

COUNTY OF SOLANO

ARCHITECTURAL PROJECT COORDINATOR

DEFINITION

Plans, organizes, coordinates and administers assigned capital projects for County facilities; participates in program design, planning and assessment; conducts special studies relating to capital improvement projects; develops schedules, reviews plans and bids and prepares construction drawings and specifications.

CLASS CHARACTERISTICS

This is characterized by the responsibility to plan, organize and coordinate medium to large construction projects. This class is distinguished from the County Architect in that the latter is responsible for performing professional level architectural work and approving all capital improvements for the County.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the County Architect.

Coordinates and oversees the work of project teams and contract personnel.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Plans, organizes and coordinates project requests; develops the methods and procedures to be used to carry out assigned projects; coordinates and inspects the work of contractors assigned to construction projects.

Plans project workloads, develops schedules; establishes priorities associated with assigned projects; analyzes feasibility and funding sources for project requests; assists County Architect in establishing the budget for assigned projects.

Reviews and evaluates construction bids to identify the lowest qualified bid; estimates costs such as design and engineering fees, consultant fees, project costs, material and labor costs; compiles bid packages; negotiates with potential contractors; selects and/or recommends selection of specific firms to the County Architect in conjunction with appropriate County ordinances, rules and guidelines.

Monitors construction to assure conformance with plans, specifications and completion schedules; conducts the preconstruction conference with the tenant-occupant of facilities, County Architect and Director of General Services to discuss details of construction, schedules, sequences, procedures,

special problems and to clarify terms of the contract.

May participate in administrative studies relating to capital projects; may be assigned additional supervisory and/or administrative responsibilities.

Makes field investigations to obtain site related information, prepares drawings and specifications and oversees or reviews contract documents by consultants to coordinate and maintain contract document accuracy and timely completion.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of building construction practices including structural, electrical, plumbing, mechanical and heating, ventilating, and air conditioning; uniform building codes, Cal-OSHA building construction requirements, and other pertinent safety rules and regulations.

Construction methods and techniques for wood, steel, masonry and reinforced concrete buildings; materials, methods and equipment used in facilities construction.

Some knowledge of contract administration.

Legal relationship between the County, consultants, and contractors.

Techniques of negotiating contracts with consultants and contractors.

Computer aided drafting software.

Agency purposes, goals and policies.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Drive a motor vehicle.

Ability to:

Plan, organize and coordinate large construction projects in the County.

Understand, interpret and apply pertinent provisions of various contracts and other policies and regulations; understand, interpret and enforce compliance with plans, specifications, and schedules. Interpret and apply a variety of complex County, State and Federal regulations, policies and guidelines related to construction.

Recognize problems of job scope, specification and determine necessary changes.

Evaluate work performed by contractors.

Collect and analyze data to draw logical conclusions and make appropriate recommendations.

Read and understand blueprints.

Use drafting equipment and tools.

Research regulations; procedures and/or technical reference materials.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Two years of experience in managing medium to large construction projects with responsibility for cost recommendations, contract administration and quality control.

Education/Training:

Bachelor's degree or equivalent from an accredited college or university is required, preferably in architecture.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California Driver's License may be required.

Incumbents may be required to work outside normal business hours.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness. May perform field work to sites that contain limited risk of exposure to hazardous materials such as asbestos.

Director of Human Resources

Established Date: February 1995

Revised Date: November 2002

BOS Date: June 30, 2003

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