



Hi-Desert Water District Classification Specification

Job Title: **Construction Project Coordinator**

Job Grade: 14

FLSA Status: Non-Exempt

Date: November 2018

JOB SUMMARY

Under the direction and supervision of the General Manager, the Construction Project Coordinator performs administrative work and project management work associated with managing the design and construction of the HDWD Wastewater Reclamation Project (WRP). Responsibilities involve extensive contact with management, outside engineers, consultants and contractors, property and business owners, as well as regulatory and government agencies.

SUPERVISION RECEIVED / EXERCISED

Incumbents perform a full range of tasks, under general supervision, while exercising discretion and independent judgement within established guidelines, policies and procedures.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class*

- Acts as WRP coordinator and performs construction project management work including administration of construction contracts; attends project review meetings and coordinates construction inspection activities; monitors project schedules and achievement of milestones; reviews invoices and recommends for approval of progress payments.
- Works with consulting engineers and construction management firm to develop detailed bid specifications and qualifications (Request for Qualifications RFQ) for WRP construction.
- Drafts RFQs and Requests for Proposals (RFP); assures both are advertised according to established guidelines.
- Schedules and conducts Pre-bid and Bid Opening Conferences.
- Works with interested bidders to assure their questions are answered. Publishes addendums to RFPs or RFQs as necessary.

- Assists in the development of evaluation criteria for selecting construction contractors; reviews and evaluates proposals/bids; makes recommendations regarding the persons or firms to be selected.
- Coordinate staff accounts for the WRP (EA Docs, SharePoint, GeoViewer, Box).
- Utilize P-6 Program to track WRP progress in relation to invoices billed for the project.
- Maintains electronic filing, records, drawings related to WRP.
- Utilizes Microsoft Project to track all major phases of the WRP; initiation, planning, execution, monitor and control, and project closure. Develops and executes project plans including work breakdown structure, milestones, and schedules. Reports gains/slips to the schedule to district management.
- Reviews change orders, makes recommendations and obtains necessary authorizations.
- Interact extensively with district management, state regulatory agencies, property and business owners regarding a myriad of issues relating to the WRP.
- Regularly prepares and delivers reports, presentations and briefings at Board meetings, to district staff, management, other local, state and federal agencies and their staffs.
- Prepares complex documents and reports monthly and quarterly relating to project progress, funding and mitigated monitoring program.
- Performs additional duties as assigned.

JOB SPECIFICATIONS

Knowledge of

- Strong English grammar and word usage, punctuation, spelling and principles of report writing and correspondence skills.
- Federal, state and local laws and regulations pertaining to environmental protections, land use waste water reclamation.
- Knowledge of project management software and fundamental principles and practices of project management.
- Principles and practices of public sector contract administration.
- Best practices in customer service
- Appropriate safety precautions, procedures, practices and regulations

Skills and Abilities

- Ability to complete tasks using advanced software and hardware configurations
- High level proficiency with MS Office software including Access, Outlook, Excel, Word, PowerPoint.
- Understand and follow District codes, policies, and standards.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.

- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Service Orientation – Actively looking for ways to help people.
- Excellent time management and organizational skills – must be detail-oriented and thorough.
- Ability to perform in cross-functional team approach and job responsibilities.
- Establish and maintain cooperative working relationships with all levels of co-workers, management, board members, outside engineering, contracting and construction management firms, regulatory agencies and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt and hazardous materials.
- Work at a desk for extended periods of time. Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight such as large binders, books, and small office equipment up to 15 pounds; hearing and vision within normal ranges with or without correction.
- Incumbent is regularly required to visit construction sites when s/he may be exposed to outside conditions, where s/he may be exposed to climatic conditions.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-on-one and group settings; regularly use a telephone and two-way radio for communication.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Use office equipment such as computer and keyboard, copiers, and fax machines; look at computer monitor for extended time periods.
- Regularly travel by vehicle while conducting District business.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed government officials, media representatives, business and community leaders, employees, financial institutions, consultants, vendors, the public and others encountered in the course of work.

QUALIFICATIONS

Education and/or Previous Work Experience

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- Completion of a bachelor's degree in business, public administration, or a construction related field preferred.
- One to three years of experience coordinating large projects. Coordination of construction projects in the public sector highly desirable.

License / Certificate:

- Possession of a valid Class C California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.
- Possession of Project Management Professional (PMP) certification desirable.

Other requirements:

Completion of and satisfactory results of pre-employment drug test, physical examination indicating fitness for duty, DMV record review, and background investigation.