



Position Title:	Coordinator of Minor Construction	Job Code:	0124-00E
Reports To:	Executive Director for Construction	Job Group:	PEC
Department:	Facilities Management	Salary Grade:	16
Prepared By/Date:	Jennifer C. Brito/04-29-2010	FLSA Status:	Exempt
Approved By/Date:	Curtis Reynolds/05-03-2010		
Revised:	Jennifer C. Brito/04-29-2010		

Summary:

The Coordinator of Minor Construction is responsible for the overall budget, scheduling technical quality control and contract administration of all construction, remodeling, renovation, and in-house projects consisting of \$300,000 or less. This includes compliance with College standards and all applicable codes and regulations.

Essential Duties and Responsibilities:

- Direct, manage and coordinate the day-to-day operations of the Quick Jobs and Minor Construction team.
- Organize, plan, direct, monitor, and control the allocation of resources related to construction, renovation and remodeling; and of all in-house services in coordination with campus code compliance, energy management, capital outlay planning, and maintenance functions.
- Manages implementation of departmental operating budgets and project budgets.
- Oversees the installation of furniture/fixtures college-wide.
- Works with end-users in the coordination and implementation of new projects.
- Coordinates the respective responsibilities of registered and licensed professionals including architects, engineers, general contractor, and trade contractors.
- Responsible for the training, supervision, activities and performance evaluations of the Quick Jobs and Minor Construction team.
- Provides technical assistance in construction projects supporting energy programs, safety, environmental programs, maintenance, and other related areas.
- Reviews plans and specifications for new projects and facilities for constructability and compliance with applicable codes, regulations, and College standards.
- Assists with claims evaluation and resolution.
- Follows through on completeness of construction close-out documentation.
- Evaluates investigative reports by consulting engineers and architects, providing input for any necessary follow-up.
- Develops processes, procedures, and standards to ensure a safe and healthy learning environment for student and staff.
- Serves as part of the College's emergency response team and participates on task forces, campus and College-wide committees and in other professional meetings and organizations.
- Serves as technical resources person and performs other duties related to general administrative responsibilities as assigned.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of the Florida Building Code, ADA, and Florida Department of Education Office of Educational Facilities regulations and guidelines are a plus.
- Must demonstrate strong written and verbal communication skills.

- Effective management and organization skills.
- Must be able to work in a multi-ethnic/multi cultural environment.
- Promote and cultivate teamwork.
- Knowledge of spreadsheets, database programs, and office automation is essential.
- Must be able to work a flexible schedule that may include evening and weekend assignments.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in construction management, engineering, architecture, or related field with seven (7) years of progressively responsible professional, managerial and supervisory experience, including responsibility for administration of programs with a large multi-location institution or corporation; or a Master’s degree and three (3) years of experience; or a General Contractor’s license and ten (10) years construction management and supervisory experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name