



Facilities Project Coordinator

Description

GENERAL PURPOSE:

The Facilities Project Coordinator is responsible for project management associated with the City of Loveland's Facilities division. This position manages construction, renovation, and maintenance projects monitors contractors, field crews, inspectors, and owner's representatives. Responsible for planning, organizing, and overseeing projects, complete quality inspections and oversee sub-contractors and crews in completing the project, ensuring safety and timely completion. The position reports to the Facilities Project Manager.

The salary range for this position is **\$27.31- \$40.96** per hour with a **hiring range of \$27.31 - \$34.13**, depending on qualifications and experience. Position will close to applicants on: **Tuesday, 7/12/22 at 12:00 P.M. M.S.T.**

ESSENTIAL JOB FUNCTIONS:

- Manage multiple remodel, repair, and construction projects simultaneously.
- Oversee and coordinate the activities of City and third party inspectors, contractors, and field crews engaged on facility construction projects
- Monitor productivity, progress, and track project costs.
- Schedule and lead weekly progress meetings with all project stakeholders, document and assign responsibilities based on results.
- Report to Facility Project Manager on project status and identify potential project problems; delays, revised scheduling, cost overruns, and recommend solutions.
- Provide guidance on construction projects to minimize impacts on operating facilities and to ensure compliance with applicable regulatory requirements, organizations safety/loss/environmental policies, project scope and constraints, quality standards, and applicable industry codes. Maintain required project construction records related to these issues.
- Assist Facility Project Manager with project cost estimates and constructability issues during the design, planning and construction phases of projects.
- Assist in the preparation and evaluation of RFQ's and bid packages and the selection of vendors/contractors.
- Procure project material and maintain related QA/QC records.
- Responsible for assisting with facility repair needs by reporting deficiencies observed while on site.
- Assist crews when necessary with tasks involving various activities maintaining a public facility.
- Maintain communications with supervisor and staff of job status and assigned responsibilities.
- Maintain and ensure a safe clean jobsite free of safety hazards including tripping and unnecessary obstacles.

- Actively participate in the Development Review process, ensuring alignment to the City and Public Works Strategic Plans.
- Comply with federal, state, and local legal requirements.
- Maintains current working knowledge of the guidelines for the Americans with Disability Act. Oversees updating Public Works ADA Compliance & Transition plan for City facilities. Prepares and enforces project specifications to achieve compliance with Federal and City ADA standards.
- Coordinates projects with other City Departments.
- Read and interpret construction plans and engineering drawings.
- Additional duties as assigned.

OTHER JOB FUNCTIONS:

- Represents the City in the area of construction administration, as well as enforcement of City codes and standards.
- Serves as liaison between the City and contractors.
- A high volume of public and staff contact is required using tactful and precise communication.

JOB QUALIFICATIONS:

Knowledge, skills and abilities:

- Must be a self-directed, team player who manages multiple tasks to provide assistance to both internal and external customers, while maintaining a positive attitude.
- Must function as an effective team member who completes responsibilities, provide concise information and answers, shares resources and adapts work schedules and priorities to accomplish goals and objectives set by management.
- Responds to change and special requests with flexibility and a positive manner, takes initiative to successfully resolve conflicts with others independently.
- Working knowledge and experience administering construction contracts, including interpretation and enforcement of contract requirements, budgeting and cost tracking.
- Working knowledge of the principles, practices, and techniques of construction, primarily commercial building and related customary inspection practices.
- Understanding of construction contract and payment processes.
- Maintains current working knowledge of the guidelines for the Americans with Disability Act. Attends ADA educational and informational training program.
- Working knowledge of Excel and MS Word preferred. Utilize mainframe computer programs for data entry and extraction through financial and asset management systems.

