



City of Tempe

CONSTRUCTION PROJECT COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	372	<i>Department</i>	Engineering & Transportation
<i>Supervision Level:</i>	Non-Supervisory	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Engineering Associate
<i>Safety Sensitive / Drug Screen</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general supervision from higher level staff or from other supervisory or management staff.
May exercise technical or functional supervision over technical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of experience in construction management.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university in construction management, civil engineering or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> EIT or appropriate equivalent may substitute for one (1) year of experience. Possession of a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of technical tasks involving construction management and other associated construction contract administration services for various capital improvement projects (CIP).

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Provides construction management and other associated construction contract administration services for large, complex capital improvement (CIP) projects; reviews project goals, scope of work, schedules, budgets, and procedures.
- Assists with plan review during the design phase.
- Inspects or oversees the inspection of in-progress and completed projects and makes recommendations to City Engineer or designee as needed.
- Ensures compliance with applicable codes, laws, rules, regulations, standards, policies and procedures.
- Directs and coordinates activities of the project team to ensure project progresses on schedule, within prescribed budget, and with acceptable quality; confers with project team to provide technical advice and resolve problems; conducts project team meetings to ensure adequate communication of project status.
- Interfaces with senior management, peers, project staff, consultants, contractors, customers, and users as necessary to coordinate project execution; informs stakeholders of project status and possible outcomes.
- Interprets construction contract documents; resolves contract issues; leads dispute resolution and avoidance processes; maintains quality control; prepares progress payments for the contractor; reviews submittals to ensure materials and equipment conform to design specifications and plans.
- Authorizes minor field variation from construction plans and specifications and makes recommendation to City Engineer or designee for probable or desirable major changes.
- Performs analysis of change orders; negotiates fair and reasonable costs for change orders; prepares change order reports and documents for approvals.
- Applies project management tools to report and control the project's finances; uses project management tools as required to address the financial aspects and impacts of project variables such as delays of schedule; provides project status, schedule and budget updates.
- As project leader, may train, monitor and review the work activities of team members.
- Works in a safe manner and reports unsafe activity and conditions.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Operate city vehicles;
- Use tools;
- Traverse uneven surfaces;
- Traverse long distances during workday with or without an accommodation;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators, and other office machines;
- Extensive reading and close vision work, such as reviewing plans;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation;
- May require working extended hours;
- May work along for extended periods of time.

COMPETENCIES		
<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective May 2022</i>