrative procedures and state and national standards.

Works closely with County purchasing agent in the development of specifications as well as the inspection of construction materials received.

Assists in inspecting County building construction projects.

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

Assumes the duties and responsibilities of supervisor in their absence.

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

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

Thorough knowledge of inspection methods and techniques.

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

Knowledge of construction contract administration.

Ability to read and interpret construction plans and specifications.

Ability to maintain records and prepare reports.

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

Ability to provide lead to subordinate personnel.

MINIMUM QUALIFICATIONS

Graduation from college with major course work in structural or civil engineering, architecture, or other fields appropriate to the work, plus three (3) years 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: 3/76

REVISED: 10/88