



The City Beautiful

City of Coral Gables Job Description

Job Title: Construction Project Coordinator **Prepared Date:** 12/05
Department: Public Works **Approved By:**
Classification: 1009 **Approved By:**
Pay grade: 20C
FLSA: Non-Exempt

Summary

This is responsible, professional work related to the administration of the City's construction projects. Responsibilities include the coordination, monitoring, and review of work during preparatory and implementation phases of construction projects. Significant writing and considerable public contact is required. Exercises considerable initiative and independent judgment under the general supervision of the Architectural Supervisor

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Controls the cost, time schedule and quality of City projects; coordinates the work of subcontractors for other trades working on the projects; coordinates and organizes work done by City personnel; orders necessary material, rents equipment and coordinates the use of City equipment needed in the construction process.

Reviews plans, specifications and other construction bid documents prepared by consultants and City staff.

Prepares specifications for bid, works with consultants, contractors and staff in the design of small construction projects.

Oversees the bid procedures construction related contractual services.

Performs administrative functions throughout the process of projects from design through completion of projects such as new construction, renovations, remodeling and general construction projects.

Participates as part of the City's Emergency Response Team, performs damage assessments, prepares reports, prepares cost estimates for repairs, assists with the coordination of facility repairs, performs contractor inspections for emergency repairs to assure quality of work.

Assists engineering and architecture division staff on various projects as assigned.

Acts a liaison between the City and subcontractors, consultants, utility companies, etc. working on City projects; processes plans through Building and Zoning in order to obtain construction permits.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

General knowledge of the principles, practices, and techniques of public works. Knowledge of computer operating systems to include CAD, accounting software, word processing, and engineering related computer programs. Knowledge of the methods and techniques used in municipal construction. Knowledge of departmental policies and procedures. Ability to read and interpret blueprints, plans and specifications applicable to public works construction. Ability to perform field inspections. Ability to communicate effectively with co-workers, management, City Officials and the public. Ability to establish and maintain effective working relationships.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is performed both indoors and outdoors and involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 20 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

Degree in Construction Administration, Architecture, Engineering or related field is preferred.

Five years experience in construction or related field.

A comparable amount of training or experience may be substituted for the minimum education requirement.

Valid Florida Drivers License