

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4685

CONSTRUCTION COORDINATOR

Abolished Effective February 10, 2006

BASIC FUNCTION

Review and coordinate construction projects, inspect construction sites and maintain related construction documents.

DISTINGUISHING CHARACTERISTICS

Coordinate the construction phase of all building and utility projects, including general, mechanical, and electrical work, from contract award through warranty. Act as the institution's representative and serve as the primary contract administrator for projects administered by the owner.

TYPICAL WORK

Act as institution's representative at the construction site; attend meetings and conduct negotiations with the contractor's representative;

Receive, evaluate, distribute and respond to contract correspondence; prepare correspondence to contractors, consultants and regulatory agencies;

Prepare construction change notifications; process change orders and negotiate pricing with the project contractor for approval by project manager;

Establish a system for dispute resolution; review and respond to delay claims; develop proposed solutions to solve outstanding problems;

Conduct field inspections to determine construction site conditions and make field sketches as appropriate; evaluate and/or initiate changes to contract documents to resolve field problems;

Prepare construction progress reports and review and approve contractor's requests for payment; review and recommend project for final acceptance;

Coordinate all asbestos abatement work with the general contractor;

Perform tasks necessary to ensure site access for contractors, test labs, consultants, inspectors, etc.;

Coordinate inspections of the quality of work and materials; review contractor's work plan and schedule pre-installation meetings;

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Obtain necessary approvals for and coordinate building occupancy;

Conduct pre-occupancy meetings and identify incomplete work;

Coordinate the building commissioning process including equipment start up and testing, optimizing operation, obtaining operating instructions and identifying equipment with special requirements;

Respond to problems during warranty period;

Conduct one year warranty inspection;

May direct the work of other staff;

Perform the duties of Construction Assistant;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Two years of experience as a Construction Assistant

OR

equivalent education/experience.

New Class: 1-03-73

Revise Title: 1-18-74

Revise Class: 7-19-74

Revise MQ: 7-2-90

Revise Class: 6-4-93