

Title: Construction Project Coordinator	Effective Date: May 11, 2012	Grade: XV	Job Category: Professional
Prior Title: Construction Project Coordinator	Prior Effective Date: October 19, 2011	Grade: XV	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 State Highway and Transportation Department is an "at will" employer.

- Assure the effective and complete adherence to approved plans and specifications to result in correct construction of projects.
- Supervise and coordinate Inspectors, Construction Aides and Construction Helpers 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

The educational equivalent to a diploma from an accredited high school. 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. Minimum of five years experience in inspection of highway construction or similar experience. Certification in Soils/Earthwork and Portland Cement Concrete Testing by the Technician Certification Program at the Mack-Blackwell Rural Transportation Study Center, or equivalent certification. 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. 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.)