



**HUMAN RESOURCES OFFICE**

**Capital Projects Coordinator (2 positions)**  
**(Construction Project Coordinator)**  
**Temporary Project (July 2009 – June 30, 2011)**

June 5, 2009

<b>DISTRICT</b>	<b>JOB CLASS # 537I</b>	<b>LEVEL 50</b>	<b>PAGE 1 OF 2</b>
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**GENERAL DEFINITION**

These positions work under the supervision of the construction manager supporting capital project processes. These positions will be responsible for: maintaining capital project documentation and records, conducting routine inspections of work and reporting findings, making arrangements for contractors to be on site, and attending meetings to gather information. These positions do not have direct authority to interpret contract documents, negotiate change orders, or make budget, management or contract decisions.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- \*1. Monitor on-going operations of capital construction projects and act as the on-site representative for the coordination of CCS capital construction issues.
- \*2. Conduct routine inspections of contractors' work and report to findings. Monitor the quality control program of contractor's work.
- \*3. Attend construction project meetings to gather and provide information as directed/appropriate.
- \*4. Maintain and monitor contractor schedules to ensure contractors are on-site when expected and conducting appropriate work. Monitor contractor safety practices.
- \*5. Review change order proposals and payment requests informing supervisor of discrepancies.
- \*6. Maintain manual and electronic records of construction activities.
- \*7. Generate reports when required or requested. Monitor as-built records.
- \*8. Assist with owner training and building occupant training.
- 9. May assist in other areas of Facilities as requested.
- 10. Perform related duties as required.

*\*' Indicates this is an "essential duty" as defined by the Position Description Form on file.*

**REQUIRED COMPETENCIES (MINIMUM QUALIFICATIONS)**

- 1. Knowledge of: principles of project management for building construction; theory, principles and practices of engineering and architecture related to design and construction of buildings; fundamentals of electrical and structural engineering; effectiveness and energy conservation aspects of various air conditioning and heating systems, water and waste water systems, appurtenances to electrical systems, and hardware and other appurtenances adding to convenience, comfort, efficiency, safety and universal accessibility of complex buildings; conservation cost estimating, conservation techniques and practices; administrative procedures and systems relating to capital projects

2. Ability to: use sound judgment on difficult engineering/architectural problems; understand and interpret written and oral directions, specifications and plans; deal tactfully and positively with engineers, architects and others in the private sector as well as state officials; complete projects on schedule, within appropriation amounts and in accordance with plans.
3. Experience in facilities construction.
4. Knowledge of building construction materials, methods, practices, building codes and requirements.
5. Ability to assist in oversight of multiple complex projects.
6. Excellent communications skills both orally and in writing.
7. Experience using computers, spreadsheets, database and word processing software.
8. Ability to work with minimal supervision.
9. Acceptance of the responsibility to promote the welfare and best interests of students at all times.
10. A demonstrable understanding and acceptance of the mission, values, goals and objectives of CCS.
11. The ability to perform assigned duties in a manner consistent with applicable laws, regulations and goals of the institution, community and technical college system.
12. A demonstrated understanding and value for the contributions that a diverse workforce can make to the success of the organization and the students we serve.

### **PREFERRED COMPETENCIES (DESIRED QUALIFICATIONS)**

1. Five years of construction management experience.
2. Experience managing multi-million dollar projects.
3. Knowledge of Washington State capital projects processes, rules, and regulations.

### **PHYSICAL REQUIREMENTS** - *Determined from the Working Conditions Analysis form (on file)*

This position performs clerical responsibilities in an office environment with frequent use of a computer and exposure to terminal screens in performing work assignments. This position may also require the incumbent to kneel, stoop, crouch, crawl, reach, and lift up to 50 lbs to perform work at construction sites. The incumbent must be able to understand instructions and recognize hazardous or poisonous materials and/or products. There may be some exposure to fumes, dust, and/or odors.

### **CONDITIONS OF EMPLOYMENT**

Position is eligible for overtime

6 month Probation Period

Requires criminal background check

Ability to travel locally

If using personal vehicle for travel proof of driver's license and car insurance required

Position is covered under collective bargaining agreement