

CITY OF REDWOOD CITY SENIOR BUILDING COORDINATOR

DEFINITION

The Senior Building Coordinator performs complex supervisory engineering and construction work in the investigation and construction of public works and related projects; and acts as coordinator for major engineering and construction projects.

DISTINGUISHING CHARACTERISTICS

This is a lead level class in the Building Inspector class series. The Senior Building Coordinator is expected to conduct the most technically complex inspections.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by engineers, or the Manager of Engineering and Construction, depending on assignment.

Responsibilities include indirect supervision or direct coordination of technical staff, consultants and contractors.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Serve as City's point of contact for assigned engineering or construction projects.
2. Assign routine investigation, design and drafting tasks to technical subordinates; review completed work; and assist in the determining solution of difficult problems.
3. Research publications and industry information sources.
4. Update design and construction standards for public works facilities and appurtenances.
5. Request survey, mapping, and data collection.
6. Prepare estimates and feasibility reports for new or modified services and facilities.
7. Perform complex inspection duties in several trade specialties such as plumbing, electrical and mechanical, structural and finish trade areas.
8. Prepare bid documents; negotiate change orders with contractors.

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9. Coordinate engineering activities with other City departments, divisions, sections, and with outside agencies.
10. Supervise and train professional and technical subordinates.
11. Ascertain conformance to Building Code, Plumbing, Mechanical, and Electrical Codes, and pertinent provisions of State and County health and environmental ordinances.
12. Confer with architects, contractors, builders, and the general public in the field and the office.
13. Keep and maintain records, process progress payments, and prepare reports, and administer construction contracts.
14. Assist in the checking of building plans, civil, and structural plans.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of engineering and building construction.

Modern methods and techniques used in the design and construction of a variety of public works engineering projects and building construction.

Modern developments, current literature and sources of information regarding the assigned area of engineering.

City codes and ordinances pertaining to public works and the Building Codes.

Applicable laws and regulatory codes relevant to design and construction in the area of assignment.

Principles of supervision and training.

Ability to:

Lead a design team in the coordination and completion of engineering and construction projects.

Prepare reports encompassing raw technical data; prepare accurate cost estimates and recommendations.

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Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of experience in the building inspection field with demonstrated proficiency as a combination building inspector; or three years responsible experience in public works engineering and building construction.

Training:

Equivalent to completion of the twelfth grade supplemented by I.C.B.O., or a four-year degree in Civil or Structural Engineering, or other specialized training.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Certification as a combination building inspector by I.C.B.O. or civil engineer EIT certificate.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 lbs.; exposure to outdoors, dust, electrical hazards, and mechanical hazards; ability to travel to different sites.

Effective Date: September, 1999

Bargaining Group: Service Employees' International Union - Local 715