

## **Construction Coordinator**

### **Job Code 50012347**

#### **General Description**

Plan estimate, direct schedule, inspect, and coordinate Capital construction activities of campus facilities new construction, renovation and maintenance projects to ensure objectives are met within prescribed time frames and funding parameters.

#### **Examples of Duties**

Meet with project requesters and analyze requests.

Plan, Schedule and estimate various construction for projects such as facility modifications, new construction and major maintenance.

Review specifications for goods and services by researching associated vendor data and referencing applicable codes, regulations and University standards.

Review project contract documents at each contract stage of review.

Manage, monitor and direct contracts with contractors, architects, engineers, consultants- various projects as assigned. Provide general contract administration services.

Inspect all materials delivered to the project for compliance with specification and approved drawings.

Inspect daily work.

Maintains necessary job records, to include plans and specification, changes thereto, shop drawings, contractor's daily log/reports, correspondence, rest reports, and other similar documentation, recording significant information on the work, such as the impact of the weather and strikes, instructions given to the contractor.

Insures that testing laboratory personnel are present when and where needed and that they perform properly.

Directs testing laboratory personnel where testing is required.

Provides interpretation of contract requirements.

Refers items of question or in dispute to that Architect/Engineer.

Advise the contractor and subcontractors to maintain and coordinate as-built drawings.

Establish punch list items jointly with A/E and contractor for completion and general compliance with the Contract Documents and follow-up.

Review contract documents prior to bidding and furnishes comments to Director and Assistant Director of Planning, Design and Construction, or Construction Project Manager.

Advise of discrepancies and needed correction.

Obtain from the Architect further details or information if required for the proper execution of the work. Review and assess sketches and directive for university and related code compliance.

Assist the contractor in interpretation or decision on all matters needing clarification on university specific needs to the contractor.

Maintain personal construction log, recording significant information of the major projects.

Prepare and present contract change orders and addendums.

Negotiate with Contractors as needed.

Write memos and call administrators, faculty and staff.

Prepare plan review documents and reports for the Construction Project Manager, Assistant Director and Director.

Maintain technical competence and enhance personal development through continuing education.

Review technical periodicals; attend technical seminars and conferences; attend personal development classes, as needed.

### **Knowledge, Skills, and Abilities**

**Knowledge of:** spatial design as related to standards; drafting tools and techniques; proper application of materials; engineering principles and disciplines, electrical theory, mechanical theory, structural standards, ADA regulations, code interpretation, formula calculations; contract development; project sequence.

**Skill in:** preparing clean and accurate documents; CADD; team work; directing; problem solving and decision making.

**Ability to:** understand and interpret complex legal and technical documents; communicate and negotiate project requests to a wide variety of clients including staff, administrators, faculty, students and professional; confirm plan accuracy.

### **Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

### **Other Requirements**

Certified Inspector of Sediment and Erosion Control.