



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

PROJECT COORDINATOR I

A Classified Position

[Grade 30 – Salary Schedule 60](#)

A. General Statement

The Project Coordinator I performs functions related to the District's capital projects. Under direction, the employee acts as one of the District's representative to oversee, plan, organize, and coordinate, the work of contractors, subcontractors, design professionals, consultants, and engineers to plan, develop, design and construct District capital projects. The Project Coordinator I acts as the liaison between project stake holders and contractors, subcontractors, design professionals, consultants, and engineers during the planning, design, construction, and post-occupancy evaluation phases of specifically assigned capital projects; monitors projects being planned, designed, and constructed according to District specifications. Public contact is extensive and involves outside agency and organization representatives, staff, students and the general public for the purpose of exchanging policy, technical and procedural information. A high degree of independent judgment and creativity is required to resolve a variety of minor and major problems that arise. Consequences of errors in judgment can be costly in employee and staff time, public relations and money. A Project Coordinator I can lead the work of clerical and student staff as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Represents the District and the Facilities Department at District and College meetings and at meetings with other agencies
2. Participates in the development of project plans, design, and budget preparation
3. Oversees activities for a variety of District planning, design, and construction projects
4. Provides onsite coordination of construction activities for a variety of projects including remodel, renovation, and new construction
5. Develops and maintains project programs and schedules involving external agencies, clients, consultants, and contractors, and subcontractors
6. Prepares, revises, monitors various construction related schedules, plans, and documents
7. Acts as liaison between District faculty and staff design committees and administrative committees, and design professionals and engineers, and coordinates activities of these consultants in the preparation of project design, including schematics, and preliminary and working drawings
8. Acts as project engineer and coordinates the services of executive architects, engineers, contractors and inspectors during project planning, design, and construction

9. Maintains all necessary records for planning, design, and construction activities for assigned projects
10. Assists in providing calculations, measurements, and documentation in the areas of Scheduled Maintenance Plans, ADA compliance, Space Inventory and capital outlay budget change proposals.
11. Coordinates construction inspection staff as assigned
12. Monitors construction and planning budgets for projects as assigned
13. Monitors and coordinates construction and planning project schedules as assigned
14. Conducts inspections of projects as assigned, coordinates project construction closeout procedures and arranges for official acceptance of projects on behalf of the District
15. Reviews and comments on completeness and constructability of design documents at appropriate design and review phases of project development
16. Conducts pre-bid job site visits, preconstruction meetings and construction progress meetings
17. Assists in bidding, award and coordination of major construction contracts
18. Oversees that all appropriate project documentation is prepared and completed by the respective responsible parties
19. Monitors all aspects of construction projects to facilitate completion of projects in accordance with plans and specifications and oversees schedule to monitor any potential impact on campus operations
20. Oversees that construction work completed complies with current building codes, and other regulatory requirements
21. Reviews contractor's pay requests in terms of project schedules, schedule of values, work-in-place, and stored materials, and advises action as appropriate
22. Reviews cost proposals/field orders and change orders for accuracy in terms of scope of work, labor and materials, and rates and advises action as appropriate
23. Recommends approvals of invoice payments as appropriate based on project plan
24. Facilitates the resolution of job site conflicts by establishing review processes and mechanisms early in the project to minimize delays in job progress and potential impact on project budget
25. Oversees building commissioning and close out phases in partnership with site maintenance personnel
26. Oversees post occupancy review process for projects as assigned
27. Promotes safe working conditions for all employees and District contractors and consultants
28. Performs other duties as assigned

C. Requirements

1. Associate degree in construction management or a closely related field
2. At least one year of successful work experience of increasing responsibility in construction management or a closely related field
3. Demonstrated skills in organization, multi-tasking, prioritizing workloads, and working independently
4. Skills in training and leading the work of others and in managing the performance of various workgroups
5. Skills in implementing planning, design, and construction management of renovations, remodels, and new capital construction projects
6. Skill in the use of spreadsheets, charts, and a variety of computer software to format, compose, and present accounting data, reports, correspondence, and other documents
7. Extensive public contact experience with people of diverse cultures, language groups and abilities
8. Experience with research and compiling data for, formatting, and preparing statistical, financial, accounting, and other reports and records
9. Ability to work with multiple viewpoints and perspectives, outside groups, timelines, and budgets
10. Demonstrated skill in working as part of a customer service team
11. Possession of a valid California Driver's License and the ability to drive a motor vehicle to off-site locations are required

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires individual, small and large group interaction; patience, tact and sensitivity; good memory and attention to details; multiple-tasking and prioritization; flexibility and adaptability; data analysis and comparison; oral and written communication; and team work in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of construction documents, such as architectural plans, bid documents, contracts, Div 00-01 documents, and CSI indexes
2. Knowledge of the policies, procedures, regulations and laws pertaining to construction planning
3. Skill in respectful, sensitive communication with people who are diverse in their cultures, language groups and abilities
4. Skill in strategic planning, project coordination and evaluation; work toward consensus on a course of action in a complex and multidisciplinary environment
5. Skill in budget planning, implementation, evaluation and reporting
6. Skill in oral communication, including public speaking, and ability to represent the Facilities Planning Department and the District in a professional manner
7. Skill in written communication
8. Skill in research, formatting data and preparing complex statistical, financial, demographic and other detailed reports
9. Skill in using spreadsheets and a variety of computer software to create complex reports, correspondence, data analysis, presentations and file systems
10. Ability to work effectively as part of a management team
11. Ability to organize and prioritize workloads effectively to meet scheduled deadlines
12. Ability to multitask, make decisions, problem solve and follow through

(3/2015)