



## CITY OF CHINO

### Construction Project Coordinator

#### **Definition:**

Under limited supervision, plans and coordinates construction and engineering activities relating to City public works engineering and/or private land development projects. Coordinates construction projects and ensures compliance with applicable regulatory policies related to design and construction; and performs related work as assigned.

#### **Class Characteristics:**

The Construction Project Coordinator performs advanced level assignments and completes projects or coordinates programs within departmental objectives, proper methods, and schedule constraints; and usually exercises independent discretion and judgment.

#### **Essential Functions:**

- Prepare and review project schedules.
- Support all phases of project development, including preparation and tracking of development budgets, planning and entitlements, managing design consultants, procurement, bidding, contracting, construction administration, project close out, and post-construction evaluations.
- Assist with the preparation of memos and reports on public works projects as requested.
- Coordinate with other City departments for various projects.
- Participate in the review of plans; evaluate compliance with laws, ordinances, and acceptable engineering standards.
- Collaborate with various project and development team members, including owners, consultants, developers, contractors, and other public agencies.
- May supervise City and/or contracted staff as needed.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

#### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience as demonstrated in his/her past and current employment history. A typical example includes:

#### **Education:**

- High School Diploma or G.E.D. (required).

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- Bachelor's degree in construction, engineering or a related field (desirable).

### **Experience:**

- Three (3) years of increasingly responsible experience as a construction or project coordinator in a public agency and/or private company, or other development-related field.

### **Considerable knowledge of:**

- Basic construction and engineering principles, methods, and practices as applied to public works, including planning and development, and design and construction.

### **Knowledge of:**

- Data processing systems/applications in a public agency.
- Record keeping, budgeting, and purchasing procedures.
- Microsoft Office suite and MS Project.

### **Ability to:**

- Plan and schedule work, set priorities, and monitor work progress.
- Research and prepare engineering and other related reports.
- Communicate clearly and concisely, both verbally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Respond to emergency and problem situations in an effective manner.
- Assist in developing plans to meet future City needs/services.
- Represent the City or Department in a variety of meetings.

### **Special Requirements:**

- Possess a valid Class C California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

### **Physical Profile:**

Category I – Light Physical Effort: Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments in this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light

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office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

### Position Requirements:

- Climbing - Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs, and/or hands and arms.
- Reaching - Reaching above the shoulders to place and/or retrieve objects.
- Sitting - Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day).
- Color Vision - Ability to identify and distinguish colors.
- Distant Vision – Good. Without correction vision not less than 20/100 in each eye, which must correct to 20/30.
- Temperatures - Works in temperatures sufficiently high or low to cause marked bodily discomfort.
- Work Environment – Outdoors. Ability to work outdoors in all types of weather conditions.

### Employee Unit:

Unrepresented Management

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