

*CLASS SPECIFICATION FOR*  
**Senior Construction Coordinator**

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**GENERAL STATEMENT OF DUTIES:** This classification may involve supervising a staff of individuals that are responsible for the inspection of road, bridge and/or drainage projects in the public or proposed right-of-way; **or** manages small capital and/or non-capital projects involving County buildings or other facilities on County property to ensure compliance with plan, specifications, contract documents, applicable codes and standards; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class provides supervision and technical guidance to a staff of inspectors which may include planning, organizing, assigning work, and/or monitoring all phases of construction. May identify problems/conflicts and works to resolve issues based on engineering principles and good construction practices. May manage the coordination of specialized consultants on capital projects for multiple County agencies along with the observance of the construction progress at multiple sites to determine compliance with construction documents. The incumbent may also initiate the planning, design, purchase, and implementation of small projects such as planning and purchasing interior furnishings and equipment for agencies.

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

- Determines that all work conforms to the requirements of plans, specifications, County requirements and contract documents;
- Monitors the quality and the progress of the work, reports variations or exceptions to supervisor and/or consults with architect or engineer as needed;
- Plans, coordinates, and implements small capital projects, furnishing projects and other renovation or equipment projects;
- Initiates purchasing arrangements and requisitions from inception to completion of specialized consultant/vendors for such items as furnishings, equipment, geotechnical, specialized hardware, and lead/asbestos testing;
- Receives, prepares and maintains documents relating to project, 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;
- Coordinates and submits building permit and code resolution issues;
- Schedules and coordinates facilities and systems training, transmits closeout documents, and provides coordination through the project warranty period;
- Interprets plans, specifications and/or contract documents and provides instruction or direction to contractors or vendor on behalf of the owner;
- Receives approved shop drawings and samples, confirms with requirements of contract documents;
- Prepares costs, time estimates and recommendations for proposed work or changes;
- Prepares project correspondence and documentation of project observations and prompts needed action;
- May perform occasional duties of a construction inspector as needed;
- Plans, assigns, supervises, provides technical guidance and reviews the work of staff;
- Participates in plan reviews and checks plans and contract documents for constructability, errors and omissions;
- Conducts and/or participates in meetings with contractors, engineers, developers, consultants, utility companies, other County agencies and staff;
- Performs survey work, when needed and checks line and grade;
- Responds to citizen inquiries, complaints, and/or construction conflicts by resolving and/or making recommendations to rectify problem;
- Checks materials, equipment, and construction methods for compliance with specifications;
- May coordinate owner responsibilities under contract documents with the Capital Projects Manager and others as directed, providing periodic status reports to the Capital Projects Manager;
- May update 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;

- May study contract documents and maintain a thorough familiarity and working knowledge of their requirements;
- May review 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;
- Performs related work as assigned.

## Senior Construction Coordinator (continued)

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Considerable technical and working knowledge of road, drainage and bridge construction; engineering principles involved in design, layout and construction methods as well as knowledge of departmental policies and procedures; knowledge of the methods, means, and sequence of construction for projects; knowledge of nationally recognized construction standards and of local and State codes; good oral and written communications skills; ability to read and interpret construction plans and documents; good organizational skills; ability to work independently, often with only general supervision and direction; ability to supervise multiple projects, consultants, and vendors effectively.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school, preferably supplemented by college courses in engineering and five (5) years of sub-professional engineering experience in road, drainage and bridge construction or general construction experience with at least three (3) years of capital projects experience and one (1) year in a construction supervisory capacity; OR any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of valid driver's license issued by the State of Virginia. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the position.

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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.