



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: CAPITAL PROJECTS COORDINATOR I-IV

DEFINITION: Under direction, plans and coordinates capital improvement projects.

DISTINGUISHING CHARACTERISTICS:

- Grade Level I - Journey level; directs and coordinates capital improvement projects, programs or activities;
- Grade Level II - Directs and coordinates complex capital improvement projects, programs and/or activities.
- Grade Level III - Directs and coordinates the most complex capital improvement projects, programs and/or activities.
- Grade Level IV - Directs and coordinates the most complex capital improvement projects, programs and/or activities; and acts as lead or supervisor.

EXAMPLES OF DUTIES:

- Plans and coordinates all aspects of one or more capital improvement projects; including definition, design and implementation;
- Prepares project schedules and budgets in concert with project engineer;
- Monitors project schedules and budgets and initiates corrective action when required;
- Represents the City in meetings with architects, engineers, client departments, citizen groups and governmental agencies;
- Prepares grant and permit applications, requests for proposals, consultant agreements, public notices, and other project documents not including plans and specifications;
- Assures project designs represent a reasonable engineering response to the needs of the client department and conform to Citywide policies, goals, and objectives;
- Ensures appropriate construction, maintenance and other related staff have reviewed project designs for constructibility and operability;
- Assists client department and other interested parties in interpreting plans and specifications;
- Assists project team in generating alternative solutions and facilitates the decision making process;

- Directs consultant selection procedures, administers consultant contracts and may assist in bidding and administration of construction contracts;
- Makes presentations to governmental bodies and citizen groups;
- Provides direction to other engineering staff involved in project planning, estimating, design review, scheduling, and construction;
- Harbor Department may have Capital Projects Coordinator I positions work on complex capital improvement projects in the capacity of scheduling and budgeting;
- May act as a lead or supervisor

MINIMUM REQUIREMENTS:

Proof of graduation from an accredited four-year college or university with a Bachelor's degree in engineering, architecture, construction management, public or business administration, or a closely-related field; and three years (full-time equivalent) of paid, professional-level experience relating to the administration of capital improvement projects and/or research projects, including one year of project management experience. Additional related experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

Experience interpreting plans, writing specifications, and preparing plan documents; experience working effectively with clients and consultants to determine requirements, including selection and administration of contracts; proficiency in the operation of a personal computer, including a working knowledge of spreadsheet, database, and project management applications; ability to communicate effectively, both orally and in writing.

Proof of a valid motor vehicle operator's license may be required. May be required to work evenings, weekends, shift work and split shifts.

HISTORY:

Established: 07/01/90

Revised: 06/19/02

Approval/Adoption Dates: 06/26/02

Revised: 05/25/11

Approval/Adoption Date: 07/06/11