



CLASS SPECIFICATION

Class Code: 3020
Date Est: 02/1989
Last Rev: 04/2014
Last Title Chg: 11/2012
FLSA: non-exempt
Probation: 12 months

PROJECT COORDINATOR - CSD

DEFINITION

Under general direction of the Engineering and Capital Projects Division Director and the Director of Community Services designs and develops cost estimates; writes specifications for new building and civil engineering projects and the remodeling and repair of existing County facilities; carries out all phases of construction management during projects; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's Degree from an accredited college or university in Architecture, Architectural Engineering, Construction Management, or a closely related field and one year of full-time experience performing plan interpretation, building code and specification review, construction procedures, quality of materials, safety standards, and knowledge of basic math and trigonometry; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

Incumbents perform a wide range of assignments related to the design and administration of County construction projects. This class is distinguished from Architect in that the Architect classification requires incumbents be registered as a professional architect in the State of Nevada. This classification provides progression to the Architect class series upon meeting the minimum qualifications of the Architect classification and approval and recommendation of the appointing authority.

SUPERVISION EXERCISED

N/A

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Consult with requesting County departments to determine project requirements; design several preliminary sketches for review and feedback.

Draw plans from preliminary sketches and coordinate with others to prepare total project packages for official County records.

Develop materials and labor cost estimates for proposed projects; determine the amount of budget allocation requests.

Monitor in-house and consultant estimates to ensure conformity with budget guidelines.

Draft requests for permission to go to bid; submit necessary documentation for project justification to the Board of County Commissioners for approval.

Develop and submit advertisements for bid requests; develop project proposal for review by possible contractors.

Conduct bid openings and make recommendation for bid awards to the Board of County Commissioners.

Recommend project modifications to reduce costs in cases where bids exceed the approved budget.

Initiate project construction by conducting pre-construction conferences with contractors and County representatives to review contract terms, specifications, general construction procedures, contractor's proof of adequate insurance, and ensure compliance with Washoe County regulations.

Conduct on-site inspections of construction projects in progress, ensuring conformance with specifications and contract terms, and issuing stop work orders if substandard methods and/or materials are being used.

Recommend approval of progress payments to contractors based upon completion of approved work.

Maintain account records for all billings and payments related to projects.

Conduct final project walk-through with appropriate persons to determine compliance with contract provisions prior to submitting a recommendation for bond release and approval of final payment.

Review plans and specifications and develop solutions for problems in remodeling, roofing, parking facilities, buildings, grading and drainage, and roadway projects.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County policies and procedures pertaining to the design, construction, remodeling, and repair of County structures and facilities, including preliminary planning and design.

Washoe County, State of Nevada, City of Reno, and City of Sparks codes and regulations pertaining to construction and construction materials.

Washoe County construction project development, administration, and management procedures including bid openings and awards, pre-construction conferences, payment for completed work, and issuing stop work orders for substandard work or materials.

Departmental policies and procedures.

Computer software specific to the department/division.

Ability to:

Conduct bid openings and develop recommendations for bid awards to the Board of County Commissioners.

Recommend project modifications to reduce costs when bids exceed approved budgets.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Architectural and engineering practices and procedures, including the elements of design, working drawings, and specifications.

International Building Codes.

Sound construction procedures, safety standards for trades work, and quality of construction materials.

Contract administration procedures.

Basic math and trigonometry.

Construction documents.

CAD standards.

Ability to:

Read and interpret building codes, applicable laws, and regulations.

Organize and administer construction projects.

Establish and maintain project budgets and schedules.

Operate a computer and computer programs.

Draw plans from sketches.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with contractors, County staff, and elected officials.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to walk on uneven or slippery surfaces. Ability to bend, stoop, kneel, climb and inspect in high or small spaces. Ability to use planimeter, drafting equipment, and office equipment including computers, copiers, telephone, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.