

SCHOOL DISTRICT NO. 43 (COQUITLAM)

CLASS SPECIFICATION

CAPITAL PROJECTS COORDINATOR

SUMMARY:

The Capital Projects Coordinator reports to the Assistant Manager Projects and provides technical, contractual, planning, and financial coordination including project development, project administration, and financial recordkeeping.

DUTIES:

Participates in a consultative process with facility users, designers, and management during the planning phase of projects.

Liases with architects, consultants, contractors, municipal authorities, and school administrators to ensure that the interests and needs of the school board are reflected in the final product. Liases with government inspection authorities to obtain permits and to ensure compliance with life/safety issues.

Coordinates production of contract documentation and administers contracts including informal correspondence, plans and specifications, approval documentation to management, notices of changes, change order recommendations to management, contractual notices and recommends invoices for payment.

Carries out periodic field reviews of contract progress to ensure general conformance with the contract documents and prepares progress reports.

Inspects and monitors project sites for potential safety hazards.

Provides computerized Windows-based financial recordkeeping of ongoing projects by reviewing and recommending invoices, preparing and maintaining detailed project cost reports showing commitments, expenditures and available or received funding.

Represents the School Board at project site coordination meetings.

Provides dispute and claims resolution information for Assistant Manager Projects to resolve contractual issues.

Supervises one or more capital contract inspectors.

Assists the Assistant Manager Projects and carries out special projects as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

A Building Technology or Construction Technology diploma from a recognized Technology Institute or registration as a member of the Applied Science

Technologists and Technicians of British Columbia in a building or construction category.

A minimum of 4 years experience in school construction project administration and coordination or approved equivalent.

Knowledge of Windows-based computer software, including spreadsheets, project scheduling, communications/modem, data base, and word processing.

Current knowledge of construction contract law, CCDC documents, CCAC documents, public tendering practices, bonding, surety, and insurance procedures.

Thorough knowledge of current building technology for architectural, mechanical, electrical and structural disciplines.

Thorough knowledge of materials and methods used in building construction.

Considerable knowledge of contracting practices, subtrade management and c.p.m. project scheduling.

Valid B.C. Driver's Licence.

Supervisory skills.

Ability to read, prepare and understand drawings and specifications.

Ability to recognize errors, deficiencies and faulty workmanship of designers and contractors.

Ability to provide verbal and written technical information and advice to the Assistant Manager Projects in matters relating to assigned projects.

Ability to negotiate with consultants and contractors and to resolve conflicts between parties involved in construction project implementation.

Ability to organize, prioritize work and effectively manage time in an ever-changing environment.

Ability to make timely, cost-effective decisions in a time-critical environment.

Ability to prepare formal letters from the School Board Facilities Division to architects, consultants, contractors, municipalities, principals and the public on matters pertaining to assigned projects, for signature by management.

RATIFIED BY UNION: _____ DATE: _____

RATIFIED BY EMPLOYER: _____ DATE: _____