

PROJECT COORDINATOR

Grade 22
FSLA Status: Non-Exempt

Job Summary:

Fauquier County Water and Sanitation Authority is seeking a dynamic and goal driven person as a Project Coordinator. The work involves construction project coordination of complex utility projects with a specific focus on water and sewer infrastructure and/or treatment systems. Responsibility includes the construction coordination of numerous projects, simultaneously, in various stages of development including construction planning, scheduling, procurement, construction, inspection, start up and project closeout. This position will work with internal engineering and construction departments as well as external contractors, vendors, and permitting agencies to complete the projects on time and within budget. Work is performed under general supervision of the Director of Maintenance and Construction.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating construction projects; preparing and maintaining detailed records and files; tracking construction budgets and progress; providing quality control

- Thoroughly understands the scope of work, drawings, specifications and performs mathematical calculations to determine workflow, tools and resource (labor, material and equipment) requirements
- Develops and maintains detailed construction planning schedules utilizing project software for new construction and renovation work to include resources, equipment, cost and critical path identification.
- Monitors project progress against an established baseline schedule, records changes and provides comprehensive reporting and narratives. Identifies and evaluates risks and impacts within project schedules.
- Provides progress reporting documents and briefing materials as required. Develops creative reporting tools to communicate complex project sequencing and/or project assessments. Responsible for promptly reporting schedule slippage or other variances.
- For internally performed construction projects, responsible for project cost estimation, project schedule, procurement of materials and equipment. Coordinates with the Authority construction department and subcontractors.
- Obtains required permits and approvals from local, state and federal regulatory agencies and any required private entities such as railroads, etc.
- Maintains construction project documentation to include submittals, RFIs, change orders, utility agreements, rights-of-way, easements, as built and other documents relating to the projects.
- Reviews and/or inspects the work progress on daily basis and documents progress.
- Evaluates and negotiates change orders.
- Reviews RFI's and material submittals.
- Performs quality control duties and responsibilities regarding work being performed.
- Participates in meetings with project teams, contractors and various stakeholders related to the project coordination

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of methods of construction planning, contraction practices, techniques, materials and equipment, means and methods; skill in reading and interpreting engineering plans, drawings, specifications; ability to coordinate and inspect effectively the work on multi-projects; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with contractors, architects, engineers, co-workers and the public.

PREFERRED KNOWLEDGE:

Proficient in Microsoft project management software; demonstrated experience in permitting water/sewer infrastructure projects; demonstrated experience in delivering water and wastewater infrastructure projects; previous purchasing experience.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in construction management from an accredited college or university with major course work in Civil Engineering, Construction Management, Project Management, or other appropriate technical field; or five years' experience in construction management; or any equivalent combination of education and direct water and wastewater industry experience which provides the required knowledge, skills and abilities. PMP Certification preferred.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Please visit www.fcwsa.org for an employment application. Please email completed application and resume to Nikki Martin at nmartin@fcwsa.org.