



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Construction Project Coordinator** FLSA Status: **Non-Exempt**
 Job Family: **Construction** Pay Range: **CO15H**
 Prepared/Revised Date: **April 21, 2017** Job Code: **62101**

SUMMARY: Responsible for designing, planning, scheduling, budgeting, and monitoring of assigned small-scale construction projects at both existing buildings and at new facilities. Actively manage all projects with an integrated approach, inclusive of all stakeholders and customers using effective communication, flexibility, and initiative in the absence of direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Description of Job Tasks | Frequency | % of Time |
|--|--|--|
| | Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A | On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25% |
| 1. Monitor construction progress, quality, and compliance with contract documents. | D | 15% |
| 2. Assist with the preliminary needs, costs, location, and scheduling for anticipated projects. | D | 10% |
| 3. Establish and monitor project schedules and initiate corrective actions. | D | 5% |
| 4. Assist the construction department in all other functions as needed and interact with other District departments to facilitate successful project implementation and completion. Responsible for assisting with addressing complaints and resolving problems. | D | 5% |
| 5. Attend work and arrive in a timely manner. | D | 1% |
| 6. Review and recommend action on pay requests, checking for quality and quantity of completed work and stored materials, and approve pay requests. | W | 15% |
| 7. Facilitate State permitting process for assigned construction projects. | W | 10% |
| 8. Develop, monitor, and initiate corrective actions in budgets for assigned projects. | W | 5% |
| 9. Evaluate construction documents and team decisions to determine cost effectiveness and/or optional methods. | W | 5% |
| 10. Coordinate with the Director of Construction Services and/or the Director of Facilities regarding project budget, schedule, and conflict resolution. | W | 5% |
| 11. Schedule and participate in meetings with architects, municipalities, neighbors, and end users relative to assigned projects. | M | 9% |
| 12. Identify long-lead items and pre-order owner-supplied construction materials. | M | 5% |
| 13. Analyze contractor bids, proposals, and process purchase order requisitions. | M | 5% |
| 14. Analyze and interpret the overall performance of architects, engineers, and contractors. | Q | 4% |
| 15. Perform other duties as assigned. | Ongoing | 1% |
| | TOTAL= | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree in construction-related field required
- Minimum four years of related experience required
- Equivalent combination of education and experience will be evaluated

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of budget development and analysis
- Knowledge of sustainable building design, construction strategies and practices; basic understanding of USGBC LEED certification criteria
- Knowledge of and ability to employ an integrated approach to planning and designing construction projects
- Ability to read and understand building plans and specifications
- Understanding of construction methods and procedures
- Ability to evaluate project schedules
- Ability to communicate with staff, department directors, and community
- Ability to be a part of and work with a team
- Ability to maintain honest and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | # of EMPLOYEES |
|------------------------|--|-----------------------|
| Direct reports: | This job has no direct supervisory responsibilities. | |

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|-------------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | X | |
| Walk | | | X | |
| Sit | | | X | |
| Use hands to finger, handle or feed | | X | | |
| Reach with hands and arms | | X | | |
| Climb or balance | | X | | |
| Stoop, kneel, crouch, or crawl | | X | | |



| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|----------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | | X | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | X | | |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | | X | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|----------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | | X |
| Analyze | | | X | |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | | | X |
| Instruct | | X | | |
| Compute | | X | | |
| Synthesize | | | X | |
| Evaluate | | | | X |
| Interpersonal Skills | | | | X |
| Compile | | X | | |
| Negotiate | | | X | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | | X | | |
| Work in high, precarious places | | X | | |
| Fumes or airborne particles | | X | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | | X | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | | X | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| VISION DEMANDS: | Required |
|---|----------|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | X |
| Peripheral vision | X |
| Depth perception | X |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet | |



| NOISE LEVEL: | Exposure Level |
|---------------------|-----------------------|
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |