

## COUNTY OF SOLANO

### PROJECTS & SERVICES COORDINATOR

#### **DEFINITION**

Plans, manages and supervises the staff and activities of the Projects and Services Unit of the Facilities Operations Division; administers assigned projects for County facilities; participates in program design, planning and assessment; conducts special studies relating to projects, including small to medium capital improvement projects.

#### **CLASS CHARACTERISTICS**

This single position class is characterized by the responsibility to plan, organize and coordinate construction projects. This class is distinguished from the Facilities Operations Manager in that the latter is responsible for planning, developing, implementing and managing the County's Facilities Operations Division.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Facilities Operations Manager.

Exercises supervision over professional, technical and clerical staff.

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

Conducts strategic planning for Projects and Services including energy and facility infrastructure master plan and facilities assessment; prepares and monitors budgets and approves the payment of invoices; prepares and presents reports and board agenda items; implements policies and procedures.

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

Performs project management functions for capital improvement projects and other projects; plans project workloads and develops schedules; establishes priorities associated with assigned projects; analyzes feasibility and funding sources for project requests; establishes the budget for assigned projects and obtains building permits.

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 in conjunction with appropriate County ordinances, rules and guidelines. Evaluates qualifications, negotiates terms and administers professional services related to projects and facilities management; inspects the work of contractors.

Monitors construction to ensure compliance with plans, specifications and completion schedules; conducts the pre-construction conference with the tenant-occupant of facilities, Facilities Operations Manager and appropriate members of the County Architect's staff to discuss details of construction, schedules, sequences, procedures, special problems and to clarify terms of the contract.

Directly supervises employees; interviews and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work activities; responds to employee issues and concerns; maintains work standards; evaluates performance and recommends evaluation outcomes.

Prepares a variety of reports and construction documents including agreements, specifications, drawings, etc; prepares grant applications.

Evaluates ADA issues and implements corrective action; performs asbestos management duties as required by OSHA for occupied buildings.

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.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles of building construction practices including structural, electrical, plumbing, mechanical, 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.

The principles and practices of management and supervision including work assignments, work review, hiring and disciplinary actions.

Contract administration.

Legal relationship between the County, consultants, and contractors.

Techniques of negotiating contracts with consultants and contractors.

Agency purposes, goals and policies.

**Skill to:**

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

Use drafting software, equipment and tools.

Drive a motor vehicle.

**Ability to:**

Plan, organize and coordinate 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.

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

Perform complex engineering calculations required to determine areas, volumes and estimates.

Interpret and apply a variety of complex County, State and Federal regulations, policies and guidelines related to construction.

Evaluate work performed by contractors.

Establish and maintain effective working relationships with a variety of different individuals, departments and private contractors.

Communicate effectively with people of diverse socio-economic backgrounds and temperaments.

Research regulations, procedures and/or technical reference materials; analyze data to draw logical conclusions and make appropriate recommendations.

Read and understand blueprints.

Prepare narrative and statistical reports.

### **EXPERIENCE AND EDUCATION/TRAINING**

#### **Experience:**

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

#### **Education/Training:**

A Bachelor's degree is required from an accredited college or university, preferably in architecture, engineering, construction management, or a closely related field.

### **SPECIAL REQUIREMENTS**

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

Incumbents may be required to work outside normal business hours.

### **SUPPLEMENTAL INFORMATION**

Independent travel may be required.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**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.

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Director of Human Resources

**Established Date:** November 1999

**Revised Date:** November 2002

**BOS Date:** June 30, 2003

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