



STAFFORD COUNTY
 Department of Human Resources
 Stafford, VA 22555-0339

<http://staffordcountyva.gov>

**Invites Applications for the Position of:
 CONSTRUCTION PROJECT COORDINATOR II 02665**

An Equal Opportunity Employer

SALARY

\$36.77 - \$45.68 Hourly \$76,481.60 - \$95,014.40 Annually

OPEN DATE: 06/10/19

CLOSING: Continuous

THE POSITION

Performs difficult professional work related to the design, construction and coordination of major county construction projects. Work is performed under general supervision. May supervise subordinate technical and/or clerical personnel.

EXAMPLES OF DUTIES

Providing oversight/direction on various construction projects; reviewing construction and renovation documents, plans and construction cost estimates; inspecting and monitoring construction projects; preparing requests for proposals (RFQ's), bid documents, contracts, and purchase orders; preparing and maintaining records and files.

- Providing oversight and direction on large, complex project(s);
- Review construction plans, specifications, cost estimates and other project related documents;
- Perform inspection and monitoring of work in progress;
- Prepare bid documents, requests for proposals, contracts and purchase orders; prepare and maintain project records and files;
- Coordinate with other county departments for reviews;
- Inspect construction in progress and prepare or review reports on the status or completion;
- Prepare plans and specifications for projects;
- Coordinate work of consulting engineers and contractors;
- Evaluate requests for information and change orders from contractors;
- Assure that permits and inspections are on schedule;
- Perform duties of project engineer;
- Assist in the development, planning, design, permitting and construction of large, complicated projects;
- Attend meetings where necessary to advance project.
- Performs related tasks as required.

TYPICAL QUALIFICATIONS

Thorough knowledge of modern principles and practices of civil engineering; detailed knowledge of design, construction, maintenance and management of large complex public works and/or utility projects; thorough knowledge of site evaluation, appraisal and acquisition procedures; ability to prepare technical reports, plans and specifications; possess a detailed understanding of the requirements for electrical, mechanical, and concrete construction. Ability to understand and interpret descriptions, construction plans, engineering records and maps; ability to

establish effective working relationships with other department staff, contractors and the general public.

SUPPLEMENTAL INFORMATION Any combination of education and experience equivalent to graduation from an accredited college or university with a degree in civil engineering, construction management, or related field and a minimum of five (5) years of experience with construction or project engineering/management of large projects. PE license preferred.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://staffordcountvva.gov>

OR

P.O. Box 339,

Stafford, VA 22555-0339

EXAM #02665

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