



Class Title
Position Number
FLSA Status
EEO Classification
Department
Supervised By

Capital Projects Coordinator
0791
Exempt
Professionals
General Services
Chief Civil Engineer

Nature of Work

Performs advanced professional work managing and overseeing capital construction projects.

Essential Job Functions (other essential job functions may be designated by department)

- Manages assigned capital construction projects from original concept and budgeting through implementation.
- Develops detailed and accurate work plans, schedules and project budgets and status reports.
- Coordinates the consulting engineering and architectural firms performing planning, design or construction administration on projects.
- Assures that plans and projects meet applicable regulatory requirements.
- Assures that total project costs and time remain within budget and scope.
- This job is considered essential personnel and will be required to work during and following natural disasters and emergency situations.
- Performs other duties as assigned.

Job Preparation Needed

- Any combination of education and experience equivalent to a Bachelor's degree in architecture, engineering or related field; considerable experience as a professional designer or construction project manager, and in contract administration or construction supervision; Virginia Professional Engineer License preferred.
- Must possess, or be able to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County criteria.
- Knowledge of modern principles, theory, practices, and methods of engineering/architectural design, construction practices, scheduling, project estimation techniques, project management, budget planning and related building and site development principles; considerable knowledge of institutional, commercial and industrial design and construction techniques to include facility construction, public infrastructure and stormwater management facilities.
- Skill in the use of computer software, especially Microsoft Office Suite.
- Ability to effectively negotiate with public agencies or officials, citizens, designers and persons within the construction community; maintain effective working relationships with public officials, designers, citizens, contractors, etc.; plan, develop, direct and supervise multiple diverse and complex projects simultaneously, at various stages of completion; plan, coordinate and supervise the technical work of various consultants; understand complex technical issues related to civil engineering design and read and interpret applicable codes, standards or specifications; understand, prepare and interpret plans, specifications, diagrams, blueprints or drawings and compare them with actual work performed; communicate ideas or technical issues both orally and in writing.

Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the County's values and further the County's mission.

Post Offer Requirements

- Credential check
- Driving record check
- National criminal history/sex offender check

Introductory Period 12 months

Post Hire Requirements

- Must obtain and maintain all required certifications.
- Must maintain a Virginia driver's license and an acceptable driving record.

Job Locations and Conditions

- Duties are performed primarily in an office setting and at various outdoor sites around the County.
- Eligible for intermittent telework.
- Performs work safely in accordance with department safety procedures and County Safety Program; operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions; may be assigned to report at a different time and location and to perform different duties as necessary.



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General Aptitudes and Physical Abilities

James City County is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodations.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (from 1/3 to 2/3 of the time)	O= Occasionally (up to 1/3 of the time)	R= Rarely (less than 1 hour per week)	N= Not an essential job function
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General Aptitudes/ Physical Abilities	Frequency	Description
Mental Ability	C	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and, ability to make decisions in accordance with established procedures and policies
Communication Ability	C	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and, communicate with public, vendors, supervisors, and/or other employees, and County officials. <ul style="list-style-type: none"> Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees, and County officials Written Communication: read/understand text; exchange information in written form
Mathematical ability	F	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device
Spatial ability	F	Must have ability to comprehend forms in space and understand relationships of plane and solid objects; may be used in such tasks as blue print reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms
Operate office equipment	F	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.
Operate other equipment/tools	O	Necessary equipment and/or tools
Transport/Reposition Objects	O	Must be able to transport and reposition 5-10 pounds of materials/equipment from ground to waist, at waist level, waist level to shoulder, above shoulder
Ascend/Descend	O	Must be able to work in and move to different height levels
Sit	C	Must have the ability to sit
Stand	F	Must have the ability to stand
Walk	O	Move self from one location to another on flat terrain, rough terrain or both flat and rough terrain
Run	N	Move self from one location to another on both flat and rough terrain
Position self to lower level	R	Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself
Reaching, handling, fingering, and/or feeling	R	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands
Seeing	C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; use peripheral vision; and, determine color and depth perception. Must be able to see at night and/or in dark spaces
Hearing	C	Must be able to hear and listen to voices and sounds
Driving	O	Must be able to transfer or convey in a standard, automatic, vehicle including car, van, small truck, medium truck