

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**CAPITAL PROJECTS COORDINATOR**

**CLASS SUMMARY:**

Under general supervision, is responsible for the delivery of capital improvement projects including new construction, renovations/additions, space planning, and office remodels: (1) plans, organizes and coordinates most aspects of routine capital projects for County facilities participating in the program design, planning and assessment; (2) prepares bid notices and reviews and evaluates construction bids and (3) monitors projects to assure conformance with plans, specifications and completion schedules.

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the:

- **Capital Projects Coordinator (Senior)** class which is the advanced journey class in the series and manages assigned complex County facilities improvement projects including the design, construction, budgeting, and scheduling of those projects. Assigned capital projects are typically larger, more complex, have higher visibility and/or political sensitivity in comparison to the projects assigned to the Capital Projects Coordinator class;
- **Capital Projects Manager** class which manages the Capital Projects Management Division, and oversees all phases of real estate development services including master planning, project management and space utilization of County real estate assets, and the County's Capital Improvement Program.

**SUPERVISION RECEIVED AND EXERCISED:**

- Supervision is provided by the Capital Projects Manager.
- No supervision is exercised over others.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Supports and manages capital improvement projects as assigned: meets with stakeholders to discuss the capital project; assists in the preparation of grant applications and/or proposals to procure project funding; prepares draft Board agenda submittals for projects; prepares construction documents and specifications performs project related research including building code and other applicable regulations; evaluates project cost, schedule, maintenance and operations impacts; develops schedules; establishes priorities associated with assigned projects; analyzes feasibility and funding sources for projects requests; assists in establishing the budget for assigned projects; and participates in administrative studies related to capital improvement projects.
- Prepares bid notices and reviews and evaluates construction bids: prepares notices to bidders and conducts pre-bid meetings/job walks; reviews and evaluates project bids to identify the lowest qualified bid; estimates costs such as design and engineering fees, consultant fees, project costs, material and labor costs; compiles bid packages; solicits and evaluates qualifications/fee

proposals for professional consulting services necessary to complete assigned projects; negotiates with potential contractors; selects and/or recommends selection of specific firms in conjunction with appropriate County ordinances, rules and guidelines.

- Monitors projects to assure conformance with plans, specifications and completion schedules; conducts pre-construction activities with project stakeholders, to discuss details of construction, schedules, sequences, procedures, and to clarify terms of the contract; prepares applications for plan check/building permits and other permitting processes; reviews invoices/pay applications in relation to work performed; schedules and coordinates construction-related activities in occupied space to minimize impact to on-going County operations; coordinates and inspects the work of contractors assigned to capital improvement projects; tracks level of efforts for assigned projects according to the Department's cost recovery plan; evaluates change orders, materials specifications and selects project finishes, material components and colors; performs field investigations of project sites; assists County staff such as Building Trade Mechanics and Stationary Engineers with the construction and/or installation tasks involved in assigned projects; oversees consultant work progress in relation to contract scope; and observes, monitors, and documents construction progress.
- Assists in determining the adequacy and completeness of close-out documentation for construction contracts in relation to contract requirements.
- Participates in the process to annually update/prepare the 5-year Capital Facilities Improvement Plan.
- Coordinates the procurement, design, construction and installation of modular systems furniture.
- Attends workshops, conferences and classes for continuing professional development.
- Performs other duties of a similar nature or level as assigned.

#### **EDUCATION AND EXPERIENCE:**

- **Education:** High School Diploma, GED, or equivalent;

**AND**

- **Experience:** Two years of full-time paid experience in an architectural, engineering, real estate property management/development, or managing construction projects with responsibility for cost recommendations, contract administration and quality control.

**Note:** An AA degree or higher from an accredited college with a major in Architecture, Engineering, Construction Management, Real Estate, Business Administration, Public Administration or a closely related field may be considered in the rating or selection process.

#### **LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:**

- Applicants are required to possess, or obtain prior to employment, a valid California Driver's License, Class C.
- The possession of certification as a Construction Manager by the Construction Management Association of America's Construction Management Certification Institute; or certified as a Construction Manager accredited by the American National Standards Institute is desired.

