

COUNTY OF SOLANO
SMALL PROJECTS COORDINATOR

Rev. 11/01

DEFINITION

Under general direction, plans, organizes and, coordinates most aspects of small project administration for County facilities; participates in program design, planning and assessment; conducts special studies relating to capital improvement projects, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to plan, organize and coordinate small construction projects under \$25, 000. This class is distinguished from the County Projects and Services Coordinator in that the latter is responsible for planning, organizing, and coordinating and supervising the staff and activities of the Projects & Services Bureau of the Facilities Operations Division.

EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1. Plans, organizes and coordinates small project requests; develops the methods and procedures to be used to carry out assigned projects; coordinates and inspects the work of contractors assigned to construction projects.
2. Plans project workloads, develops schedules; establishes priorities associated with assigned projects; analyzes feasibility and funding sources for projects requests; assists in establishing the budget for assigned projects.
3. Reviews and evaluates project bids to identify the lowest qualified bid; estimates costs such as design and engineering fees, consultant fees, project costs, material and labor costs; compiles bid packages; negotiates with potential contractors; selects and/or recommends selection of specific firms in conjunction with appropriate County ordinances, rules and guidelines.
4. Monitors projects to assure conformance with plans, specifications and completion schedules; conducts the pre-construction conference with the tenant-occupant of facilities, Facilities Operations Supervisor Manager and appropriate members of the County Architect's staff to discuss details of construction, schedules, sequences, procedures, special problems and to clarify terms of the contract.
5. May participate in administrative studies relating to small projects; may be assigned additional administrative responsibilities.
6. Makes field investigations to obtain site-related information and prepares drawings and specifications for small construction projects and office furniture configurations.

QUALIFICATION GUIDELINES

Education and/or Experience

Considerable experience in one or more of the building trades and crafts, contract bidding and administration, project management and knowledge of building codes and laws related to small construction projects which demonstrates possession of requisite competency, knowledge and abilities. Typical qualifying education/experience would include:

Two years of experience in managing small to medium-sized construction projects with responsibility for cost recommendations, contract administration, and quality control.

Knowledge/Abilities

Considerable knowledge of the principles of building construction practices including structural, electrical, plumbing, mechanical, and heating, ventilating, and air conditioning; uniform building codes, Cal-OSHA building construction requirements, and other pertinent safety rules and regulations; construction methods and techniques for wood, steel, masonry and reinforced concrete buildings; materials, methods, and equipment used in facilities construction.

Some knowledge of contract administration; legal relationship between the County, consultants, and contractors; techniques of negotiating contracts with consultants and contractors; agency purposes, goals and policies.

Knowledge/Abilities (Continued)

Ability to plan, organize and coordinate small to medium-sized construction projects in the County; understand, interpret and apply pertinent provisions of various contracts and other policies and regulations; understand, interpret and enforce compliance with plans, specifications, and schedules; recognize problems of job scope, specification and determine necessary changes; perform mathematical calculations required to determine areas, volumes and estimates; interpret and apply a variety of complex County, State and Federal regulations, policies and guidelines related to construction; evaluate work performed by contractors; recognize and respect limit of authority and responsibility; make decisions and independent judgements; establish and maintain effective working relationships with a variety of different individuals, departments and private contractors; communicate effectively with people of diverse socio-economic backgrounds and temperaments; collect and analyze data to draw logical conclusions and make appropriate recommendations; read and understand blueprints; use drafting software, equipment and tools; prepare narrative and statistical reports; research regulations; procedures and/or technical reference materials.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver's License.

Incumbents may be required to work outside normal business hours.

Incumbents must be able to perform sedentary work.

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