

CONSTRUCTION COORDINATOR

MAJOR FUNCTION

To coordinate construction activities provided through various grant programs administered by the Community Services Department. Responsibilities include, but are not limited to feasibility studies, inspections, plans, cost estimates, bid specifications, construction contracts, environmental reviews and Davis Bacon payroll and labor standards, monitoring in accordance with federal, state, and local rehabilitation program and grant guidelines.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

- Conducts interview with property owners and performs related property inspections to determine required structural and other improvements.
- Provides advice to property owners on repairs required to meet applicable building codes and other Program requirements.
- Prepares and develops specifications, cost estimates, construction contracts, timetables and other documentation necessary for issuing bids, ensuring conformance with applicable County and State building codes and Federal and State standards.
- Performs environmental site reviews of all federally assisted properties.
- Facilitates bid process for non-profits, ensuring conformance with grant regulations.
- Reviews contractors' cost estimates and negotiates appropriate modifications.
- Reviews all phases of construction work for compliance with plans, specifications, grant contracts and other requirements. Reviews contractor pay requests, Davis Bacon Payrolls and does on-site labor monitoring.
- Acts as liaison between homeowner or non-profit and contractor; interprets and explains codes and building regulations and the purpose and guidelines of State and Federal grants.
- Enforces technical provisions of contracts and reviews and submits recommendations on all contractors' requests, affidavits and related documentation; maintains detailed records and prepares Federal, State and local reporting forms for submission to appropriate agencies.
- Prepares change orders, inspection reports, payment disbursements, Contractor Evaluations, and provides follow-up on any warranty issues.
- Mediates disputes between property owners or non-profits and contractors.
- Required to report to work at the appointed hour, as scheduled, and to work the entire

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assigned schedule.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

Contacts are an essential component of this position, with frequent interaction with other County Departments, contractors, non-profits, and property owners to obtain and furnish information regarding projects and related work. Will also mediate disputes, answer questions and resolve problems with respect to bid specifications, building code compliance, defective work, or other issues. Other public interactions occur in response to inquiries about program features and requirements. Service is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibility.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Associate Degree in business, public administration, social science, related field or technical school; with 3 years experience as a CDBG construction supervisor or SHIP housing program inspector or related housing/ construction program experience; or any equivalent combination of education and experience.

Licenses

Possession of a valid Florida Drivers License.
State or local A,B, or C Contractors License

Certifications.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers,

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clients, customers, and the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Abilities

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.

Specialized Skills and Abilities

- Knowledge of Federal, State, and County statutes, codes, ordinances and regulations pertaining to housing rehabilitation and community development programs.
- Knowledge of Federal and State grant regulations to include Davis Bacon, federal labor standards and environmental review requirements (NEPA).
- Knowledge of building construction methods and practices, including minimum housing, building, zoning and related codes and regulations.
- Knowledge of the methods, practices, tools and equipment used in the electrical, plumbing, carpentry, air conditioning, roofing and other trades involved in the maintenance and repair of buildings.
- Knowledge of applicable State Fire and Safety Codes and similar requirements.
- Ability to determine defects and faults in electrical, plumbing and mechanical systems and provide guidance to make required corrections.
- Ability to analyze and prioritize repairs required to meet housing program standards.
- Ability to make estimates of materials, labor and other construction costs and to arrive at valid recommendations for plans of action.
- Ability to inspect construction work in progress and enforce modifications required ensuring compliance with work specifications, building codes and standard building practices.
- Ability to prepare, interpret and work from blue prints, sketches, diagrams technical orders,

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manufacturer's manuals and specifications.

- Ability to mediate disputes between contractors and property owners.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to establish and maintain good working relationships within the Community Services Department, other County Departments, Federal, State and County agencies, property owners, consultants, contractors and the public
- Ability to use various computer software to obtain statistical data.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns.
- Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

This work involves the exertion of 25 pounds of force occasionally and up to 10 pounds of force frequently. The work requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, crawling, standing, and crouching. Visual acuity and manual dexterity are required to inspect projects for conformance with specifications and codes. Sufficient hearing ability is required to perceive information at normal spoken word levels. The employee may be exposed to loud noises or equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will be exposed to a variety of weather conditions. The employee is required to do whatever is necessary to complete the inspection, to include but not limited to; climbing on the roof, accessing crawl spaces and entering houses in various stages of disrepair. Work may entail potential safety hazards; precautions must be understood and observed to avoid injury.

Established: 6/2003

Pay Grade: 17

Job Description Number: 3019

Category:3

Status: NE

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