

*CLASS SPECIFICATION FOR*  
**Construction Coordinator**

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**GENERAL STATEMENT OF DUTIES:** Represents owner and coordinates the owner's responsibilities in construction of capital improvement projects with the initiating agency, contractor and consultants while ensuring that the facilities are constructed in strict compliance with approved contract documents and applicable codes and standards; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class observes the construction progress at multiple sites for the purposes of determining compliance with construction documents and of reporting factual conditions to the Capital Projects Manager. Under the direct supervision of the Capital Projects Manager, the incumbent implements the responsibilities of the owner through coordinating the communication and activities of the using agency, the contractor and the consultants.

**EXAMPLES OF WORK** (illustrative only):

- Determines that all work conforms to the requirements of the contract documents, to include the quality and the progress of the work, reporting variations or exceptions to the Capital Projects Manager and following up with the architect or engineer as directed;
- Reviews all bid documents, addenda, supplemental instruction, proposal requests, change orders, applications for payment and similar documents, making recommendations to the Capital Projects Manager regarding content, cost and payment amounts;
- Receives approved shop drawings and samples and compares these items with the requirements of the contract documents;
- Updates the owner's bid documents by annotating and maintaining changes on the drawings and in the specifications to be used as the owner's record documents during construction;
- Coordinates owner responsibilities under contract documents with the Capital Projects Manager and others as directed, providing periodic status reports to the Capital Projects Manager;
- Prepares costs and time estimates related to owner-proposed work or changes in the work, reviewing all proposals for changes with the Capital Projects Manager and providing information and analyses requested;
- Observes and reports factual conditions and activities in prescribed written format, supplementing information with photos and sketches to ensure clarity and accuracy;
- Drafts correspondence needed to document observations and to prompt needed action;
- Receives all close-out documents, such as record documents (drawings and specifications), guarantees, operating and maintenance manuals and insurance certificates, as well as all keys, specified materials and other items specified by the contract documents;
- Schedules and coordinates meetings for the contractor to instruct/train designated staff in operation/use of facilities and systems;
- Transmits closeout documents to Buildings and Grounds, retaining a copy of record drawings, shop drawings and warranty information to hold during warranty period;
- Studies contract documents and maintains a thorough familiarity and working knowledge of their requirements;
- Recommends to the Capital Projects Manager any interpretation, instruction or direction which should be provided to any contractor or vendor on behalf of the owner;
- Notifies the Capital Projects Manager when project-related meetings are needed and assists in coordinating scheduling and attendance at regular and special-site meetings;
- Coordinates, reviews and reports on owner-provided contracts and installations associated with construction, including but not limited to power, telephone, data, communications, utilities, easements, permits, furnishings and other equipment;
- Visits assigned construction site(s) as assigned or as required;
- Performs related work as assigned.

**Construction Coordinator (Continued)**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Considerable knowledge of the methods, means and sequence of construction, of nationally recognized construction standards and of local and State codes; good oral and written communications skills; ability to read and interpret construction documents; good organizational skills; ability to effectively coordinate the work of other individuals; ability to work independently, often with only general supervision and direction; ability to supervise effectively.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school and five (5) years of general construction work experience, with at least three (3) years facility planning or construction experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid driver's license issued by the State of Virginia.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.