



CLASS SPECIFICATION FOR:

**Capital Projects Coordinator**

**General Statement of Duties:**

Manages and leads all types of department-specific capital projects from inception to completion including plan designs, plan reviews, public meetings and hearings, approving site work, ensuring projects adhere to all approved technical and regulatory specifications and requirements, reviewing and recommending payments and bond releases; does related work as required.

**Distinguishing Features of Class:**

An incumbent in this classification would be assigned to a large department and routinely responsible for managing numerous department-specific capital projects (CIP) independently from General Services' CIP staff. Primary duties include managing the construction of assigned projects from concept through project close-out; reviewing project plans and construction/installation schedules; coordinating and attending planning and construction progress meetings; serving as the County's primary point of contact for all assigned projects; preparing and maintaining detailed project documentation; performing site inspections to assure compliance with project specifications and other regulations; ensuring all aspects of assigned projects are in compliance with federal, state and local regulations; ensuring assigned projects are completed in a timely manner within established specifications and budgetary constraints. Work is performed independently under limited supervision with wide latitude for managing priorities and making technical judgments. Researches and resolves, or recommends resolution, of a wide variety of questions and issues independently with unusual and complex issues referred to the supervisor or other appropriate Department or County staff.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Coordinates the review, revision and approval of construction documents with department and County staff, contractors, consultants and regulatory agencies through the County review process;
- Reviews and interprets construction plans and specifications to project construction, researches and recommends solutions to correct deviations or violations, ensures approved solutions and modifications are implemented as approved;
- Monitors and reviews all types of department-specific projects through all project phases from inception to completion to ensure assigned projects are constructed in accordance with cost estimates, budgets, approved specifications, time schedules and other contract and local, state and federal codes, regulations and requirements;
- Conducts on-site inspections of projects to ensure compliance with all contract provisions and relevant local, state and federal codes, regulations and requirements, includes coordinating inspections with other County and regulatory agencies' staff;
- Coordinates with various County departments as needed for assigned construction projects to ensure timely inspection, completion and compliance with all applicable local, state and federal codes, regulations and requirements;
- Reviews contractors' applications for payment and bond reductions/releases, and makes recommendations;
- Serves as primary County contact for contractors, consultants, suppliers and regulatory agencies for all assigned projects;
- Attends public hearings, prepares presentations, presents information, answers questions, follows-up in a timely manner;
- May evaluate proposed capital project property acquisitions for suitability and make recommendations;
- Accurately creates and maintains detailed projects information, records and reports for assigned projects;
- Researches and resolves, or recommends resolution, of a wide variety of complaints, problems, concerns and questions from citizens and other internal and external stakeholders relevant to assigned projects;
- Appropriately involves and collaborates with the supervisor, appropriate department staff, or other County staff for assistance with the resolution of unusual or complex issues;
- Attends, coordinates and leads as needed, projects meetings with various department, County, and other internal and external stakeholders to review projects plans and specifications, identify and resolve identified issues, and to ensure project compliance with all technical and regulatory requirements;
- Actively participates in all scheduled meetings and trainings;
- May be required to work a flexible schedule;
- Follows all required policies, procedures, local, state and federal codes, regulations and requirements and creates and maintains all necessary project records;
- Utilizes required personal protection equipment (PPE) and other required safety equipment and measures at all times;
- Develops and maintains a thorough up-to-date working knowledge and understanding of the assigned department's department-specific capital projects, County capital project management policies and practices, relevant regulatory requirements specific to types of projects managed;
- May be required to assist with inclement weather cleanups and serves as Department event staff as assigned;



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- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:**

Advanced working knowledge of capital project management, architectural design, engineering and construction practices to administer capital improvement projects from inception to completion ensuring adherence to all approved specifications and regulations as well as approved budget; excellent project management skills; excellent technical skills for reading and accurately interpreting project plans, identifying issues and making recommendations; excellent organization skills with the demonstrated ability to plan and execute work effectively and to successfully complete assigned tasks accurately and in a timely manner within established deadlines, specifications, regulations and budgets; ability to multi-task; professional integrity including the ability to maintain the integrity of projects, construction processes, deadlines, specifications, regulations and budgets; ability to read, and consistently comprehend, interpret, apply and communicate regulatory requirements accurately; ability to read, and consistently comprehend, interpret, apply and communicate technical information accurately; sound political astuteness; sound critical thinking and problem solving skills with the ability to appropriately resolve a wide variety of questions and issues within established policies, guidelines, regulatory and other project-specific requirements and procedures; ability to research issues and identify viable cost-effective solutions; sound professional judgement with demonstrated ability to synthesize multiple types of data, consider and weigh a variety of relevant factors and make accurate determinations, decisions and recommendations; strong computer skills with the ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; thorough working knowledge of safety rules/regulations and accident-prevention practices; visual and hearing acuity sufficient to enable effective interactions, inspections and data collection, and to work safely on project worksites under various site conditions; physical condition that permits safely traversing over all types of terrain and worksite conditions, including in adverse weather conditions; sound working knowledge of the hazards present on assigned project worksites and required safety precautions to ensure the safety of self and others while onsite; ability to safely use all required personal protection equipment; excellent written and verbal communication skills with the ability to interact professionally with diverse audiences of internal and external stakeholders and maintain effective working relationships; excellent interpersonal and communication skills with demonstrated ability to communicate complex and/or technical information and ideas to non-technical audiences in easily understandable language/terms, both orally and in writing; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain good working relationships with all levels of department staff, all levels of County staff and Officials, and other relevant internal and external stakeholders; personal accountability including teamwork and establishing and maintaining positive working relationships; and excellent customer service skills with the demonstrated ability to interact patiently, respectfully, and with tact and courtesy with all stakeholders presenting with varying levels of understanding and needs in order to appropriately address requests, needs and issues. Must be able to positively and appropriately represent the County customers and other stakeholders. May require the ability to work a flexible schedule as needed.

**Minimum Education and Experience:**

Education: Four (4) year degree in a relevant field;

Experience: Three (3) years of relevant project management experience, or other relevant work experience;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

**NOTE:** Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

**NOTE:** All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license to perform assigned duties at various locations Countywide.
- Some positions may require an Engineer with a recognized engineering degree or a Professional Engineer designation (PE).  
**NOTE:** For positions requiring an Engineer of PE, the equivalent combination clause included above will not apply.