

**COUNTY OF SOLANO
SMALL PROJECTS COORDINATOR**

Est 8/92

DEFINITION

Under direction of the County Architect, plans, organizes and coordinates most aspects of small project administration for County facilities, participates in program design, planning and assessment, conducts special studies relating to capital improvement projects and performs related duties as required

DISTINGUISHING CHARACTERISTICS

This single position class is characterized by the responsibility to plan, organize and coordinate small construction projects under \$25,000. This class is distinguished from County Architect in that the latter is responsible for performing professional level architectural work and approving all capital improvements for the County.

EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1. Plans, organizes and coordinates small project requests, develops the methods and procedures to be used to carry out assigned projects, coordinates and inspects the work of contractors assigned to small construction projects.
2. Plans project workloads, makes work assignments, 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.
3. Reviews and evaluates construction bids to identify the lowest responsive bid, estimates costs such as design and engineering fees, consultant fees, project costs, material and labor costs, compiles bid package, 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.
4. 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.

EXAMPLES OF DUTIES (Continued)

5 May participate in administrative studies relating to small projects, may be assigned additional supervisory and/or administrative responsibilities

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Considerable experience in one or more of the building trades crafts, contract bidding and administration, small project management and building codes and laws related to small construction projects which demonstrates possession of and competency in requisite knowledge and abilities Typical qualifying education/experience would include

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

KNOWLEDGE/ABILITIES

Considerable knowledge of the 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, agency purposes, goals and policies

Ability to plan, organize and coordinate small 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 mathematical 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, recognize

KNOWLEDGE/ABILITIES Continued

and respect limit of authority and responsibility, make decisions and independent judgments, 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, collect and analyze data to draw logical conclusions and make appropriate recommendations, read and understand blueprints, use drafting equipment and tools, prepare narrative and statistical reports, research regulations, procedures and/or technical reference materials

SUPPLEMENTAL INFORMATION

Independent travel may be required

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

Incumbents must be able to perform sedentary work