

## CONSTRUCTION PROJECT COORDINATOR SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
1427	Construction Project Coordinator I	01	170	6 mo.	02/01/21	Rev.
4650	Construction Project Coordinator II	01	170	6 mo.	02/01/21	Rev.

***Promotional Line: 303***

Series Narrative

Employees in this series coordinate the planning, execution, and inspection of construction projects involving the maintenance, repair, remodeling, or new construction of any campus facilities or properties by university employees or outside contractors. The projects may include any discipline of construction including, but not limited to architectural, civil, structural, electrical, and/or mechanical work and typically range from small to moderate-sized projects. 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. 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 units or departments;
2. prepares and reviews project plans and cost estimates based on in-house or professional design consultants specifications; reviews site of proposed work to determine design parameters and constraints;
3. issues work orders, schedules work and inspects progress;
4. communicates ongoing work schedules and project progress with units or departments;
5. monitors job costs, evaluates change orders and estimates costs of work in progress; orders special materials and equipment;
6. provides instruction and direction to university crafts and trades and contractors who perform required construction work;
7. inspects work performed by university employees and contractors on assigned construction or remodeling projects;
8. assists in evaluating completed projects;

9. creates and reviews plans designated by others to develop schedules and to ensure compliance with building codes and university guidelines;
10. supervises lower level employees as required;
11. coordinates training of new construction items with in-house maintenance crews related to simple to moderately complex construction and departmental job order work;
12. performs other related duties as assigned.

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

Employees at this level coordinate moderate to more complex construction projects that may involve a multiplicity of crafts and activities by developing, planning, 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 with units or departments in identifying project requirements and developing scope of work for projects planned;
2. coordinates design and leads construction execution, including meeting scope, budget, and schedule expectations which have been established;
3. 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;
4. consults with in-house and/or professional design consultants and coordinates all input into final design;
5. ensures that consultation and coordination with units or department are provided in the issuance of work orders, scheduling of work and evaluation of the progress of work performed;
6. monitors and prepares revisions of job costs;
7. monitors ongoing work inspections, provides final inspection of work performed by contractors and evaluates and reports on completed projects;
8. monitors, evaluates and approves work and compliance reviews performed by assigned personnel;
9. participates in special projects or assignments such as the preparation of reports and surveys, investigation of specific problems, or assisting in the preparation of annual reports and desk reviews/audits, as required;
10. provides subject matter expert analysis of existing building systems for condition assessment, operating capacity, functionality, compatibility with associated systems and use of spaces served;

11. troubleshoots of 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. coordinates training of new construction items with in-house maintenance crews related to moderate to more complex construction and departmental job order work;
14. 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. Any combination totaling three (3) years (36 months) from the following categories of experience:
  - a. work experience in construction management, building project management or a closely related field.
  - b. college coursework in construction management, engineering, architecture, or a closely related discipline, as measured by the following conversion table or its proportional equivalent:
    - Associate Degree or 60 semester hours equals one (1) year (12 months)
    - 90 semester hours equals two (2) years (24 months)
    - Bachelor's degree or 120 semester hours equals three (3) years (36 months)
2. One (1) year (12 months) of building construction management and/or building project management experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of construction management processes, means, and methods.
2. Knowledge of structural, architectural, civil, electrical, and mechanical systems.
3. Knowledge of building codes, institutional purchasing and accounting procedures, computerized scheduling tools, and standard estimating tools.
4. Knowledge of rules and regulations regarding jobsite safety.
5. Skill in verbal and written communication, and customer relations.
6. Skill in problem solving, decision-making, and conflict and crisis management.
7. Ability to express information on any phase of project work which can be readily understood by technical and non-technical personnel.

8. Ability to negotiate and mediate issues with a variety of personalities representing a diverse group of individuals and businesses associated with the construction industry.
9. Ability to read and compose drawings and specifications.
10. Ability to supervise, organize and coordinate work of others.

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

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any combination totaling three (3) years (36 months) from the following categories of experience:
  - a. work experience in construction management, building project management or a closely related field.
  - b. college coursework in construction management, engineering, architecture, or a closely related discipline, as measured by the following conversion table or its proportional equivalent:
    - Associate Degree or 60 semester hours equals one (1) year (12 months)
    - 90 semester hours equals two (2) years (24 months)
    - Bachelor's degree or 120 semester hours equals three (3) years (36 months)
2. Three (3) years (36 months) of building construction management and/or building project management experience comparable to the lower level of this series.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of construction management processes, means, and methods.
2. Knowledge of structural, architectural, civil, electrical, and mechanical systems.
3. Knowledge of building codes, institutional purchasing and accounting procedures, computerized scheduling tools, and standard estimating tools.
4. Knowledge of rules and regulations regarding jobsite safety.
5. Skill in verbal and written communication, and customer relations.
6. Skill in problem solving, decision-making, and conflict and crisis management.
7. Ability to express information on any phase of project work which can be readily understood by technical and non-technical personnel.
8. Ability to negotiate and mediate issues with a variety of personalities representing a diverse group of individuals and businesses associated with the construction industry.
9. Ability to read and compose drawings and specifications.

10. Ability to supervise, organize and coordinate work of others.