



CAPITAL PROJECTS COORDINATOR

791

Jamestown
1607

DEPARTMENT: General Services

NATURE OF WORK:

Performs advanced professional, technical, and administrative work in the development and implementation of assigned projects; provides single point of contact for projects.

Plans, organizes, and manages various projects from the conceptual stages to final completion. Manages the development of Capital Improvement Project (CIP) construction project plans. Acts as liaison to school capital construction work as assigned. Work is performed under the managerial direction of the General Services Manager.

ESSENTIAL FUNCTIONS OF THE JOB:

Manages assigned projects from original concept and budget development through implementation, including budget development. Assists in the formation and work of various project-related teams.

Oversees the preparation of CIP construction project items. Assists in preparation of budgetary estimates for all CIP construction projects. Provides technical assistance and oversight in development of project concepts. Provides assistance in planning of capital construction project programs and identifies necessary project elements.

Directs the selection process for architectural and engineering consulting design services.

Develops detailed and accurate work plans, schedules, project budgets, and status reports for projects assigned.

Provides space planning assistance and determines appropriate space allocation for future projections and facility planning.

Assists in the site selection process. Coordinates the acquisition of necessary easements, rights-of-way, or required property. Obtains necessary public input or information. Communicates project issues with all affected or interested parties.

Coordinates the consulting engineering and architectural firms performing planning, design, or construction administration of capital projects. Assures that design plans meet all applicable regulatory requirements.

Ensures adherence to quality standards by coordinating project development review and approval processes, including necessary zoning or Board of Supervisors approvals. Oversees construction document review by the various County agencies that ultimately use or occupy the construction.

Assures value engineering is undertaken as an integral part of all approved construction projects. Oversees value engineering reviews and incorporates appropriate suggested alternatives into designs to

achieve desired costs savings consistent with the required functionality. Provides suggestions for long-term serviceability and cost savings as appropriate.

In conjunction with the Purchasing Office, coordinates contract bidding process. Assists in selection of successful bidder and preparation of contract approval for the Board of Supervisors.

Assists in the budgetary review of Capital Improvement Project requests. Provides assistance to agencies in the planning of long-term capital construction needs.

Manages project construction contracts. Assures compliance with contract specifications and project plans. Identifies potential adverse impacts to schedule or budget, and assists in preparing solutions. Assures owner obligations related to furnishing utilities, inspection services, or other items are fulfilled.

Supervises work of any owner's field construction representatives.

Manages special inspection services for capital construction projects. Resolves discrepancies related to contractor performance. Coordinates other required inspections by County or State agencies.

Reviews and provides recommendations on proposed changes to construction contracts. Assures total project costs and time remain within the original budget and scope.

Provides project construction progress reports as required. Maintains accurate administrative records of all project activities.

Manages all projects procurement and payment applications. After verification of actual work or delivery of material, approves requests for payment.

Provides minor project design assistance to various County agencies. Assists with the preparation of specifications for projects.

Plans and manages owner occupancy and receipt of newly constructed facilities and provides assistance in planning personnel and equipment moves.

Upon completion of projects, prepares and submits a summary report regarding project administration for review and avoidance of related project problems.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Work is performed primarily in an office setting and at various outdoor sites around the County. Drives County vehicle to construction locations. Requires considerable walking outdoors, over all terrains, and in all weather conditions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of modern principles, theory, practices, and methods of engineering/ architectural design, construction practices, scheduling, project estimation techniques, and related building and site development principles.

Thorough knowledge of the principles and practices of management and supervision.

Thorough knowledge of the principles and practices of project management, including budgetary planning and scheduling techniques.

Considerable knowledge of institutional, commercial, and industrial design and construction techniques.

Considerable skill in effectively negotiating with public agencies or officials, citizens, designers, and persons within the construction community.

Ability to plan, develop, direct, and supervise multiple diverse and complex projects simultaneously, at various stages of completion.

Ability to understand complex technical issues related to civil engineering design and read and interpret applicable codes, standards, or specifications

Ability to plan, coordinate, and supervise the technical work of various consultants.

Ability to effectively communicate ideas or technical issues orally and in writing.

Ability to establish and maintain effective working relationships with public officials, designers, contractors, and citizens.

Ability to understand, prepare, and interpret plans, specifications, diagrams, blueprints, or drawings and compare them with actual work performed.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Architecture, Engineering, or related field. Considerable experience as professional designer or construction project manager, and in contract administration or construction supervision; or any equivalent combination of acceptable education and experience providing the required knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess and maintain a valid Virginia Drivers License and have an acceptable driving record based upon James City County criteria.

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III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift					✓		✓		
Push/Pull					✓		✓		
Hold/Carry				✓			✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

<u>Ladders</u>	<u>Stairways</u>	<u>Steps</u>
<input checked="" type="checkbox"/> Step stool	<input type="checkbox"/> 1 flight	<input type="checkbox"/> 1-2
<input checked="" type="checkbox"/> 8' to 10' step ladder	<input type="checkbox"/> 2 flights	<input type="checkbox"/> 2-3
<input type="checkbox"/> Extension ladder	<input checked="" type="checkbox"/> 3 or more flights	<input checked="" type="checkbox"/> 3-4
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Not essential to job function	<input type="checkbox"/> Not essential to job function	<input type="checkbox"/> Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand		✓						✓	
Sit			✓						✓
Walk		✓						✓	
Run	✓								

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
- Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
- Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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