

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Construction Coordinator**

Dept.: **Facilities Management Services**

Job Code Number: **10682**

Reports to: **Associate Director of Facilities**

Grade Number: **18, Non-represented**

Effective Date: **July 2001**

FLSA Status: **Exempt**

General Position Summary:

Coordinates construction projects for new buildings and for renovations and repairs, to assure conformance to the goals, objectives and standards of KCLS. Monitors and reports project status for schedule and budget conformance to senior administration and Board of Trustees. Develops, organizes and summarizes dispute resolution documentation. Develops contractual documents and specifications for public bidding of construction projects. Provides constructability review and assists in directing the work of the architectural and engineering consultants. May provide design and space planning for small projects.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Manage and control construction projects as the owners' representative.
2. Prepare or review change proposals, contract changes and other requests for projects.
3. May attend municipal staff reviews of projects and provide technical support to maintain Library programs and plans.
4. Manage the public bidding process through close out including state requirements.
5. Review project invoices and pay requests for conformance to the contractual agreements.
6. Resolve contract problems or contractual disputes or refer to supervisor.
7. Ensure conformance to the public works statutes of Washington State.
8. Assist in long range planning and reporting.
9. Responds to contractor and consultant inquiries.
10. Provide technical direction and clarification for the Library Staff and public.
11. Participate in site meetings with architects and contractors.
12. Prepare written reports and present oral status reports to Library staff and public.
13. Prepare dispute resolution documentation, participates in mediation and arbitration.

Secondary Duties:

1. Coordinate the selection, bidding, ordering and placement of furniture, equipment and other supplies for new buildings and for renovations.
2. Coordinate public art process for assigned projects.
3. Related work as assigned.

Communication:

Contacts are normally made with KCLS employees, customers and vendors. Contacts are made frequently on the incumbent's own initiative; regularly they are initiated by a third party and occasionally are made at the supervisor's request. The position has a requirement to interact with customers (i.e.: vendors and consultants) frequently and communications occasionally contain discussions about confidential/sensitive matters. May attend public meetings to present project related status reports.

Initiative:

The position operates from legal and industry standards and it is responsible for solving problems within own workflow and processes. There is a great deal of latitude and call for judgement and discretion in dealing with contractors and public agencies. Some design of new programs/services or concepts and the job involves a high degree of complexity. The position operates independently with minimal supervision and the position experiences frequent new and varied work situations.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. The position considers its own work and the work of others and is required to forecast for the life of the projects. Operational planning is required at the departmental level. The position makes decisions that have impact on the library's ability to plan for staffing and operations. The records maintained by this position include contractual and legal documents, awarded work construction project updates and other records.

Leadership:

The position is responsible for role modeling and promoting organizational values within the work unit or department or as a representative of the organization to the construction consultants and contractors.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree or equivalent, specializing in Architecture, Construction Management, Engineering or related field
- Three to five years progressive experience in construction related work, preferably in public works.
- On-the-job training to become familiar with the KCLS expectations and design standards.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of architectural design standards and concepts, construction methods and contract development.
- Thorough knowledge of project management techniques.
- Working knowledge of KCLS design standards and systems in new construction and improvements to existing facilities.
- Considerable knowledge of contractor and consultant relations to direct and coordinate their activities on individual projects.
- Working knowledge of KCLS staff at locations where assigned construction projects are in progress.

Ability to:

- Read and understand construction and contract documents.
- Read, speak, write and understand English.
- Make sound decisions based on experience in construction project management activities.
- Maintain a positive approach to problem solving on assigned projects.
- Effectively use computer hardware and software to plan work and manage projects.

Skill in:

- Multitasking many individual projects and activities.
- Interpersonal relations with KCLS staff as well as contractor, consultants, vendors, etc.
- Negotiating with suppliers, contractors, consultants and vendors.
- Assessing situations, problems and logically finding solutions.
- Listening to, understanding and interpreting information received from KCLS staff and contractors, consultants and vendors.

SPECIAL REQUIREMENTS

None

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is in a normal office environment, and on location at construction sites. The position requires constant sitting, extensive close work (eyestrain) and extensive PC monitor work.

Advancement Possibilities:

Facilities Manager

Associate Director, Facilities Management Services

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Final: 7/31/01