

**CONSTRUCTION COORDINATOR****NATURE OF WORK**

This is technical field work in the inspection and coordination of contract construction projects, land development projects or landscape installation/ maintenance projects.

An employee in a position allocated to this class is responsible for inspecting County contractual projects (road, bridge, utility construction; pavement marking/stripping; traffic signalization; pavement resurfacing; landscape installation and maintenance), subdivision and permit projects for adherence to contracts, plans and specifications to ensure compliance with County and State regulations. Any changes occurring during a project which deviate from plans and specifications are subject to supervisory approval. Work is reviewed through written weekly construction reports and periodic on-site reviews of projects.

**EXAMPLES OF WORK**

Inspects all phases of road construction from sub-grade to finished asphalt paving; inspects grading, subbase and base of all roads for depth and uniformity, grade and width, compaction and template including quality control of materials and bituminous material used; fills out and maintains detailed records of densities taken, coring depths and quantities of materials used.

Inspects all phases of utility construction from trenching to finished grading, inspects trenching for direction and depth and back-filling for uniformity, grade and material used; fills out and maintains detailed records of densities taken and quantities of material used.

Inspects quality of drainage and utility facilities construction including manholes, culverts and catch basins to ensure conformity with specifications.

Inspects bridge, box culvert, pump station and/or aerial canal crossing construction; keeps records of concrete test cylinders and pile driving logs.

Inspects all phases of traffic signalization construction.

Inspects road resurfacing projects.

Inspects contracted pavement marking and striping projects.

Inspects County permitted special projects to ensure work adheres to County specifications and standards.

Inspects landscaping installation and maintenance to ensure work adheres to County specifications and standards.

Meets and coordinates with private engineers the inspection of various stages of construction during subdivision, storm drainage, water and wastewater, traffic signalization, pavement markings and roadway construction.

CONSTRUCTION COORDINATOR - CONT'DEXAMPLES OF WORK - CONT'D

Reviews all plans on subdivision, County and federally funded projects and permit work with regard to error or possible field problems or conflicts.

Makes field measurements for conformity to plans and specifications, and to verify "as-builts".

Reviews and rechecks questionable "as built" information.

Reviews cost estimates at various stages of construction or landscape installation for correctness and approval.

Maintains an accurate account of all construction or landscape installation and maintenance costs; maintains a detailed record of work progression.

Attends pre-work conferences with outside engineers, landscape architects or landscape installation/maintenance contractors to coordinate County requirements.

Meets with property owners to discuss County work which will affect their property; responds to complaints caused by previous or present construction, landscape installation or landscape maintenance.

Meets with utility representatives regarding installation or relocation of their utilities within the County right-of-way and County project boundaries.

Oversees contract landscaping services and maintenance of improvements including irrigation systems.

Analyzes landscaping and grounds maintenance problems and recommends corrective action; provides recommendations on grading, filling, sloping, seeding and sodding.

Conducts special studies pertaining to landscape projects, retention/detention ponds, littoral zone requirements and their maintenance; prepares reports and recommendations.

Compares landscaping plans with approved plans for compliance with landscape requirements.

Develops long range landscaping maintenance programs.

Prepares specifications and requisitions for material and supplies.

Inspects work zones of contractors in or near roadways for pedestrian and traffic safety; determines if work zones are safe and corrective action if areas are deemed unsafe.

Conducts final inspections of new facilities including pressure and leakage tests for water and wastewater line work prior to acceptance by County.

Conducts final inspections of landscape installation and maintenance projects.

May instruct employees in horticultural techniques and methods.

Performs related work as required.

**CONSTRUCTION COORDINATOR - CONT'D****REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of building, road, bridge, water, wastewater, drainage and traffic signal construction depending on area of assignment.

Considerable knowledge of the possible defects and flaws in building, road, bridge, water, wastewater, drainage and traffic signal construction depending on area of assignment.

Considerable knowledge of the principles, practices, material and methods of landscaping and horticulture installation and maintenance common to South Florida depending on area of assignment.

Considerable knowledge of tropical and subtropical plants grown in or having potential for being grown in South Florida depending on area of assignment.

Considerable knowledge of soils, pests (insects, diseases, weeds), pest control, fertilization and pruning for a wide variety of tropical and subtropical plants depending on area of assignment.

Knowledge of the safe use of fertilizers and pesticides depending on area of assignments.

Knowledge of the equipment used in landscape maintenance depending on area of assignment.

Knowledge of the regulations and laws pertaining to road, bridge, water, wastewater, drainage, traffic signal construction depending on area of assignment.

Knowledge of the regulations and laws pertaining to landscaping installation and maintenance depending on area of assignment.

Knowledge of engineering principles, practices and procedures.

Ability to read and interpret construction plans and specifications and to recognize deviations from such plans in the construction process depending on area of assignment.

Ability to read and interpret grading, site and landscaping plans and specifications and to recognize deviations from such plans that occur while the project is in progress depending on area of assignment.

Ability to identify plants indigenous to Palm Beach County depending on area of assignment.

Ability to express ideas effectively orally and in writing.

Ability to independently make decisions in the field in accordance with appropriate laws and regulations.

Ability to establish and maintain effective working relationships with County officials, contractors, engineers, architects, property owners and the public.

**CONSTRUCTION COORDINATOR - CONT'D****MINIMUM ENTRANCE REQUIREMENTS**

Graduation from high school or an equivalent recognized certification; five (5) years of project supervision experience in skilled road, bridge, drainage, underground distribution and collection systems, traffic signalization, work zone safety, pavement marking and striping, landscaping installation and maintenance or building construction work depending on area of assignment; or any equivalent combination of related training and experience.

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