

## **PROJECTS COORDINATOR**

### CODES/PAY RANGE

Class Code: 2249

EEO Code: B

Pay Range: 121

### MAJOR FUNCTION

Responsible skilled technical work planning, coordinating, scheduling and conducting special projects and activities.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

May plan and schedule the activities of skilled tradesworkers involved in maintenance and construction activities of all County owned or leased buildings. May plan and coordinate activities of staff for special projects and assignments.

May recommend improvements needed to buildings and maintenance systems. Helps plan the sequential process of construction to properly plan employee activity.

May assist activity director with developing specifications. Prepares work ups on the costs of labor and materials for each project. Prepares reports on equipment and manpower usage. Maintains inventories of shop and field tools, fuels, lubricants and paint. May maintain and dispenses safety equipment and outdoor clothing.

Receives work orders, estimates materials to be used and prices these materials. Orders all material used on projects.

May supervise safety and risk management programs relative to the area of assignment.

May secure related bids from contractors. Meets with sub-contractors, division directors, etc. and estimates and plans projects. Oversees small contracts. May coordinate with Finance on fixed assets and expendable product inventories.

May schedule routine maintenance of vehicles and equipment.

Performs related work as required.

## **Projects Coordinator (cont.)**

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the principles, practices, tools, supplies, materials, equipment, and personnel required for building maintenance and construction. Knowledge of all skilled trades. Knowledge of cost estimating and maintenance methods and techniques.

Ability to read blueprints to determine amount and type of materials required. Ability to plan, direct, and supervise work of skilled and unskilled employees. Ability to submit and maintain accurate records and reports.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of a GED or a vocational school course, supplemented by advanced courses and training in the skilled trades involved in building maintenance, construction or equipment maintenance, and two (2) years of supervisory experience in building maintenance or construction.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

### **ADA REQUIREMENTS**

Physical Demands: Medium to Heavy work. Ability to stand, lift (50 lbs.), stooping, crouching, pulling, pushing, kneeling, reaching overhead, climbing, crawling, bending, seeing, hearing.

Environmental Demands: Both inside and outside work. Ability to tolerate heat, humidity, cold, dust, fumes, odors, rain. May involve exposure to closed, confined spaces, chemicals, and biting insects.

Mental Demands: Ability to read and comprehend technical manuals, safety instructions and procedures, schematics, blueprints, layouts, instructions, memos, and letters. Ability to perform shop math. Ability to write instructions, summaries, reports, memos, letters. Ability to speak clearly and concisely.

Revised 9/00  
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