

CITY OF FONTANA PROJECT COORDINATOR

DEFINITION: Under general supervision, plans, organizes, coordinates and implements the Public Services Department Capital Reinvestment and Improvement Program; performs advanced level professional tasks related to the program(s) and provides highly responsible and complex staff assistance to the Public Services Manager.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Perform project management activities for a variety of capital construction projects.
- Perform advanced level professional planning work and contract administration related to construction projects.
- Coordinate projects with other City Departments and other public agencies, contractors, and members of the public
- Prepare technical documents including request for proposals, comprehensive site and master plans, technical drawings, construction plans and specifications, and other related documents.
- Administer contracts with outside service providers.
- Coordinate complex construction contracts and activities and ensure construction files and records are appropriately maintained.
- Negotiate and resolve construction disputes, while avoiding construction claims; assist with claims defense.
- Assist in the selection and negotiation of contract engineering and manage and supervise contract engineering project management, inspection, materials testing, and survey services.
- Monitor consultant budgets and recommend approval of consultant payment.
- Assist in budget preparation, analysis and collection of data necessary to prepare division budget.
- Monitor and approve expenditures.
- Monitor work quality and progress of work provided by outside service providers.
- Inspect construction sites.
- Prepare technical working drawings, accurate technical specifications, and cost estimates for assigned projects
- Determine the status of construction work and verify adherence to contractual obligations.
- Interpret and apply federal, state and local regulations.
- Assist in the evaluation and negotiation of change orders; draft change orders and recommend approval of payments to contractors
- Review work for accuracy and completeness, and ensure conformance with established standards.
- Prepare and present written and oral reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

- Deal constructively with conflict and develop effective resolutions.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and counter service. Incumbents frequently deal with irate members of the public.

EXPERIENCE AND TRAINING GUIDELINES:

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Capital project funding and financing.
- Principles and practices of project management.
- Pertinent Federal, state and local laws, codes, and regulations.
- Research methods and sources of information related to capital projects.
- Public works construction material and practices including those for streets, sidewalks, storm drains, parks, landscape, facilities, and wastewater.
- Contract documents including Notice Inviting Bids, Contract, Special Provisions, and construction plans.
- Standard Specifications for Public Works Construction and construction cost estimating.
- Methods and techniques of effective technical report preparation and presentation.

Experience: Three years progressively responsible public works contract administration and inspection experience with a public agency.

Education: Bachelors degree from an accredited college or university with major coursework in engineering, planning, construction management, landscape architecture, or related field is required.

Licenses/Certifications: Possession of a valid California Class "C" Drivers License.