

PROJECT COORDINATOR

JOB PURPOSE AND SUMMARY

The Project Coordinator plans and coordinates building maintenance remodeling, and capital projects for County departments and agencies. The incumbent provides daily guidance and direction to semi-skilled and journey level maintenance employees within the Facilities Management Division and insures implementation of the preventive maintenance program.

CLASSIFICATION DISTINCTIONS

The Project Coordinator is the lead level within the Facilities Management Division working under general direction from the Facilities Manager. The incumbent supervises the work of the Journey and lower level maintenance workers by scheduling work, setting priorities, and resolving problems.

In coordinating projects, the Project Coordinator exercises considerable independent judgment while negotiating with vendors and departments in the project design and cost estimate phase. The incumbent seeks the most economical approach to meeting the department needs.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Works with department representatives in the design phase of project development; develops prints and specifications for projects to secure department approval and required building permits.
- Secures bids and establishes cost estimates.
- Insures completion of required paperwork from contractors such as business licenses, Labor and Industries certificates, bonding and Davis Bacon compliance; compiles all required paperwork for projects such as purchase orders; maintains project records.
- Coordinates scheduling of project completion; monitors progress; works with department representatives and contractors in design of project modifications.
- Prioritizes and assigns daily work; reviews completed work orders and assigns coding; resolves technical problems.
- Conducts safety meetings and training sessions; maintains and updates department hazardous communication records; insures work site safety and assures compliance with State and Federal health and safety regulations.

- Contributes to the development of department policies and procedures; participates in long and short term planning and goals development.
- Conducts staff meetings and participates in the selection of new employees.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

- Three years of experience performing journey level work with trade specialty in one or more of the following: electrical, plumbing, carpentry, heating, ventilation, and air conditioning or electronics.
- One year of experience in project planning and development of cost estimates, training employees, and coordinating daily work.
- Equivalent to an Associate's Degree in project planning or supervision.
- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Knowledge of...principles and practices of project management, including scheduling, identification of steps, preparation of estimates; occupational hazards, hazardous materials, and State and Federal laws pertaining to safety; principles and methods of construction, maintenance, and repair of buildings; principles of supervision; modern office procedures, methods, and computer equipment; and so forth.

Ability to...perform responsible and difficult work involving the use of independent judgment and personal initiative; manage repair, remodel or construction project design and implementation; prepare reports, maintain records, and determine cost effective ways for conducting projects; interpret and explain department policies and procedures and applicable laws and regulations; supervise, organize, and review the work of technical and maintenance personnel; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; and so forth.

Office use: 6/22/00