



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
**PARKS CONSTRUCTION PROJECT
COORDINATOR**
(PARKS DIVISION - FACILITIES MAINTENANCE)

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position monitors construction contracts and ongoing construction, capital improvement, and maintenance projects within the City parks. Reports to the Superintendent of Parks Maintenance & Landscaping.

ESSENTIAL JOB FUNCTIONS

Performs daily inspections and monitors a variety of ongoing construction, capital improvement and maintenance projects; interacts with contractors, vendors, engineers, staff and purchasing agents; serves as liaison with project engineers; reviews bids, contracts, blueprints, and project specifications. Drafts and interprets plans and blueprints; makes recommendations of material types and construction techniques. Maintains accurate field records to include preparing status reports.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Construction - Thorough knowledge of construction practices, methods, techniques and procedures to include reading and creating blueprints, specifications, drawing, and related information.
- Technology - Knowledge of computer aided drafting, drafting instruments and related equipment.
- Project Management - Comprehensive knowledge of organizing, planning, coordinating, managing and directing administrative functions, planning processes and technology projects.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to construction projects, equipment operation and other work related precautions.

REQUIRED SKILLS

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.

- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and professional relationships with employees, representatives from other departments and organizations, and the public.
- Judgement/Decision Making -Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication - Ability to communicate ideas effectively. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy in a confidential manner.
- Financial Management - Ability to perform arithmetic, and statistical calculations. Ability to employ economic and accounting principles and practices in the analysis and reporting of data.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 5-7 journey level carpentry or related trades experience with 1-2 years of project management experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a sex offender registry check and a valid driver's license with acceptable driving record.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, humidity, temperature and weather extremes, toxic agents, water hazards, or rude/irate customers.