



CITY OF DETROIT
invites applications for the position of:

Construction Project Coordinator (Joe Louis Greenway Construction Manager)

SALARY: \$31.95 - \$33.16 Hourly
\$66,459.00 - \$68,973.00 Annually

OPENING DATE: 08/16/21

CLOSING DATE: Continuous

DESCRIPTION:

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

EXAMPLES OF DUTIES:

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.

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.

MINIMUM QUALIFICATIONS:

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.

SUBJECTS & WEIGHTS

1. Interview: 70%
 2. Evaluation of Training, Experience and Personal Qualifications: 30%
 3. Total: Interview and Evaluation of Training, Experience and Personal Qualifications: 100%
- Domicile Credit: 15 points
 - Veterans' Preference: 0 to 15 points

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

SUPPLEMENTAL INFORMATION:

The City of Detroit has incorporated NEOGOV, an online hiring system, which allows applicants to create a user account/profile, apply for current job opportunities and check the status of their candidacy all on-line. Hard copy paper applications are no longer available. Everything is done through our website, www.detroitmi.gov/detroit-opportunities/find-a-job, where you will find our employment opportunities, and will be able to create an account and apply for jobs.

Job Seekers without computers may use any of the 23 branches of the Detroit Public Library.
<http://www.detroit.lib.mi.us/>

In addition applicants without computer access can visit any of DETROIT EMPLOYMENT SOLUTIONS, a Michigan Works Agency.
<http://michiganworks.org/agencies/agency/178/>

Position #20221122511XX
CONSTRUCTION PROJECT COORDINATOR (JOE LOUIS
GREENWAY CONSTRUCTION MANAGER)
PA

**Construction Project Coordinator (Joe Louis Greenway Construction Manager)
Supplemental Questionnaire**

- * 1. Do you have experience that includes project contracting, specifications, contractor coordination, project scheduling, and evaluating applications for payment? If yes, please explain.

- * 2. Do you have experience working in sustainability, green storm water infrastructure, habitat development, reforestation, native planting establishment, and/or climate resiliency? If yes, please explain.

- * 3. Do you have park design and/or park planning experience? If yes, please explain.

- * 4. Do you have experience working collaboratively with internal and external stakeholders, departments, and agencies? If yes, please explain.

- * 5. Do you have experience in identifying, applying for, and/or implementing grants? If yes, please explain.

- * Required Question