



OPPORTUNITIES IN ALBEMARLE COUNTY



NOTICE OF VACANCY

Project Coordinator (I or II)

Facilities & Environmental Services Department

Non-Exempt, Pay Grade 10 (or 12 contingent upon experience)

Under the direction of the Facility Maintenance Manager, the **Project Coordinator** (I or II) prepares detailed plans and contract specifications in areas of building maintenance, repair, and minor renovations; coordinates projects with contractors and County staff; functions as Project Manager for both contracted and in-house work; designs, develops, coordinates and inspects preventive maintenance program work. Ability to fill in as a Maintenance Worker as needed. Essential functions include, and are not limited to the following:

- Prepares detailed plans and specifications and performs inspection service on contract work of repair and minor new construction and renovations;
- Prepares sketches, plans and completes written sequential job outlines with material requirements as required to coordinate and process work orders.
- Interprets plans, blueprints, specifications and technical directives;
- Prepares plans and specifications appropriate for competitive bidding process for minor renovation/repair projects; and works with contracted A/E firms with the preparation of specifications for more complex renovation/repair projects;
- Provides contract/contractor oversight, including inspecting in progress work and ensuring the deliverables are as specified prior to payment authorization for the Department, to include but not limited to facility, grounds, custodial, and E911 sign maintenance contracts;
- Writes specifications and researches specific problems involving old and new equipment and materials;
- Functions as a Project Manager; responsible for maintaining files of planned, completed and proposed jobs; responsible for obtaining appropriate authorization to increase job scope if necessary;
- Provides preliminary estimates whenever feasible or requested;
- Verifies contractors comply with all aspects of their contract in the most timely, cost effective manner practical and reasonable throughout the course of the job;
- Prepared uniform inspection guides and checklists to ensure that established levels of quality are attained;
- Details deficiencies and makes recommendations for necessary repairs or replacement; prepares work orders, change orders and processes invoices as needed;
- During unusual operational need or emergency situations, performs skilled maintenance worker functions;
- Performs other duties as assigned.

QUALIFICATIONS: Any combination of education and experience equivalent to graduation from high school and five years experience in construction, project management, inspection, planning, or estimating; or graduate of a community college with three years related experience; or successfully completed a trades apprenticeship or vocational school trades program with three years related experience. **SPECIAL REQUIREMENT:** Possession of valid Driver's permit issued by the Commonwealth of Virginia.

Demonstrated knowledge of building trades and associated language; experience at journey level in one or more trades and familiarity with all standard skilled crafts. Knowledge of maintenance materials, ordering of parts and supplies and maintaining limited inventory. Skilled in preparing sketches and using project scheduling tools such as Gantt Charts, bar charts, or Microsoft Project. Ability to prepare plans and specifications appropriate for competitive bidding process. Demonstrated estimating knowledge using standards such as RS Means, or similar accepted/recognized program. Ability to read and interpret blueprints. Knowledge of coordinating and inspecting work of outside contractors. Knowledge of building codes. Some knowledge of the occupational hazards and necessary precautions involved in equipment operation. Ability to establish and maintain effective working relationships with county officials, other county departments, contractors and the general public.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS: Work requires occasional strenuous physical tasks such as bending, stooping, lifting, climbing, and crawling in confined spaces; lifting and carrying items weighing up to 50 pounds; prolonged administrative work at a desk/work station and use of computers; may be occasionally exposed to dust, fumes, cold and hot temperatures and hazardous materials commonly found on a construction site. Flexible hours including evenings, weekends and holidays as needed. Frequent contacts with external contractors may require tact and diplomacy.

EQUAL EMPLOYMENT OPPORTUNITY

Albemarle County does not discriminate on the basis of race, creed, gender, national origin, age, military service or disability. Reasonable accommodations will be provided for persons with disabilities if requested.



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SALARY: Hiring Range: \$15.22 - \$18.27 per hour/based on experience, education and internal equity.
Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.

DEADLINE FOR APPLICATIONS: Until Filled

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