**Note:** All licenses, certificates and registrations must be kept current while employed in this class.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- The principles of building construction practices including structural, electrical, plumbing, mechanical, and heating, ventilating, and air conditioning.
- Laws, regulations and policies applicable to work performed such as Uniform building codes, Cal-OSHA building construction requirements, and other pertinent safety rules and regulations.
- Construction methods and techniques for wood, steel, masonry and reinforced concrete buildings; materials, methods, and equipment used in facilities construction.
- Contract administration.
- Legal relationship between the County, consultants, and contractors.
- Techniques of negotiating contracts with consultants and contractors.
- Environmental remediation and hazardous material abatement/management practices.
- Principles of real estate related to property management and land development.
- Principles and practices of accounting, cost estimating, budgeting and cost analysis.
- Computer-aided drafting practices and techniques.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers, contractors, consultants, and vendors.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for calculating square footages, reviewing bid proposals, and cost estimating.
- Ergonomics to understand the adequacy of modular systems, furniture, chairs and other products in relation to employee/user space needs.
- Standard office procedures, practices, equipment, personal computers, and software.

**Skill and/or Ability to:**

- Coordinate and organize routine capital improvement projects in the County.
- Understand and apply pertinent provisions of various contracts and other policies and regulations.
- Understand and enforce compliance with plans, specifications, and schedules.
- Recognize problems of job scope, specification and determine necessary changes.
- Perform mathematical calculations required to determine areas, volumes and estimates.
- Understand and apply a variety of complex County, State and Federal regulations, policies and guidelines related to construction and use good judgment in their application.
- Evaluate work performed by contractors.
- Recognize and respect limit of authority and responsibility.
- Make decisions and independent judgments.

- Establish and maintain effective working relationships with a variety of different individuals, departments and contractors.
- Work with and communicate with people of diverse cultural, ethnic, and socio-economic backgrounds in a tactful and effective manner.
- Collect and analyze data to draw logical conclusions and make appropriate recommendations.
- Read and understand blueprints.
- Use drafting software, equipment and tools to include computer-aided drafting.
- Prepare narrative and statistical reports.
- Research regulations, procedures and/or technical reference materials.
- Visualize in three dimensions using two dimensional drawings.
- Manage a variety of simultaneous work projects to successful completion.
- Administer contracts and grants according to designated guidelines and regulations.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Represent the Department in meetings with representatives from various County and non-County organizations, with businesses, with customers, and/or with the general public.
- Establish effective relationships with the public and customers and provide customer service that meets or exceeds Department goals and expectations.
- Maintain accurate records and document actions taken.
- Perform a variety of technical and specialized tasks and functions in a competent and timely manner.
- Maintain confidentiality of records and information per pertinent laws/regulations and policies.
- Use modern office equipment to include computers and related software applications.

#### **PHYSICAL REQUIREMENTS:**

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion. Employees will occasionally be required to climb ladders and walk on uneven surfaces.
- **Lifting, Carrying, Pushing and Pulling -- Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Employees will occasionally be required to exert, with assistance, up to 50 pounds of force.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

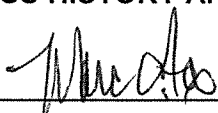
### **WORKING CONDITIONS:**

- Office Work plus Outdoor Work: While most work will be in an office setting, visits to outdoor worksites will require an employee in this class to occasionally work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

### **OTHER REQUIREMENTS:**

- Background Checks: The County may conduct a background and a reference check on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County managers, supervisors, and employees to discuss furniture requests and other capital improvement projects, to attend meetings with contractors and consultants, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

### **CLASS HISTORY AND CLASS INFORMATION:**



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**Marc Fox**

**Director of Human Resources**

- Date Approved by the Civil Service Commission: March 11, 2015
- Date Adopted by the Board of Supervisors: March 24, 2015
- Date(s) Revised: November, 2001; March 2015
- Date(s) Retitled and Previous Titles of the Class: March 2015 – Small Projects Coordinator
- Class Code:873050