

CONSTRUCTION PROJECT COORDINATOR SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
1427	Construction Project Coordinator I	01	170	6 mo.	01/15/10	Rev.
4650	Construction Project Coordinator II	01	170	6 mo.	01/15/10	Rev.

Promotional Line: 303

Series Narrative

Employees in this series coordinate the planning and inspection of construction projects involving the maintenance, repair, remodeling, or new construction of buildings by institutional employees or outside contractors. The projects may include work of a structural, electrical, and/or mechanical nature and can range from minor projects to extremely complex ones. The level of complexity depends upon the variety of activities to be coordinated, scope of project, and sensitivity to public concern.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Construction Project Coordinator I 1427

Employees at this level coordinate and supervise relatively simple to moderately complex construction and departmental job order work that involves new construction projects, maintenance, repair and remodeling activities such as changing the usage of space per departmental request, modifying existing building systems, and coordinating contractor construction of smaller buildings. These employees may work on individual projects or carry out one or more phases of a complex project; employees may also work under a higher-level coordinator or other designated supervisor.

A Construction Project Coordinator I typically –

1. coordinates meetings to discuss project requirements and scope of work with requesting departments
2. prepares and reviews project plans and cost estimates based on engineering and/or architectural specifications; reviews site of proposed work to determine design parameters and constraints
3. issues work orders, schedules work and inspects progress
4. communicates on-going work schedules and project progress with requesting departments
5. monitors job costs, evaluates change orders and estimates costs of work in progress; orders special materials and equipment
6. inspects work performed by contractors on assigned construction or remodeling projects
7. assists in evaluating completed projects
8. creates and reviews plans designated by others to develop schedules and to insure compliance with building codes and university guidelines
9. supervises lower level employees as required
10. performs other related duties as assigned

Level II: Construction Project Coordinator II**4650**

Employees at this level coordinate complex and/or high impact projects that involve a multiplicity of crafts and activities by developing, planning, designing, and coordinating all aspects and details of the projects. Employees are also expected to take an active role in monitoring and maintaining the progress of ongoing projects in accordance with imposed guidelines. Employees at this level may work under a designated supervisor.

A Construction Project Coordinator II typically –

1. coordinates and cooperates with requesting departments in identifying project requirements and developing scope of work for projects planned
2. coordinates and reviews the development of plans and cost estimates for projects; reviews site of proposed work to determine design parameters and constraints; estimates project costs and reports them to requestor; orders special materials and equipment
3. consults with architects and/or engineers and coordinates all input into final design; may develop plans, specifications and bidding documents for contract work for review and approval by engineers and/or architects
4. insures that consultation and coordination with requesting departments are provided in the issuance of work orders, scheduling of work and evaluation of the progress of work performed
5. monitors and prepares revisions of job costs
6. monitors ongoing work inspections, provides final inspection of work performed by contractors and evaluates and reports on completed projects
7. monitors, evaluates and approves work and compliance reviews performed by assigned personnel
8. meets with and interacts with university officials and outside agencies and/or consultants on major building projects
9. may be involved in special projects or assignments such as the preparation of reports and surveys, in-depth investigation of specific problems, or assisting in the preparation of annual reports and desk reviews/audits
10. provides analysis of existing building systems for condition assessment, operating capacity, functionality, compatibility with associated systems and use of spaces served
11. troubleshoots existing building systems that are not functioning properly to identify problems, determine appropriate resolution, and provide recommended corrective work in project program analysis format with clear definition of scope and budget
12. supervises lower level employees as required
13. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Construction Project Coordinator I****1427**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Three years (36 months) of experience:
 - (a) work experience in construction management, building project management or closely related field
 - (b) college coursework in engineering, architecture or closely related discipline, as measured by the following conversion table or its proportional equivalent:
 - Associate Degree or 60 semester hours equals one year
 - 90 semester hours equals two years
 - Bachelor's degree or 120 semester hours equals three years
2. **One (1) additional year** building construction management and/or building project management experience

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to organize and coordinate work of others
2. ability to monitor use of construction products, materials and procedures
3. basic knowledge of design in structural, electrical, and mechanical engineering
4. basic knowledge of building codes, institutional purchasing and accounting procedures, computerized scheduling tools, and standard estimating tools
5. ability to apply knowledge of construction products and materials and building craft jurisdiction
6. ability to express information on any phase of project work in written or oral form which can be readily understood by technical and non-technical personnel
7. excellent customer service and communication skills

Level II: Construction Project Coordinator II**4650**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Three years (36 months) of experience:
 - (a) college coursework in engineering, architecture or closely related discipline, as measured by the following conversion table or its proportional equivalent:
 - Associate Degree or 60 semester hours equals one year
 - 90 semester hours equals two years
 - Bachelor's degree or 120 semester hours equals three years

- (b) experience in construction management, building project management or closely related field
- 2. **One (1) additional year** building construction management and/or building project management experience
- 3. **Three (3) years** (36 months) of work experience in construction management and/or project management which was comparable to the next lower level of this series

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. possession of the personal attributes requirements listed for the lower level of this series
- 2. skill in supervising the work of others
- 3. ability to work with a minimum of supervision
- 4. working knowledge of design in structural, electrical and/or mechanical engineering