



TRANSFER/PROMOTIONAL OPPORTUNITY

Facilities Construction Project Coordinator (Department of Public Works)

THE PURPOSE: Coordinate construction, repairs and remodeling projects to ensure division and project objectives are met. Provide support to design staff and trades supervisors to ensure a continuous flow of communication throughout the entire construction process.

ESSENTIAL FUNCTIONS:

- Provide on site field supervision and project coordination for all aspects of the project including in-house trades and contractors.
- Prepare and develop project schedules estimates and coordinate activities with Design and Construction and Trades supervisors, utilizing Primavera P6 Project Management Software.
- Coordinate, produce and expedite timely estimates, bid packages and project material purchases for supervisors and clients.
- Provide and maintain daily progress reports, project documentation and necessary coordination of schedules and databases.
- Ensure construction methods and procedures meet building codes, city building standards and comply with all contract specifications.
- Coordinate the gathering of support data and report on the condition of City facilities for the development of facilities capital programs using the Facilities Condition Information System (FCIS) software.
- Assemble necessary documentation for service contracts, bid proposals and changes in project scope.
- Organize, schedule and conduct construction progress meetings with clients, contractors, and city forces.
- Perform other related functions as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

THE REQUIREMENTS:

1. Current status and at least three months experience as a regularly appointed City of Milwaukee employee.
2. A four year degree in Engineering or Architecture with 2 years general construction and/or building renovation experience.
3. Valid driver's license at time of appointment and throughout employment.

KNOWLEDGE, SKILLS and ABILITIES REQUIRED:

- Knowledge of the methods of project management and construction methods.
- Knowledge of city standards of purchasing policies and procedures.
- Ability to perform the physical standards of the position, including the ability to climb ladders and climb and walk on scaffolding and catwalks.
- Ability to learn, and apply Primavera P6 Project Management software or similar Project Management Software to schedule and track construction project progress.
- Ability to learn and apply Facilities Condition Information System (FCIS) software.
- Knowledge of the development, administration, and supervision of public works contracts.
- Effective oral and written communication skills including the ability to prepare reports and other documents.
- Ability to effectively work with computers and Microsoft software, e.g. WORD, EXCEL
- Knowledge of building construction, building trades, and facility systems.

THE CURRENT SALARY RANGE (627) IS: \$58,426.68 to \$69,648.54 annually with excellent benefits. Recruitment is normally at the beginning of the range.

THE SELECTION PROCESS The Department of Pubic Works will conduct a job-related selection process consisting of an evaluation of education and experience and a personal interview. The Department reserves the right to invite only the most qualified candidates to the personal interview. The selected candidate will be *transferred and/or promoted to the position.*