



Human Resources
Department

Job Specification

Job Title: Construction Project Coordinator	FLSA Type: Exempt	Date Established:
Department: City-wide	EEO Code: 03	Date Revised: 09/27/2001
Class Code: 12-25-11	Reports To: Varies	Date Approved: 02/04/2014

Job Summary

Under general supervision, plans, schedules, and manages various construction projects and activities.

Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Assists in planning and performs the scheduling of site construction projects and activities according to approved plans and specifications.
- Participates in selecting staff needed to perform work assignments.
- Organizes and assists in the delegation of work assignments for completion.
- Monitors project deadlines and schedules to ensure they are met.
- Works with CE&I team to conduct quality control inspection reviews as required; records and reviews observations for compliance with applicable code regulations and specifications; and provides record for internal review.
- Maintains and organizes records of projects that are under construction and keeps a daily schedule of progress.
- Completes site assessments with reports outlining observed code violations and needed repairs with budgeted cost and schedule; provides record for internal review.
- Assists in the development of conceptual site plans in preparation for construction documents.
- Monitors contract administration guidelines and requirements, and notes shortcomings to supervisors for enforcement.
- Completes status and progress reports as required.
- Works with CE&I team to monitor job sites to ensure safety guidelines and procedures are enforced.
- Completes and submits documentation to secure materials, tools, supplies and other equipment in accordance with approved plans and specifications.
- Confers with management, contractors and others to solicit information and to develop solutions to contractual, staffing and other problems encountered on job sites.
- Conducts inspections and prepares status reports in the event of property damage.
- Monitors and estimates cost and budget requirements.
- Participates in community and public meetings for project awareness, and prepares record of engagement for internal review.
- Monitors processing and payment of invoices.
- Assists in developing RFP, RFQ, and RFB documents and specifications, and participates in respondent's review and selection process.

Qualifications

Education:

- Required: undergraduate degree in landscape architecture (BSLA, BLA); or graduate degree in landscape architecture (MLA); or graduate degree in urban design (MUD).
- Preferred:

- graduate degree in landscape architecture or urban design, and undergraduate degree in architecture, landscape architecture, urban planning, urban design, civil engineering, or construction management; OR
- graduate degree in construction management, and undergraduate degree in architecture, landscape architecture, urban planning, or urban design.

Experience:

- 2-4y experience working in professional design office, with responsibilities commensurate
- 2-4y experience with medium- to large-scale site development projects.
- experience/education in construction management related to site development projects
- proficiency with
 - word processing, spreadsheet, and project management software (Microsoft suite).
 - image editing, digital graphics, and print layout software (Adobe suite).
 - geographic information systems software (ArcGIS suite).

Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position.

Knowledge, Skills, and Abilities

- Knowledge of building and site construction, including codes, construction materials, methods, and equipment commonly used in construction and repair.
- Skill in preparing and interpreting basic construction plans, specifications, and cost estimates.
- Skill in working with small and large groups of staff, residents, contractors, and agency representatives.
- Skill in management principles and practices.
- Skill in prioritizing, supervising and delegating the work of others.
- Ability to interact with department personnel, managers, directors, and other City officials.
- Ability to use a personal computer and various software packages.
- Ability to collect, analyze, and interpret technical information and data.
- Ability to prepare project reports.
- Ability to communicate effectively with others orally and in writing.

Licenses, Certifications, and Other Special Requirements:

- Employees in this class may be required to operate a motor vehicle on a reimbursed mileage basis.
- Valid State of Michigan Operator License required.
- Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

Physical Demands

Work involves site visits in all types of weather, occasional walking on construction sites, and climbing ladders and several flights of stairs in multi-story buildings.

Work Environment

Work involves frequent travel to visit, survey, and/or inspect construction sites.

The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.

