



The City Beautiful

City of Coral Gables Job Description

Job Title: Construction Project Coordinator
Department: Public Works
Classification: 1030
Pay grade: 23E
FLSA: Exempt

Prepared Date: 07/2013

Approved By:

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Summary

This is responsible, professional work related to the administration of the City's construction projects, and architectural projects, from the design phase and implementation through inspection and project completion. Responsible for applying professional skills and knowledge to moderately difficult projects in connection with conceptual design, construction, inspection or maintenance of Public Works. Coordinates, monitors and reviews the work of consultants and contractors as directed by the Assistant Director or Director. Prepares technical reports, project status reports, project budget reports and other reports as directed. Monitors project budgets. Prepares or reviews architectural plans, design concepts, and project specifications for City buildings, structures, and landscapes. Identifies issues and recommends solutions; implements or instructs consultants and contractors to implement changes as directed. Inspects consultants' and contractors' work for satisfactory completeness and manages project close-out. Maintains project records and files. Considerable public contact is required. Works under the general direction of the Assistant Director or Director. May be required to manage multiple projects simultaneously.

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.

Project management and delivery including construction and design.

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.

As directed by the Director or Assistant Director, manages and oversees all phases of architectural/construction and interior projects to include inception, planning, design, specification, construction, and completion phases.

Under the supervision of an architect, performs drafting of plans for architectural designs, as required for new construction, remodeling or repair work of City facilities.

Plans, designs and prepares plans and specifications for Public Works projects. Reviews plans, specifications and other construction bid documents prepared by consultants and City staff. Completes design of various projects in compliance with Public Works standards.

Prepares specifications for bid, works with consultants, contractors and staff in the design of construction projects. Ensures compliance with plans and specifications, quality of materials, scheduling, completion

time, payment disbursements, etc. Reviews change orders and payment requests and coordinates approval by the Director or Assistant Director.

Performs administrative functions throughout the process of projects from design through completion of projects such as new construction, renovations, remodeling and general construction projects. Inspects projects for substantial completion and prepares punch lists of deficiencies; arranges for correction of defects.

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, architecture, and maintenance 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

Bachelor's degree in Construction Administration, Architecture, Engineering or related field.

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 Driver's License.