

Project Coordinator
New Hanover County Schools

Job Description

Class: **Classified**
Dept: **Maintenance Operations**

TITLE: **Project Coordinator**

- QUALIFICATIONS:**
1. Bachelor's degree in acquisitions, business, public administration, architecture, engineering, a related field or an equivalent combination of education and experience. North Carolina State Contractor's License or Professional Registration (AIA, PE) preferred.
 2. Four years of increasingly responsible experience in developing and administering contracts for building repairs and major construction projects and cost estimating or a combination of training and experience.
 3. Valid North Carolina driver's license.

REPORTS TO: Administrative Services Supervisor

JOB GOAL: To independently perform difficult and highly responsible project administration activities while monitoring and ensuring contractor compliance with terms, conditions, and cost provisions of construction and management projects.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school/department issues and as required by Maintenance Operations.
2. Perform difficult and highly responsible activities associated with contracting and subsequent administration of projects for construction, consulting, program management, and other services in maintaining building facilities and equipment.
3. Participate in the designer selection process for renovations; advertising project announcements, scheduling interviews and pre-selecting design firms; negotiate contracts and contract change orders with outside contractors; review all construction documents.

4. Participate in construction engineering budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for materials and labor; monitor and control expenditures on construction projects.
5. Receive assignments in the form of general objectives to be achieved in the contracting and project administrations process, and exercise initiative and judgment in carrying highly detailed issues through to completion.
6. Evaluate construction engineering operations, schedules and activities for renovations; recommend improvements and modifications; prepare various reports on operations and activities.
7. Responsible for managing the delivery of a variety of highly responsible technical and administrative services.
8. Participate in the development and administration of engineering services and program management to ensure provisions are clear and consistent with specifications; review design and plans of renovation projects; assists with drafting new requirements as needed; coordinate activities and inspect projects for compliance with plans and specifications; prepare reports related to the status of construction, compliance with budgets and with approved project schedules.
9. Maintain compliance with federal, state and local laws, rules, codes and regulations related to construction engineering.
10. Perform detailed review and analysis of contractor invoices to ensure conformance with project provisions on cost and overhead charges and compliance with project terms and conditions; brief the Administrative Services Supervisor and/or Director of Maintenance Operations on contract management problems and recommend the appropriate course of action; recommend payment of contractor invoices.
11. Responsible for and maintain project filing systems, including original project bids, quotes, and amendments, and maintain project and funding logs and related specialized records; distribute project documents to appropriate parties.
12. Attend pre-award negotiations with proposed contractors to create and maintain a record of negotiation discussions and agreements.
13. Use written and oral communication skills to interact with managers, staff, contractors, consultants, government officials, and the community; read and interpret complex data and documents.
14. Prepare special reports and analysis; perform special projects; order signs for facilities.

15. Prepare and submit, to the Director of Maintenance Operations, weekly shop projects' summary reports.
16. Perform related duties and responsibilities as requested by the Administrative Services Supervisor or Director of Maintenance Operations.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-

Starting Salary and/or Grade: Exempt Grade 75

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate functional knowledge of principles, practices, and methods used in the construction trade, public agency purchasing, public sector budget development and administration, and sound business communication.
- Demonstrate functional knowledge of basic principles of construction including federal, state, and local laws and regulations governing construction of building facilities.
- Demonstrate functional knowledge of office and records management practices and procedures.
- Demonstrate functional knowledge of organization, policies and procedures relating to the administration of New Hanover County Schools.
- Ability to analyze and make sound recommendations on complex technical data and legal requirements associated with project development and administration, while exercising sound independent judgement within general policy guidelines.
- Ability to plan, organize and integrate a variety of technical and administrative support services and activities.
- Ability to read, interpret, enforce and manage construction contract documents and architectural and engineering building designs.
- Ability to evaluate project documents and make sound recommendations for improvement.
- Knowledge of pertinent federal, state and local laws, codes and regulations related to building construction.
- Knowledge of principals, methods, and practices of construction management, program evaluation and public administration.
- Ability to perform complicated cost calculations and prepare clear, concise, and comprehensive reports and written materials while maintaining complete, comprehensive project records and files.

- Ability to use tact, discretion, and diplomacy to establish and maintain effective working relationships with principals, contractors, consultants, vendors, and others in the course of work.
- Must maintain physical condition appropriate for the performance of assigned duties and responsibilities.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.