

**Title:** Facilities Project Coordinator  
**PG:** 54  
**Status:** Civil Service  
**Position Reports to:** Facilities Maintenance Manager  
**Department:** Public Works/Facilities Maintenance Division

**Class Code:** 2220  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is administrative work in assisting the Facilities Maintenance Manager with planning and implementing the activities of the Facilities Maintenance Division's assigned special and capital improvement plan projects. The employee in this class functions with considerable latitude of administrative discretion within the framework of policies and procedures established by the Facilities Maintenance Manager. Work performance is reviewed through periodic reports and conferences. Work involves providing support to all departments in the development of project plans, prioritization, cost justification, and budgeting.

**ESSENTIAL FUNCTIONS:**

1. Administers contracts and projects involving or pertaining to activities of a group of skilled and semi-skilled trade workers in new construction, renovation and modifications of buildings.
2. Reviews architectural plans and specifications and bid documents for construction projects; performs in construction project manager role on various City-owned buildings and facilities.
3. Assists in the activities of compiling, analyzing and interpreting data related to facility use.
4. Coordinates and assists in scheduling work with other City department/division heads to ensure timely project completion within an established budget.
5. Prepares cost estimates on various types of repair, alteration and new construction work.
6. Facilitates resolution of construction disputes between City, Contractor and Project Architect/Engineer.
7. Assists the City department/division heads in planning, preparing, and implementing the annual capital improvement plan budget for the City.
8. Reviews the work progress and projects through periodic field visitation, analysis of operating reports and by personal conferences with supervisory personnel concerning special projects operations as assigned by the Facility Manager.
9. Prepares and submits detailed and narrative reports relating to the status of projects, the impact of delays on other projects, and the current and projected utilization of resources such as facilities, personnel, and equipment.

**ADDITIONAL RESPONSIBILITIES:**

1. Prepare, assists and coordinates the development of bid documents.
2. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of the principles, practices and techniques of project management.
2. Demonstrated experience managing large construction projects.
3. Thorough knowledge of accounting and budgetary cost controls.
4. Thorough knowledge of personal computers and PC-based spreadsheet, database, project management and presentation graphics software.
5. Considerable knowledge of construction and building methods.
6. Basic knowledge regarding the operation and maintenance of facilities maintenance equipment.
7. Knowledge of laws, codes, and regulations relating to building use and construction.
8. Ability to read and interpret building construction plans, sketches and blueprints.
9. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.

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10. Ability to communicate effectively both orally and in writing, to include preparation and presentation of reports, documentation and correspondence to management.
11. Ability to meet deadlines and stay calm under stressful situations.
12. Ability to read and interpret contracts and to ensure compliance with the terms and conditions they contain.
13. Ability to plan, schedule, supervise and coordinate in an effective manner projects involving other City of Lakeland departments and private contractors.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires light work that involves walking or standing some of the time, exerting up to 20 pounds of force occasionally to move objects, and routine keyboard operations.  
The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, sight, ability to speak clearly, manual dexterity, hearing, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Four (4) year degree from an accredited college or university in Engineering, Building Construction, Public or Business Administration.
2. Six (6) years of experience in project management activities.
3. An equivalent combination of education and experience, which is directly related to the foregoing specific requirements, may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.