

FIRE DEPARTMENT
SANTA CLARA COUNTY

CONSTRUCTION COORDINATOR

DEFINITION

Under the direction of the Deputy Chief of Support Services, provide project coordination, contract administration, and act as liaison for the design, construction, and modification of Santa Clara County Fire Department buildings and structures.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from all other Department classes through the specialized knowledge, skills, and training required for performance of work.

EXAMPLES OF DUTIES

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

- Develops project scope, budget, and schedule for all assigned construction projects.
- Ensures that project programs and conceptual designs meet the Department's needs and are in compliance with the Department's Business Plan.
- Evaluates various construction methods and determines the most cost-effective plan and schedule.
- Schedules, oversees, and coordinates all design and construction processes, material, and equipment including the selection, hiring, and oversight of specialty trade contractors.
- Coordinates and supervises the construction process from the conceptual development stage through final construction, meeting timeline requirements and staying – to the extent possible – within the allocated budget.
- Ensures the safety of project employees as well as the general public through safety programs submitted by each contractor.
- Ensures that the completion of all construction projects are in accordance with the drawings and specifications of the engineer or architect, as well as prevailing building codes.
- Is responsible for contracting with trade contractors to perform specialized craft work or other specified construction work.
- Ensures compliance with labor requirements and standards. May make recommendations pertaining to the hiring and dismissal of workers.
- Obtains all necessary permits and licenses and, depending upon the contractual arrangements, directs and monitors compliance with building and safety codes and other regulations.

EXAMPLES OF DUTIES (continued)

- Regularly reviews engineering and architectural drawings and specifications to monitor progress and ensure compliance with plans and specifications.
- Tracks and controls construction costs to avoid cost overruns.
- Prepares progress reports including requirements for labor, material and machinery, and equipment at the construction site as needed.
- Meets regularly with Department management, contractors, architects, and other design professionals to monitor and coordinate all phases of the construction project.
- Communicates on behalf of the Department with consultants and other interested agencies or parties, and expeditiously resolves any issues that may arise.
- Represents the Department in the resolution of disputes with, and claims of, contractors prior to arbitration proceedings.
- Evaluates existing facilities.
- May produce technical reports and specifications.
- Inspects and approves the completion of construction projects.

DESIRABLE QUALIFICATIONS

Education and Experience: High school diploma or GED and two (2) years experience as a superintendent with a general contractor in one of the primary building trades, and some experience in a second building trade.

Experience Note: Qualified applicants would typically attain the following knowledge and abilities with three years of architectural or engineering experience or equivalent experience in construction or construction management. A bachelor's degree in construction or building science or construction management is desirable.

Knowledge Of:

- Basic concept of costing, cost estimates, budgeting, and scheduling techniques used in construction projects.
- Applicable California codes and laws and regulations pertaining to public building projects.
- Modern construction methods and practices.

Knowledge Of: (continued)

- Contracts, plans, and specifications as well as construction methods, materials, and regulations.
- Computers and software programs for costing, cost estimates, budgeting, and scheduling.

Ability To:

- Work effectively in a fast-paced environment.
- Understand and carry out written and verbal directions.
- Maintain required project data and records.
- Be decisive and work well under pressure, particularly when faced with unexpected occurrences or delays.
- Coordinate several major activities at once while analyzing and resolving specific problems.
- Understand engineering, architectural, and other construction drawings.
- Use good oral and written communication skills.

Required Licenses or Certificates: Possession of a valid, appropriate State of California Driver's License.