

Capital Projects Coordinator – Limited Term

\$75,363 / year or higher DOQ + [Full-Time County Benefits](#) + Eligible for additional \$3000 Signing Bonus!

James City County's Parks and Recreation and General Services Departments seeks an individual to perform advanced professional work managing and overseeing capital construction projects. The focus for this position will be on new Parks and Recreation projects. Over 40 million dollars in park projects are included in the adopted 5 year CIP plan and include a new baseball softball complex, new multi-use trails, recreation center improvements, a new community park and pool complex, a new skate park, new restroom facilities and other smaller projects in existing parks.

Responsibilities:

- Manages assigned capital construction projects from original concept and budgeting through implementation.
- Develops detailed and accurate work plans, schedules and project budgets and status reports.
- Coordinates the consulting engineering and architectural firms performing planning, design, or construction administration on projects.
- Assures that plans and projects meet applicable regulatory requirements.
- Assures that total project costs and time remain within budget and scope.
- This job is considered essential personnel and will be required to work during and following natural disasters and emergency situations.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in architecture, engineering or related field; considerable experience as a professional designer or construction project manager, and in contract administration or construction supervision; Virginia Professional Engineer License preferred.
- Must possess, or be able to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County criteria.
- Knowledge of modern principles, theory, practices, and methods of engineering/architectural design, construction practices, scheduling, project estimation techniques, project management, budget planning and related building and site development principles; considerable knowledge of institutional, commercial, and industrial design and construction techniques to include facility construction, public infrastructure, and stormwater management facilities.
- Skill in the use of computer software, especially Microsoft Office Suite.
- Ability to effectively negotiate with public agencies or officials, citizens, designers and persons within the construction community; maintain effective working relationships with public officials, designers, citizens, contractors, etc.; plan, develop, direct and supervise multiple diverse and complex projects simultaneously, at various stages of completion; plan, coordinate and supervise the technical work of various consultants; understand complex technical issues related to civil engineering design and read and interpret applicable codes, standards or specifications; understand, prepare and interpret plans, specifications, diagrams, blueprints or drawings and compare them with actual work performed; communicate ideas or technical issues both orally and in writing.

[Click here](#) for full job description. Accepting applications until filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamestownva.gov>