

FACILITIES CONSTRUCTION COORDINATOR I

DESCRIPTION: This is administrative professional work planning, directing, and coordinating major state or federally funded construction, remodel, or capital improvement projects to ensure compliance with contracts and approved plans and specifications; performs related work as required.

DISTINGUISHING CHARACTERISTICS: The Facilities Construction Coordinator series is comprised of two levels. Placement of positions into these classes are determined by the level of independence in performing the work, the size and scope of projects assigned, the presence of involvement in the entire life cycle of the projects assigned, and an overall assessment of the combined factors. Positions classified to the Facilities Construction Coordinator I level typically work under immediate or general supervision, while positions classified to the Facilities Construction Coordinator II level work is performed independently and under limited supervision.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Reviews construction plans and specifications/blueprints for construction projects and determines scope of work, making field measurements and preparing cost estimates. Estimates labor and materials for projects.

Conducts pre-construction meetings. Coordinates project scheduling among surveyors, engineering or architectural consultants, contractors, agency personnel, and the State Fire Marshal.

Confers with architects, consultants, clients, suppliers and subcontractors to discuss and resolve issues such as work procedures, complaints, and/or construction problems.

Issues, monitors, and recommends project change orders.

Coordinates and schedules future occupants for a facility under construction and renovation.

Develops time/cost schedules.

Conducts on-site inspections during construction, and resolves technical problems.

Approves final punch list and completion of construction or capital improvement projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: Agency policy and procedures, capital construction in state government.

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ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: construction practices, terminology techniques, project management, estimating, procurement, change orders, and city, state and federal construction codes and regulations.

Ability to: supervise the work of others; communicate verbally and in writing; coordinate projects with others; gain cooperation, read and interpret contracts and working drawings, apply critical thinking and problem solving skills.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Facility Construction Coordinator I Level:

H.S. Diploma, and 5 years of experience in construction administration including scheduling, monitoring, and managing projects.

Facility Construction Coordinator II Level:

Bachelor's degree in Engineering, Architecture, or construction plus eight years work experience in construction or construction inspection. Extensive work experience in construction business may be substituted for education on a year-for-year basis.

**SPECIAL NOTE:**

Positions in this class must comply with all statutes and Nebraska Administration Code relating to the State of Nebraska Engineers and Architects Regulation Act, including, but not limited to Neb. Rev. Statutes 81-3401 through 81-3455, with particular emphasis to 81-3420 and 81-3421.