

FACILITIES CONSTRUCTION PROJECT COORDINATOR

Recruitment #1607-1800-001

List Type Original

Requesting Department DPW-INFRASTRUCTURE-FACILITIES

Open Date 8/29/2016 11:15:00 AM

Filing Deadline 10/4/2016 11:59:00 PM

HR Analyst Marti Cargile

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

If you want to love what you do, do what you love! This could be your opportunity to work with passionate designers and tradespersons on a wide range of interesting construction projects, from relatively straightforward office remodels to extensive new-builds for City departments in every corner of the City.

Under the direction of the Mechanical Engineer IV, the Facilities Construction Project Coordinator coordinates construction, repairs, and remodeling projects to ensure that division and project objectives are met. The person in this position provides support to design staff and trades supervisors to facilitate communication throughout the entire construction process and to ensure adherence to project budgets and schedules.

ESSENTIAL FUNCTIONS

- Provide and maintain daily progress reports, project documentation, and necessary coordination of schedules and databases.
- Ensure construction methods and procedures meet building codes and trades standards as well as comply with all contract specifications.
- Coordinate, produce, and expedite timely estimates, bid packages, and project material purchases for supervisors and clients.
- Prepare, develop, and maintain project schedules. Coordinate activities between Design and Construction and trades supervisors utilizing Primavera P6 Professional Project Management Software or similar software.
- Provide onsite field supervision and project coordination for all aspects of the project, including in-house trades and contractors.

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- Assemble necessary documentation for service contracts, bid proposals, and changes in project scope.
- Track and maintain project budgets using the City's Financial Management Information System (FMIS) database and spreadsheets.
- Interface with clients to provide preliminary design and planning.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's degree with a major in engineering, architecture, or a closely related field from an accredited college or university.
2. Two years of progressively responsible general construction and/or building renovation experience, including one year of lead worker or supervisory experience.
3. Valid State of Wisconsin driver's license and availability of a properly insured automobile for use on the job at time of appointment and throughout employment (mileage reimbursement provided).

Equivalent combinations of education and experience may also be considered.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- State of Wisconsin Commercial Building Inspector certification.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Thorough knowledge of building construction, maintenance, and remodeling methods, materials, and equipment.
- Knowledge of the principles and practices of construction project management.
- Knowledge of building mechanical and electrical systems.
- Knowledge of building construction trades such as carpentry, painting, masonry, and electrical.
- Knowledge of building codes and construction safety and security.
- Ability to read and interpret technical documents and contracts as well as engineering designs, blueprints, and specifications.

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- Ability to gain knowledge of City of Milwaukee purchasing policies and procedures.
- Knowledge of mathematics and geometry used in financials and reporting, resource planning, and site layout.
- Ability to make accurate calculations so as to prepare budget estimates as well as other duties.
- Written communication skills, including the ability to prepare reports.
- Effective oral communication skills to be able to lead meetings as well as interpret and explain plans and contract terms to external and internal customers.
- Ability to learn and apply Primavera P6 Professional Project Management or similar software to schedule and track construction project progress.
- Proficiency using Bentley MicroStation to perform computer-aided design and drafting (CADD).
- Proficiency using computer applications such as word processing, database, and spreadsheet.
- Ability to learn enterprise financial management software.
- Analytical and problem-solving skills; decision-making skills and sound judgment.
- Interpersonal skills and the ability to build rapport across levels with City officials and staff, direct reports, consultants, and other outside parties.
- Ability to oversee the work activities of tradespersons assigned to construction projects.
- Ability to work well independently as well as to promote teamwork and communication.
- Ability to plan, organize, and prioritize work to achieve objectives within deadlines.
- Attention to detail.
- Physical ability to climb ladders as well as climb and walk on scaffolding and catwalks.
- Ability to represent the department with professionalism, honesty, and integrity.
- Commitment to professional development and staying abreast of best practices in construction management.

CURRENT SALARY

THE CURRENT STARTING SALARY (PAY RANGE 2HN) for City of Milwaukee residents is \$63,575 annually, and the non-resident starting salary is \$62,015. Appointment above the minimum – up to \$68,030 – requires approval and will be based on qualifications and experience.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health, and dental benefits, paid time off including vacation, 11 holidays, sick leave accrual, and much more.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations and the Department of Public Works reserve the right to call only the

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most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE: The examination will be held as soon as practical after **September 23, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website:
<http://city.milwaukee.gov/DER#.V3U2aMtTGos>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.