Core Competencies:

Accountability, Integrity, Transparency & Honoring the Public Trust, Collaboration, Innovation, Safety, Excellent Service with Courtesy and Kindness

Job specific competencies:

Job Knowledge, Works Independently, Prepares Concise Documentation of Inspections,

Makes Good Technical Decisions, Thorough Understanding of the City's Purchasing & Bidding Policies, Project Management, Prepares Accurate Construction Cost Estimates

Education and/or experience:

Two (2) year Degree in Construction Management, Facilities Management, Management, or related field required. An equivalent combination of education and/or experience may substitute for education requirement on a year-for-year basis. Minimum of (2) years of project management experience required. Working knowledge of industry codes/standards, permitting, and safety requirements required. Ability to interpret/modify/create field markups of drawings required. Experience in facilities management, management of building operations/maintenance, or construction management desired.

Licensure and/or certifications:

Must possess a valid driver's license.

Material and equipment directly used:

Computer equipment, cellular phone, printer, plotter, computer, and copier.

Working conditions and physical requirements:

Work is performed in and office environment and outside in all types of weather and may involve pushing, pulling, bending, stooping and kneeling on an infrequent basis. Moderate physical activity required by walking, climbing and hiking on uneven and slippery surfaces in all types of weather conditions. May involve moving and/or positioning objects up to 50 pounds occasionally and/or up to 20 pounds frequently. Sufficient eyesight to judge distances. Work may involve long hours and overtime during holidays, emergencies, weekends, etc. Personnel may be exposed to long periods of sitting or standing.

Considered essential personnel required to report for duty in response to community emergencies (e.g. natural disaster, fire, flood, blizzard, etc.)

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

With over 300 days of sunshine, and just 30 miles from Rocky Mountain National Park in the heart of northern Colorado, Loveland is an ideal community for anyone to call home. Known as the Sweetheart City, this vibrant cultural hub is home to nearly 500 sculptures and public art installations, the world-famous Valentine Remail Program, and picturesque views of the Rocky Mountains. The community is bustling with a thriving arts, brewery, foodie and shopping scene. Enjoy headliner concert and theatre productions, professional hockey events, endless community recreation and open space opportunities, art and sculpture shows, and several local festivals. Loveland also boasts an award-winning golf course and an inclusive library and community center. Loveland, Colorado has EVERYTHING YOU LOVE!

In 2020, Loveland was the only Colorado City to win the Governor's Award for Downtown Excellence, is the top residential recycling City in the state for 4 consecutive years and has been ranked as one of the top places to live, work and raise a family in the U.S. and as one of the Most Idyllic Picturesque towns in America.

Apply today to join more than 800 employees who work to meet the core values of: Accountability & Integrity, Transparency & Honoring the Public Trust, Collaboration, Innovation, Safety, Excellent Service with Courtesy and Kindness. The City of Loveland is a diverse and welcoming community organization and our employees enjoy a competitive benefits program, various opportunities for growth and development, and an exceptional work-life balance.

A vibrant community, surrounded by natural beauty, where you belong!

Benefit Eligible Benefits Package Includes:

- Two (2) medical plans, Dental, Vision (for self/ spouse/ children)
- Employee Health & Wellness Center (self/family)
- Paid vacation, holidays, and medical leave
- Flexible spending including Dependent Care
- Life Insurance, AD&D, Short-term and Long-term disability, and voluntary Critical Illness Coverage
- Retirement 401a, 457, Roth (pre- & post tax) and company match
- Comprehensive Employee Assistance Program
- Voluntary 529 College Invest program
- Personal and Professional Development opportunities
- Discounted recreation passes
- Employee recognition program
- Exceptional work-life balance
- Market based pay & regular performance reviews
- Local Government employment is eligible for Public Loan Forgiveness Program

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

The City of Loveland provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, disability, genetic information, age, or any other status protected under federal, state, and/or local law.

A driving record and criminal history background check will be obtained pre-employment.

Qualifications

Education

Preferred

Associates or better in Construction Management Services or related field.

Experience

Required

Ability to interpret/modify/create field markups of drawings.

Working knowledge of industry codes/standards, permitting, and safety requirements.

2 years: Project management experience

Preferred

Experience in facilities management, management of building operations/maintenance, or construction management.

Licenses & Certifications

Required

Valid Driver's License