

Title: <b>Facility Management Project Coordinator</b>	Effective Date: October 18, 2010	Grade: XIII	Job Category: Technician
Prior Title: Initial Distribution	Prior Effective Date: June 18, 2009	Grade:	Page: 1 of 1

### CHARACTERISTICS OF WORK

Under the direction of the Section Head, this position is responsible for the monitoring of building projects 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.

- Prepare bid specifications for small building projects and assist architects in the preparation of bid specifications for large building projects.
- Develop preliminary plans, cost estimates and related construction documents for renovation, repair and new building projects.
- Coordinate and facilitate AHTD compliance with applicable electrical, mechanical, plumbing, building and fire codes.
- Assure the effective and complete adherence to approved plans and specifications to result in correct construction of building projects.
- Supervise and coordinate inspectors to assure adherence to specifications.
- Maintain records to ensure proper estimate payments to the consultants.
- Analyze, plan and recommend needed changes so that project will be correctly constructed.
- Prepare and maintain a variety of records and reports, in both written and computerized formats.
- Maintain professional communications with consultants, contractors and Department staff to facilitate cooperation and coordination of building projects.

### MINIMUM REQUIREMENTS

The educational equivalent to an associate's degree from an accredited college or university in electronics, mechanical engineering or closely related field and a minimum of four years experience in the design, construction, maintenance, repair or inspection of buildings, related facilities, structural construction projects, mechanical systems or similar experience. Knowledge of surveying, engineering, building plans and specification interpretation and building construction technology. Working knowledge of Microsoft Office software, and the use of Microsoft Windows operating system. 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.)*