

TITLE: Construction Coordinator

DEPARTMENT: Capital Projects

REPORTS TO: Director of Capital Projects

POSITION SUMMARY: Serves as a representative of the Capital Projects Office, aiding in the management of construction projects. Coordinates planning, design and construction of projects from contract awards through warranty close-out. Assures consultant and contractor contract compliance, monitors construction methods and materials inspection, and documents submittal compliance and construction quality control. Projects are varied and complex in nature.

ESSENTIAL FUNCTIONS:

- Support the Capital Projects office for overall on-site construction administration.
- Directly oversee the work of the General Contractor monitoring the work and schedule. Provide assistance and required to assure completion on time.
- Monitor Construction document control (i.e., channeling of change proposals, shop drawings, communication between owner, architect and contractor).
- Coordinate and assist District Architectural Consultant with on-site construction and quality control observations and prepare written reports and correspondence as required.
- Review, make recommendation, and/or approve contract documents, schedules, shop drawings, product data, claims or change order proposals, progress payment, color boards and other contractor data.
- Coordinate and assist District Architectural Consultant with maintenance of Contractor as-build record drawings.
- Assist in the coordination and distribution of construction documents and documentation with the contractor, building committees, architect, Capital Projects Office staff, etc.
- Instruct and monitor daily compliance of construction personnel with owner required procedures.
- Advise in developing departmental policies and procedures.
- Represent Director of Capital Projects in on-site accident prevention.
- Perform other duties and function to successfully coordinate/manage construction projects as assigned.
- Demonstrated ability to organize and be attentive to detail.
- Ability to respond to problems, provide solutions and implement ideas and decisions with a minimum of supervision.
- Ability to communicate effectively, orally and in writing and to establish and maintain effective working relationships with staff, School Board, consultants, contractors and community representatives.
- Proficiency in use of computers, including at a minimum; Word and Excel programs.
- Ability to understand contract documents and review documents and schedules for quality control.
- Knowledge of regulatory laws, ordinances, codes and standards applicable to school construction projects.
- Ability to work under stressful conditions.
- Ability and willingness to lift, push, pull, stoop, kneel, crouch and climb ladders, and to work in a variety of environmental conditions.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Minimum of five years' work experience in the construction field and successful experience in construction management. School construction experience preferred. Knowledge of good construction practices, techniques and procedures.

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required)

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

CONTINUING EDUCATION/TRAINING: That which is necessary to remain current in the field, particularly around labor and career trends, employee training, employment search skills, and educational trends.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date