

Capital Projects Field Coordinator

General Services

Hiring Range: \$49,899 - \$76,096

Deadline: 11:59 p.m. February 12, 2023

Chesterfield County is seeking a Capital Projects Field Coordinator. Responsibilities include overseeing the execution of construction, renovation, and major maintenance projects for over 100 county government buildings totaling approximately 1.6M square feet. The major maintenance projects include HVAC system replacements, roof replacements, paving projects, historic property restoration, electrical/lighting upgrades, painting/finishes, building envelope repairs, etc. The Field Coordinator develops basic project plans, obtains vendor quotes, coordinates project planning and scheduling and oversees the work of contractors. Perform other work as required. **This position is a part of an approved Career Development Plan (CDP) and offers career progression opportunities and salary incentives, as funding permits, based on performance, qualifications, and experience.**

Successful candidate will possess a high school diploma or GED with some college or technical school courses preferred; technical courses in mechanical, plumbing, electrical, building construction and civil/site work preferred, but not mandatory. Minimum of five years of experience in field oversight of new commercial construction, major facility renovations and/or major mechanical system replacements; including a minimum of three years of field supervision experience preferred; or an equivalent combination of training and experience. Good oral/written communication, interpersonal and public relations skills necessary. Possess a good understanding of basic engineering principles; mathematical calculations used in the construction field; commercial building codes; regulations affecting all elements of construction; and a thorough knowledge of job safety requirements. Specific areas of knowledge include general building construction, mechanical, electrical, and plumbing systems installation and replacement, site grading, excavation, drainage and utilities, and the ability to read and understand written procedures, complex construction drawings and specifications. Ability to work overtime and have a flexible schedule as needed based on unique project requirements. Must have the ability to operate a personal computer and related office software. **Current valid driver's license and good driving record required. Based on the Virginia DMV point system, record must not reflect a total of six or more demerit points within the twenty-four months preceding the anticipated hire date, or one major violation of six demerit points within the preceding thirty-six months. Out of state driving records must be obtained by applicant and presented at time of interview. Records must reflect at least three years of history and be dated within thirty days of interview. Pre-employment drug testing, FBI criminal background check and education/degree verification required.**

A Chesterfield County application is required and must be submitted online by deadline. Visit chesterfield.gov/careers to view instructions and to complete and submit an application. (804) 748-1551.

An Equal Opportunity Employer Committed to Workforce Diversity, Equity, and Inclusion