

CLASSIFICATION ADDENDUM

Job Title: Design and Construction Coordinator

Classification Specification: Technical Analyst

Barg Unit: OPE

Pay Grade: C42 – C44

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Design and Construction Coordinator performs oversight and coordination of the various phases of design/planning and implementation of multiple construction projects; performs scheduling, budgeting and budget forecasting, cost control, contracting, procurement, inspections/monitoring, construction bid and contracting processes, consultant and contractor management. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of architecture, civil engineering, and construction management or related, with experience that includes managing infrastructure design and construction projects.
- Registration as a Professional Engineer in the State of Oregon may substitute for some of the required years of experience.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.

Knowledge:

- Principles, methods, common materials, practices and procedures as related to planning, design, monitoring, and construction of Public Works facilities;
- Principles and practices of contract management and construction project management;
- State and local rules and regulations and other laws and codes governing installation of public work facilities;
- Construction project budgeting, cost forecasting, cost control and reporting;
- Materials, tools, and equipment commonly used in construction, remodeling, renovation of
- Operating practices of construction, engineering and architectural firms.

Skills: *(Demonstrated skill in performing the following)*

- Performing field observations safely at sites in various stages of construction;
- Managing budget and cost accounting for assigned projects;
- Assessing and reporting contract compliance and product/service quality;
- Prioritizing and scheduling multiple construction projects and solving construction problems;
- Reading, understanding and interpreting public works plans, specifications and contract documents.

Essential Characteristics and Duties Addendum

Qualification For Grade Progression: Grade progression is dependent on the years of experience/expertise in position or specialization, AND degree of complexity, coordination and visibility of projects in the community.

C42 – Contributing (applying basic skills)

C43 – Journey (applying some advanced skills)

C44 – Advanced/Lead (applying advanced skills)

Physical Requirements Addendum

Medium Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

The principal duties of this class are performed in a general office environment and in the field. The incumbent will be required to conduct field observations safely at sites that are in various stages of construction, and may require walking on uneven terrain, and climbing ladders and scaffolding.

Addendum History

Created: 2012.01

2016.07 – Revisions by HR