



**PROJECT CONSTRUCTION COORDINATOR  
JOB DESCRIPTION**

<b>JOB TITLE:</b> Project Construction Coordinator	<b>CLASSIFICATION:</b> Professional	<b>IMMEDIATE SUPERVISOR:</b> Project Manager
<b>PAY GRADE:</b> 128	<b>DEPT:</b> 3900 Engineering	<b>STATUS:</b> <u>FT</u> <u>PT</u> <b>EXEMPT</b> <u>NON-EXEMPT</u> <b>BARG UNIT</b> <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Coordinates the construction of Village Capital Projects, assures new infrastructure private and public is designed, constructed and documented in accordance with Village rules and regulations, coordinates the use of public rights of way and easements, maintains and updates Village records and drawing files.

**SUPERVISION EXERCISED:** Relevant Engineering Inspectors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates the construction of Village projects
- Reviews site plans, plats, and construction plans.
- Inspects and/or supervises inspectors to assure construction is in accordance with Village rules and regulations.
- Coordinates the use of right of ways and easements
- Maintains and updates Village records and drawing files
- Provides information regarding the technical requirements established for infrastructure construction, safety regulations and local, state and federal requirements.
- Assists the Department with preparing and implementing the Department's budget.
- Conducts the performance evaluation of the relevant Engineering Inspector.
- Uses AutoCAD to update Village maps; maintains record drawing files including the transfer of files to AutoCAD records.

**OTHER DUTIES:**

- Attends meetings and conferences and other public meetings as assigned.
- Works with contractors on various projects.
- Responds to emergency calls as needed.
- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- High school diploma;
- Prefer Associates degree in construction technology or related field;

- Prefer at least three (3) years progressively responsible experience in the construction and/or engineering profession;
- Some supervisory experience;
- Any related combination of training and experience can be substituted for formal education.

Knowledge, Skills and Abilities:

- Extensive knowledge of construction materials and methods in all stages of construction.
- Extensive knowledge of architectural and civil engineering principles and practices.
- Ability to develop, read and interpret plans, specifications and blueprints quickly and accurately.
- Ability to detect structural and other defects; ability to evaluate construction for quality and physical depreciation.
- Ability to use AutoCAD.
- Ability to supervise others.
- Ability to coordinate multiple projects.
- Ability to solve problems, exercise sound judgment and initiative; ability to work independently.
- Ability to establish and maintain effective working relationships with other employees, contractors, facility owners, engineers and the general public.
- Ability to effectively meet with citizens and handle customer complaints.
- Ability to communicate effectively both orally and in writing.

**SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one by the date of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**TOOLS & EQUIPMENT USED:**

Computers, working knowledge of relevant software, calculator, survey equipment, telephone, maps, copier, scanner and other related equipment.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, and is exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is generally quiet while in the office, and moderately noisy or loud when in the field.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview, background and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB DESCRIPTION HISTORY:**

Created: 5-98

Revised: 6-19-07

Revised: 10-29-08

Revised: 11-5-15