

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 03/25/20

Closing Date: 04/01/20

TITLE: Project Coordinator Construction

SALARY: \$33,543 - \$39,837

Hours: 40 35

DEPARTMENT: Public Works/Facilities Mgmt.

Union: Mgmt

LOCATION: Atlantic City/Drexel Ave.

NJCSC Test Required: Yes No

Grant Funded: Yes No

DEFINITION:

Under direction, coordinates the activities of jurisdiction or agency employees and outside private contractors who are engaged in the construction and/or alteration to existing structures and public works facilities; does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS:

EXPERIENCE:

Four (4) years of experience coordinating, supervising, or estimating the work involved in the construction and alteration of public works facilities or other construction projects, including the preparation and/or interpretation of construction documents.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

EXAMPLES OF WORK:

Coordinates the construction activities of the jurisdiction's or agency's engineering and public works personnel.

Meets with various public officials and other interested persons to coordinate project activities.

Represents the jurisdiction or agency at construction site meetings and is authorized to make routine determinations and decisions to settle disputes and/or to ensure that construction time tables are met.

Coordinates the daily function of various units in the jurisdiction or agency as they relate to overall construction activities to maintain a teamwork schedule of activities and to prevent delays by road blocks or duplication of effort.

When time tables for completion of projects are being delayed, makes priority decisions to reestablish and update schedules.

Meets with the public or accepts complaints over the telephone and prepares worksheets and directive to the involved units to comply with citizen complaints and/or to correct causes for complaints.

Keeps abreast of new developments in public works construction activities, procedures, methods, materials, and supplies, and prepares reports, critiques, and recommendations relative to the above to superiors.

Coordinates the activities of engineering and public works employees and private contractors when both are jointly engaged in various public works improvement and construction projects.

Participates in inspection and construction functions to ensure compliance with engineering and construction specifications with regard to materials used and quality of workmanship.

Prepares and submits progress reports concerning project completion to superiors.

Prepares blueprints and specifications.

Solicits proposals from outside contractors and makes recommendations for awards.

Estimates manpower and material needs.

Schedules flow of materials and supplies.

Requisitions manpower.

Provides time/cost analysis, ensures specification conformance by outside contractors, and checks work performed.

Investigates complaints and makes recommendations for corrections.

Supervises the indexing, computing, and recording of materials received, used, and balance in stock.

Prepares reports.

Establishes and maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

KNOWLEDGE AND ABILITIES:

Knowledge of problems, procedures, manpower, and equipment involved in public works construction and alteration work.

Ability to read, interpret and prepare construction documents.

Ability to work harmoniously with people and take and maintain a firm stand with contractors and the like.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>

Alternatively, applications may be mailed to the

Atlantic County Division of Human Resources

1333 Atlantic Avenue, Atlantic City, NJ 08401

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