

## CONSTRUCTION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class coordinates and oversees private contractors working on Westchester County construction projects for the Department of Public Works and Transportation or the Department of Environmental Facilities. Responsibilities involve ensuring that all technical specifications are met, applicable regulations and codes are followed, necessary safety precautions are taken at the job site, and that the end product is cost-effective. The position calls for extensive fieldwork to coordinate multiple large complex construction projects, and acting as a liaison between the County, contractors, and members of the community impacted by the job site. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees the execution and progress of construction projects to include new roads, bridges, buildings, water and wastewater treatment plants, water drainage and work on electric lines and on other major replacement projects to ensure compliance with County construction specifications and with engineering standards;

Maintains close contact with department personnel, engineers, and contractors to avoid potential field problems that can result in delays and cost over-runs. When problems do occur, works with the above personnel to expeditiously resolve delays;

Indicates, to design engineers, provisions which should be included in the construction contracts to insure compliance with local and safety regulations and promote safe conditions at the job site in order to protect persons and property during construction work. Makes inspections of job sites to insure same;

Arranges meetings with contractors, municipal officials, utility companies and adjacent property owners to discuss project progress, public safety precautions, private property concerns and like issues. Investigates and seeks to swiftly resolve any complaints from these sources regarding the project;

Maintains adequate construction records in order to document the progress of the work, and coordinate construction schedules with contractors, engineers, and owners;

Directs the work of land surveyors or consultants to perform construction layouts and to obtain record information;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of building, road, and bridge construction practices; thorough knowledge of modern methods, techniques and equipment used in building, road, and bridge construction; good knowledge of surveying practices and theories; ability to deal effectively with the public; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; reliability; resourcefulness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: An Associate's of Science Degree\* in Engineering or a closely related field and four years of experience where the primary function of the position was coordinating construction projects which must have involved a minimum of three of the following trades: carpentry, electrical, heating and ventilation, masonry, plumbing or steel or concrete construction.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.