

Hanover County Government
Department of Public Works
Construction Coordinator (CD)
\$40,928.00 - \$55,252.00 Annually

General Description: This is a paraprofessional position. The incumbent performs routine tasks related to construction that ensure compliance with contract terms, construction plans and specifications for County projects, performs inspections for compliance with the County's erosion and sediment control requirements and drainage requirements and Virginia Stormwater Management Program requirements for County and private sector projects, and/or investigates drainage complaints and activities involving illegal land disturbance.

Organization: The Construction Coordinator position is part of Hanover County's Career Development Program (CD). The Construction Coordinator position has three levels: Construction Coordinator I, II and III. Incumbents report to the Deputy Director, Engineering Manager, or the Environmental Compliance Manager and supervise no staff.

Essential Functions: (duties may vary depending on area of assignment)

- Reviews construction plans, construction schedules, specifications, estimates, contracts and reports involved in the construction, maintenance and operation of a variety of projects.
- Provides inspection of construction projects for subdivisions, commercial developments, roads and a variety of other construction activities.
- Maintains appropriate documentation of inspections performed.
- Responds to inquiries and complaints from the public and resolves conflicts during construction projects.
- Performs erosion and sediment control inspections, Virginia Stormwater Management Program inspections and land application of biosolids to ensure compliance with County Code.
- Manages projects and assignments.
- Reviews progress and authorizes payment requests.
- Reviews application of Asphalt Concrete, Hydraulic Cement, Soils and Aggregate Compaction.
- Assists with land disturbance related enforcement actions including assisting the County Attorney's office and testifying in Court.
- Performs related work as assigned.

Working Conditions:

A. Hazards - Routine exposure to outside environment which may include severe weather, dust, fumes, noise, vibrations, insects and hot/cold temperatures

Knowledge, Skills and Abilities: (may vary based on area of assignment) Knowledge of sound engineering practices, building construction, earthwork, and/or erosion and sediment control. The ability

to read/interpret the Virginia Uniform Statewide Building Code, Virginia Department of Transportation Road/Bridge Specifications, Virginia Stormwater Management Handbook and/or the Virginia Erosion and Sediment Handbook. The ability to review and prepare construction estimates and specifications. Must be able to establish and maintain effective working relationships with contractors, county staff, and utility companies. Basic computer competency required.

Education, Experience and Training: High school diploma or equivalent required. Certification as an Erosion and Sediment Control Inspector, Stormwater Management Inspector or enrollment in a State Approved Program to become certified in one year is required. Certification in accordance with the Virginia Uniform Statewide Building Code is preferred – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Higher levels on the Career Ladder require additional education and experience.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Work beyond normal work schedule

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com