

CONSTRUCTION AND MAINTENANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has responsibility for coordinating the efforts of individuals and/or groups within the context of a specific construction, repair or maintenance project of a finite duration in a municipality. Duties may vary in accordance with the scope of the project; but the general responsibility of the incumbent is to serve as the supervisory representative of the project's administrator or funding agency. Such oversight consists of a review and inspection of the work in process, substantive controls over outside contractors, and regular reporting to the project administrator as to the progress of the project. The work is performed under the general direction of the project administrator in the municipality, as well as under the guidelines of the project itself, allowing wide leeway for the exercise of independent judgment in administering the technical phases of the work. Supervision may be exercised over the work of employees of the municipality, as well as substantive controls over outside contractors. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Acts as the coordinator of a construction, repair or maintenance project, providing oversight on the basis of the functional plan of operations of that project;

Consults with architects, contractors, and engineers on proposed new construction, demolition, or repair work;

Reviews the progress of the project through oversight of the personnel assigned to all areas of the project;

Makes regular inspections and otherwise exercises control over construction, repair, and maintenance work performed by employees of the municipality and outside contractors;

Reviews plans, drawings, specifications and blueprints related to the goals of the project;

Ensures that employees and sub-contract personnel adhere to all operational safety guidelines during the performance of the work, in accordance with all Federal, State and local regulations;

Acts as liaison with regulatory agencies;

Coordinates schedules and work plans for specific phases of the project;

Prepares schedules and work plans for municipal personnel and resources used in the project;

Checks to ensure that all established policies and procedures are being followed for various phases of the project, and that all parties are in readiness for all planned activities;

Keeps records and makes regular reports to the project administrator as to the progress of the project;

Provides general supervision over the physical facilities involved in the project, ensuring that all necessary services are maintained to the greatest extent possible;

Confers with representatives of the municipality to determine policies governing the use, alteration or closing of buildings, grounds or other facilities involved with the project;

May assist in preparation of periodic time and cost estimates for construction, repair and maintenance activities;

May respond to emergency calls on a 24 hour a day basis.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the procedures, practices, tools, and terminology involved in building construction, repair and maintenance; good knowledge of the laws, rules and regulations pertaining to school and municipal building construction, repair and maintenance; good knowledge of the principles, practices and procedures used in electrical, plumbing, heating, ventilating, and air conditioning systems; good knowledge of safety procedures as they relate to building construction and repair; ability to prepare and present written and oral reports; ability to supervise the work of others; ability to read blue prints and work from plans and specifications; ability to maintain effective working relationships with various groups and agencies; willingness to respond to calls on a 24 hour a day basis; good judgment, tact, courtesy, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in Engineering, Architecture, Building Science, or related field and four (4) years of responsible supervisory work experience in the construction of large projects, institutional buildings, or related projects; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Engineering, Architecture, Building Science or related field and six (6) years of responsible supervisory work experience in the construction of large projects, institutional buildings, or related projects; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and ten (10) years of progressively responsible work experience in the supervision of construction of large projects, institutional buildings, or related projects.

Note: Two (2) years of college may be substituted on a year-for-year basis for up to two (2) years of work experience as indicated above.