

Title: Construction Project Coordinator	Effective Date: August 24, 2022	Grade: XIV	Job Category: Professional
Prior Title: Construction Project Coordinator	Prior Effective Date: June 19, 2021	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the Resident Engineer, this position is responsible for the monitoring of construction project(s) to ensure adherence to the plans and specifications.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Assure without immediate direct supervision the effective and complete adherence to approved plans and specifications to result in correct construction of projects.
- Oversee and coordinate Inspectors and Construction Aides to assure adherence to specifications.
- Maintain records to ensure proper estimate payments in accordance with Department policies.
- Analyze, plan and recommend needed changes so that project will be correctly constructed.
- Assist in preparation of final estimates.
- Maintain professional human relations with contractor and public to facilitate cooperation and coordination of the project.
- Employee is required to frequently drive a Department vehicle to various locations within the District.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a diploma from an accredited high school. Comprehensive experience in inspection of highway construction or similar experience. Experience overseeing and/or leading others.

Knowledge, skills and abilities:

Comprehensive knowledge of surveying, engineering, construction plans and specifications and highway materials sampling and testing procedures. Ability to interpret and apply construction project documentation procedures and administrative policies. Supervisory capabilities. Effective leadership and communication skills. Working knowledge of Microsoft Word, Excel, and Outlook software, and the use of Microsoft Windows operating system. Working knowledge of SiteManager and Earthwork Quantity Calculation software. Attention to detail. Ability to perform mathematical calculations including addition, subtraction, multiplication, division, the use of fractions and decimals, calculation of areas, volumes, rates, grades, slopes and basic survey calculations.

Physical requirements:

Ability to traverse rugged terrain, climb up and down hills and grades as well as in and out of vehicles. Ability to lift up to 75 pounds with or without reasonable accommodation.

Working conditions:

Must travel frequently to various locations within the District. Must be able to perform assigned duties in all types of weather as well as other work conditions, e. g. noise, dust, fumes, etc.

Licenses, registrations and certifications:

Certification in Soils, Concrete Testing, and National Pollutant Discharge Elimination System (NPDES) by the Technician Certification Program at the Center for Training Transportation Professionals, or equivalent certification. Valid driver's license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)