

## **CAPITAL PROJECTS COORDINATOR**

### **DEFINITION**

Under direction, performs responsible, professional architectural and/or engineering project control on a variety of construction, modification or maintenance projects and studies for City buildings, structures, parks and other open spaces, streets/roads, and other public works projects; reviews and analyzes architectural and engineering work of consulting firms; oversees landscape architectural work; performs related work as assigned.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plan and coordinate capital improvement projects related to City buildings and structures, parks and open spaces, streets/roads, and other public works construction projects.
- Manage and administer building modification or maintenance contracts for City buildings and structures from project definition and requests for proposal through construction phase and warranty period.
- Manage and administer park improvement project contracts, including streetscapes, from project definition and requests for proposal through construction phase and warranty period.
- Manage and administer various streets/roads and other public works improvement project contracts from project definition and requests for proposal through construction phase and warranty period.
- Confer with City departments in developing project requirements, schematic drawings, and preliminary cost estimates on projects to be used in establishing guidelines for contract architects and engineers.
- Represent the City in meetings with architects, engineers, client departments, citizen groups and governmental agencies regarding assigned projects and serves as their liaison within the City.
- Monitor schedule and budget compliance for multiple assigned projects and recommend corrective action as needed.
- Provide advice and technical assistance to City management, staff, private consultants, and contractors, and others as necessary for design, renovation, alteration, and repair of varied facilities.
- Implement design programs; review designs, plans, details, structural calculations, cost estimates, and specifications for building, parks, streets/roads, and other public works construction and alterations.
- Consult with structural, mechanical, and electrical engineers as required during the preparation of plans and specifications.
- Determine project space and program requirements; develop solutions to these requirements for review by supervisors, the client department, and outside contractors.

- Review detailed design drawings and specifications of alterations, new buildings, parks and other landscapes, streets/roads, and miscellaneous public works projects for construction and bidding purposes; prepare general layout and perspective drawings to illustrate proposed projects.
- Review, check, and report on proposals, drawings, and specifications prepared by contract architects, landscape architects, construction contractors, and/or engineers; review bids and recommend award of contracts.
- Review and recommend change orders and progress payments on public works construction and parks projects; maintain project administration files.
- Participate in consultant selection procedures; administer consultant contracts on assigned projects.
- Inspect or review work under construction to ensure that new construction and alteration work complies with plans, specifications, and codes; review and check for accuracy the progress reports submitted by contractors.
- Prepare a variety of written correspondence, including cost estimates, grant applications, and comprehensive reports related to City building facilities, parks and open spaces, streets/roads, and other public works projects.
- Represent the City in meetings with elected officials, governmental, or private sector organizations and citizens groups.
- May provide direct and indirect supervision to assigned staff.
- Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Principles and practices of contract administration and project management.
- Principles and practices of budget development and administration.
- Basic principles and practices of architecture, including architectural details and standards.
- Basic principles and practices of mechanical, electrical and structural engineering as applied to building, parks, streets/roads, and other public works project design and construction.
- Basic principles and practices of landscape architecture.
- Applicable federal, state and local codes, ordinances and regulations.

### Ability to:

- Define projects, prepare requests for proposal, evaluate proposals and negotiate terms, and manage and administer contracts after award.
- Plan and organize building design programs.
- Analyze complex design and construction problems, evaluate alternatives, and make sound recommendations.
- Review, architectural, landscape, construction, and/or engineering plans, designs, specifications, and estimates.
- Prepare complete, concise and accurate correspondence and reports.

- Establish and maintain effective working relationships with those encountered in the course of the work.
- Represent the City in meetings with individuals and groups.
- Effectively supervise, evaluate, and motivate assigned staff.

**Minimum Qualifications**

Education: A Bachelor's degree in engineering, architecture, landscape architecture, project management, construction management, public or business administration, or a closely-related field.

Experience: Three years of full time professional-level experience in the administration and management of capital improvement projects.

**License Requirement:**

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

**Physical Requirements**

Work is performed in a typical outdoor/indoor environment on a year-round basis. (1) Mobility: frequent standing for long periods of time; frequent bending and squatting. (2) Occasional lifting up to 50 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

| Classification               | Adopted | Revised | Retitled | Class Code | FLSA Designation | Rep Unit |
|------------------------------|---------|---------|----------|------------|------------------|----------|
| Capital Projects Coordinator | 10/2006 |         |          | 4318       | Non-Exempt       | 4        |

APPROVED: \_\_\_\_\_  
Human Resources Director

Date: \_\_\_\_\_