



DATE	June 2019
JOB CODE	
FLSA	EXEMPT ADMINISTRATIVE
EEO	

JOB TITLE: Engineering Construction Coordinator
 DEPARTMENT/DIVISION: Engineering
 REPORTS TO: CIP Division Manager

SUMMARY: Responsible for overseeing municipal civil and facility capital improvement projects and coordinating the daily activities of the Engineering team under the direction of the CIP Division Manager. Responsible for performing complex oversight and management in support of the City’s Capital Improvement Plan program. Work is performed with general direction and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Acting as liaison with Engineers, Architects, Contractors, Subcontractors, Consultants, Suppliers, Inspectors and other city staff in resolving issues related to plans and specifications.
- Having general knowledge of all general contract documents and Carrollton General Design Standards as well as the job estimate. Overseeing and making decisions related to contract documents and construction. Ensuring that all field activity properly relates to the contract and General Design Standards.
- Managing the project budget.
- Managing submittals and shop drawings. Assessing conformance to contract specifications. Resolving any conflict in interpretation.
- Negotiating change orders, managing information on changes to the work; preparing an independent analysis, obtaining and checking estimates for the changes from contractor; obtaining approval of the Project Manager and designer; and resolving any conflict.
- Overseeing the close-out process.
- Scheduling and managing coordination meetings, preconstruction meetings and submittal review meetings.
- Performs field inspections of public construction and improvement for compliance with plans, standards, specification, regulations, permits, zoning and/or City code ordinances; inspects, approves, and/or rejects phases of constructions.
- Collaborate with other City departments regarding projects and areas of overlap.
- Perform project audits, which may include; documenting, compiling, and analyzing project information.
- Perform other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge municipal civil and vertical construction techniques;
- Knowledge of construction and building maintenance principles;
- Knowledge of construction methods, and managing multiple simultaneous projects;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in reading and interpreting construction plans, drawings, and specifications;
- Skilled in operating a computer and related software application including proficiency with Microsoft Office suite;
- Skilled in communication effectively both verbally and in writing.

MINIMUM QUALIFICATIONS:

- Associates degree in Construction Management, Business or related field.
- Six years progressive responsible construction management experience, including two years contract management experience.

PREFERENCES:

- Bachelor's degree in Business Administration, Architecture, Engineering, Construction Management, or other related field.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment and outside environments, with potential exposure to adverse weather conditions.
- Works is performed in high precarious places and near moving mechanical parts.
- Regular exposure to risk of electrical shock, vibration, fumes, and airborne particles.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.