



Construction Project Coordinator

Class Code:
0371

Bargaining Unit: Sanitary and
Miscellaneous

CITY OF COACHELLA
Established Date: Jul 13, 2016
Revision Date: Mar 15, 2021

SALARY RANGE

\$37.78 - \$45.92 Hourly
\$6,548.53 - \$7,959.47 Monthly
\$78,582.36 - \$95,513.64 Annually

DEFINITION:

Under general direction, coordinates, oversees, and participates in the work involved in the coordination and management of a variety of development, public works and Capital Improvement Projects (CIP) of City infrastructure, including coordinating the bid process, contract administration, and inspecting workmanship and materials used for projects; plans, organizes, and coordinates construction activities on City projects; performs design and constructability reviews and provides relevant recommendations; provides technical and specialized assistance to assigned subordinate staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Engineer. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is a journey-level class that performs duties related to the coordination of construction and CIP projects. Incumbents are responsible for contract coordination, project and construction coordination, and inspecting and attending to assigned areas in a timely manner. Responsibilities require knowledge of the development and provision of construction projects, the ability to organize and oversee the work of staff and/or contractors, and the ability to execute various administrative responsibilities of assigned projects. This classification is distinguished from the Construction Manager in that the latter is responsible for larger, more complex projects that are completed by outside contractors.

EXAMPLES OF DUTIES:

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates construction projects as assigned; reviews construction plans, design, and construction progress for projects; performs project constructability reviews; reviews project plans and specifications and recommends revisions as necessary.
- Prepares, files and organizes correspondence and compliance forms for state and federal grant funded projects, ensuring that assigned projects are completed within the guidelines and timetables established by local, state, and federal laws, regulations, standards, and/or policies.
- Reviews plans and specifications of assigned projects including streets, curbs, gutters, sidewalks, storm drainage, streetlights and related facilities and appurtenances, and water and wastewater distribution, collection and treatment systems installation, and repair construction projects.
- Plans, schedules, prioritizes, and coordinates contractors involved in assigned projects in consultation with the supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule inspections in accordance with established and special operational priorities.
- Coordinates, oversees, and personally participates in all assigned projects including inspecting all phases of a variety of public works, infrastructure, capital improvement, and other assigned construction projects for conformance with, plans, specifications, contract provisions, and safe work practices in accordance with Federal, State, and local codes; inspects materials for identification; performs routine field tests.
- Confers with contractors and developers regarding conformance to standards, plans, specifications and codes; explains requirements and evaluates alternatives.
- Consults with engineering staff regarding problems and change alternatives; prepares change orders for assigned projects.
- Records amounts of materials used and work performed; prepares and maintains daily inspection reports, progress payments, change orders, claims, and other written documentation.
- Inspects sites and reviews plans and specifications prior to the bidding or development process of assigned projects; attends bid openings for in-house projects.
- Conducts pre-bid and pre-construction conferences for in-house projects.
- Reviews requests for progress payments related to work performed and materials supplies.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Stays current on the status of new and pending regulatory legislation; attends continuing education courses and seminars as required.

- Maintains accurate records and logs of daily activities, using appropriate computer software applications.
- Acts as liaison between the City, contractors, other agencies and businesses and residents affected by projects and programs; maintains communication among the parties and responds to and resolves issues and complaints or refers them to the proper office for resolution.
- Performs duties of a disaster services worker in event of an emergency.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Materials, methods, principles and practices used in public works construction, including streets, curbs, gutters, sidewalks, storm drainage, streetlights and related facilities and appurtenances, and water and wastewater distribution, collection and treatment systems installation, and repair construction projects.
- Principles and practices of public works construction inspection.
- Basic practices of construction contract administration and project management in a public agency setting.
- Applicable Federal, State, and local laws, codes, regulations and departmental policies governing the construction of assigned projects.
- Technical principles and practices of engineering design, specification and cost estimate preparation.
- Defects and faults in construction.
- Mathematical principles applicable to construction.
- Traffic control requirements.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, schedule, and oversee activities of contractors and City staff on a project basis.
- Inspect the work of others and maintain established quality control standards.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in inspection and related projects in the assigned functional area(s).

- Inspect standard capital improvement and public works projects to ensure compliance with plans and specifications.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and departmental policies governing public works construction.
- Review change orders, claims and progress payments within specific procedural guidelines.
- Coordinate activities with multiple contractors, engineers and property owners.
- Inspect assigned areas for a wide variety of maintenance, repair, and risk management issues.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear and concise technical reports and maintain accurate and complete records.
- Read and interpret maps, plans, and legal descriptions.
- Make accurate mathematical and statistical computations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities, is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to Associate's degree from an accredited college or university with major coursework in construction management, engineering, contract administration, or inspection, and five (5) years of public works infrastructure construction, public agency inspection, engineering, or related experience. A Bachelor's degree in one of the above fields is desirable.

Licenses and Certifications:

Valid California class C driver's license with satisfactory driving record and automobile insurance.

**PHYSICAL DEMANDS/ENVIRONMENTAL
ELEMENTS/WORKING CONDITIONS:**

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, drive on surface streets, and make inspections; strength, stamina, and mobility to perform light physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking uneven terrain and landscapes when performing inspections. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees partly work in the office and partly in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.