

## Senior Capital Projects Field Coordinator

### General Services

Hiring Range: \$56,596 - \$86,310

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

Chesterfield County Government is seeking a Senior 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 Senior Capital Projects Field Coordinator monitors daily duties/assignments of other Field Coordinators and assists with prioritization of tasks to ensure that critical tasks are done timely and efficiently; conducts on-job/field training with other Field Coordinators, offers guidance in prioritizing duties, assignments, tasks and inspections; answers project management and construction related questions; assist/provide support in decision making; provides training on existing and/or new facility systems and other building infrastructure; assist with coordination of tasks with Building and Grounds, Building Official/inspection's office and other resources; assist with other miscellaneous support in the field. Perform other work as required.

**PLEASE NOTE: Position open until filled (first review to begin January 23, 2023).**

Successful candidate will possess a high school diploma or GED with some college or technical school courses in mechanical, plumbing, electrical, building construction and civil/site work preferred; minimum of seven to ten years of experience in commercial construction, code enforcement, or construction inspection with an emphasis on field oversight of new commercial construction, major facility renovations and/or major mechanical system replacements; 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. Must possess interpersonal skills and the ability to maintain good relationships with various departments and vendors. 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. This position is subject to working in high security areas governed by the US Department of Justice's "Criminal Justice Information Services (CJIS) Security Policy" and therefore requires successfully passing a more stringent criminal background check.**

A Chesterfield County application is required and must be submitted online by deadline. Visit **[chesterfield.gov/careers](https://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***